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Article 1

Opening provisions

- (1) This guideline document shall define rules and processes of calling for and executing recruitment procedures to hire members of scientific staff at the University Institute ("UNI") of Tomas Bata University in Zlín ("TBU").
- (2) All of the recruitment procedures to hire members of scientific staff at UNI shall abide by the general principles and requirements set out in the European Charter for Researchers (the "Charter") as well as with the principles and requirements set out in the Code of Conduct for the Recruitment of Researchers (the "Code of Conduct").

Article 2

General

- (1) The posts of scientists at UNI shall be filled on the basis of recruitment procedures.
- (2) For the purposes of this guideline document, a recruitment procedure shall refer to a procedure as part of which, on the basis of pre-defined requirements, potential is established of applicants to work within a particular job position of a scientist at UNI.
- (3) All administrative matters relating to recruitment procedures set out in this guideline document shall be provided by TBU HR Department.

Article 3

Calls for recruitment procedures

- (1) Calls for recruitment procedures shall be published by the Director of UNI (the “Principal”).
- (2) A call for recruitment procedure shall contain:
 - a. the outline of the job position being filled, particularly the name of the place of work, the required activities and, where appropriate, the salary conditions;
 - b. the qualification requirements and other pre-conditions to be met by the person applying for the position being filled (the “Applicant”), particularly required level of and type of education, academic degrees, scientific ranks, length, type and discipline of experience in the field, language skills;
 - c. particulars of the application for the recruitment procedure (particularly documents certifying the applicant’s eligibility to hold the position being filled and a formal declaration of good repute), the time limit for and the method of filing the application;
 - d. estimated date of establishing the employment relationship.
- (3) The recruitment procedure shall be carried out through the TBU HR Department by means of posting in the public section of the TBU website. At the same time, it may be published electronically on a website that corresponds, in its focus, to the target audience, e.g. jobs.cz, euraxess.ec.europa.eu, LinkedIn, Researchgate.net, etc.
- (4) Posting on the UNI website shall be provided by a responsible officer.
- (5) The time limit for filing applications shall be at least 14 days after posting.
- (6) The Principal shall have the right, where justified, to shorten, extend, suspend or cancel the recruitment procedure.

Article 4

Recruitment Board

- (1) To assess applicants within a recruitment procedure, the Principal shall set up a recruitment board (the “Board”) and appoint its Chairperson. The Board shall be at least a three-member body; the Principal may expand the Board to be up to a seven-member body. The number of members of the Board must always be odd.
- (2) The Principal shall have the right to appoint a standing recruitment board, which shall be supplemented as appropriate in accordance with the other conditions of the recruitment procedure.
- (3) When setting up the Board, the Principal must ensure that the members of the Board are of high professional standard and have the moral integrity and, where possible, the staffing of the Board is balanced very well. Where justified, the Principal shall be entitled to appoint persons from the field as members of the Board, both from the public and private sectors.
- (4) Members of the Board shall be impartial persons. Where the impartiality of a member of the Board for their personal relationship with one of the applicants may be impaired, such member of the Board shall, without undue delay, quit its membership of the Board. In such a case, the Principal shall immediately appoint a new member of the Board. In the case of a standing board, the new member shall be appointed for a specific recruitment procedure only.

- (5) The Board's proceedings shall be closed to the public. Members of the Board shall be required to keep confidential the facts which they have learned in connection with the recruitment procedure in accordance with the law. The principles of data protection must be maintained in filling scientist positions at UNI, which shall survive the closure of the recruitment procedure.

Article 5

The process of recruitment

- (1) The Chairperson of the Board shall be entitled to disqualify applications from applicants who do not meet the requirements of the recruitment procedure. The Chair shall inform the members of the Board of the disqualification.
- (2) The first round of the recruitment procedure shall include an evaluation of the written supporting documents of the applicants. On the basis of such assessment, the Board shall decide on the advancement of selected applicants for the second round, respecting the principles and requirements set out in the Charter and the Code. The Board shall, through the TBU HR Department, inform applicants who do not proceed to the second round without undue delay, as a general rule within 15 days of the date on which the evaluation of the supporting documents was carried out.
- (3) The second round of the recruitment procedure shall be an interview with the selected applicants. In justified cases, the interview may be carried out by means of information and communication technologies at the request of the applicant. Every applicant must be informed of this possibility. The applicant's request shall be decided by the Chairperson of the Board.
- (4) When deciding on applicants who meet the requirements of the recruitment procedure, the Board shall rely in particular on the materials submitted and on the results of the interview with the applicants. When assessing the eligibility of applicants, the Board may additionally request the applicant to submit further relevant documents or proofs.
- (5) The Board's resolutions shall take the form of a secret ballot; the approval of a majority of the members of the Board shall be required for the adoption of the resolution. Each member of the Board shall have one vote.
- (6) The Board shall draw up minutes of the course and the outcome of the meeting. The minutes shall state the order of the applicants and, where appropriate, the indication of the ineligibility of all applicants. Any reservations expressed against the course of the recruitment procedure or its outcome shall be entered in the minutes by Board members. The minutes shall be signed by the Chairperson and Board members. The minutes shall be a non-public document.
- (7) The Chairperson of the Board may, where appropriate, decide through voting in writing. The Chairperson of the Board shall submit the supporting documents to the Board members in electronic form, with notification of the time limit for opinion in writing on compliant/non-compliant applicants and the ranking of the applicants. The provisions of point 6 shall apply *mutatis mutandis*.
- (8) The Chairperson of the Board shall forward to the Principal, without delay, the minutes of the meeting.

Article 6
Principal's Decision

- (1) The Principal shall decide on the basis of the supporting documents provided by the Board. The Principal shall be entitled to hire a compliant applicant other than the one rated by the Board as the best applicant. The Principal is required to justify their decision.
- (2) The Principal shall notify the applicant, through the TBU HR Department, without undue delay, whether or not the Principal hires the applicant on the basis of the recruitment procedure.

Article 7
Waiving a selection procedure

- (1)) A selection procedure to fill an academic staff position may be waived if the candidate is approached directly in special cases, in particular if a staff member is:
 - a) recruited exclusively for activities within a particular project, where he/she is named in the project application and the project is approved by the grant authority;
 - b) recruited exclusively for activities within an external R&D project, where the full-time equivalent is up to 0.3 (i.e. 12 hours per week).

Article 8
Final Provision

- (1) This Director's Directive replaces the Director's Directive Sř/04/2020.

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