

## *Internal Regulations of the University of Pardubice*

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*On 20 December 2022, the Ministry of Education, Youth and Sports registered under Section 36(2) of Act No.111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts ('Higher Education Act'), under No. MSMT-34565/2022-2 Regulations of the Selection Procedure of the University of Pardubice.*

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*Mgr. Karolína Gondková*  
*Head of Higher Education*

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### **RULES OF THE SELECTION PROCEDURE OF THE UNIVERSITY OF PARDUBICE OF 20 DECEMBER 2022**

#### **Article 1**

##### **Introductory provisions**

1. The Rules of the Selection Procedure of the University of Pardubice ("Rules of the Selection Procedure") is an internal regulation of the University of Pardubice ("University") pursuant to Section 17(1)(f) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts ("Higher Education Act"), as amended ("Higher Education Act").
2. The selection procedure shall be conducted in accordance with the principles of an open, transparent and substantive selection procedure in accordance with the Code of Conduct for the Recruitment of Researchers.<sup>1</sup> The principles of data protection shall be respected when filling positions, even after the selection procedure has ended.<sup>2</sup>
3. The Rules of the Selection Procedure shall regulate the details of selection procedures for academic staff positions (posts) at the University and for certain other positions.
4. The principles of the selection procedure are laid down in Section 77 of the Higher Education Act. The definition of the activities, competences and status of an academic staff member is set out in Section 70 et seq. of the Higher Education Act and Article 31 of the Statutes of the University of Pardubice ("Statutes").
5. For the purposes of these Rules of the Selection Procedure, a position (post) is defined as a position in accordance with the Internal Wage Regulation and Directive No. 2/2021 Catalogue of Work. Job position titles (job classifications) are universal titles for both male and female.
6. For the purposes of these Rules of the Selection Procedure, selection procedure means a process in which the qualifications of a applicant for the performance of the job to be filled are determined based on predetermined conditions.

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1 Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on the Code of Conduct for the Recruitment of Researchers.

2 Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), Act No. 110/2019 Sb., on the Processing of Personal Data, as amended.

## **Article 2**

### **Positions to be filled in accordance with the Rules of Selection Procedure**

1. Positions at the University are filled on a competitive basis:
  - a) academic staff
    - professors, associate professors, senior lecturers, lecturers, seminar leaders and scientific, research and development staff involved in both teaching and creative activities, and other employees listed in Annex 1 to the Internal Wage Regulation,
    - heads of departments, institutes, centres and studios at faculties, heads of university facilities established for educational and creative activities (Language Centre, Department of Physical Education and Sport),
  - b) the Bursar, the secretaries of the faculties and the Head of Rector's Office,
  - c) heads of units of the University pursuant to Article 24(1) of the Statutes and Article 25 of the Statutes, if the Rector so determines,
  - d) scientists and researchers, or other staff, as appropriate, based on the decisions of the Principal referred to in Article 4.

## **Article 3**

### **Waiving the selection procedure**

1. On the basis of a decision of the Principal of the selection procedure, selection procedures for academic staff positions may be waived in the following cases:
  - (a) when the employment relationship is renegotiated, in the case of filling the post held by him/her,
  - (b) in the case of a transfer from the post of lecturer, senior lecturer and assistant professor to the post of senior lecturer, assistant professor or full professor,
  - (c) in the event of reassignment to another department, institute, centre or studio within the same faculty in the event of its reorganisation.
2. The establishment and filling of the post of adjunct professor shall be governed by Article 35 of the Statutes and these Regulations shall not apply.
3. The filling of posts at joint departments of the University with other legal entities is governed by an agreement with these legal entities.

## **Article 4**

### **Principal**

1. The Principal is the person who decides whether to launch the selection procedure or to abandon the selection procedure within the meaning of Article 3 of these Rules of Selection Procedure.
2. A selection procedure organisationally integrated in a faculty is launched by the Dean.
3. In other cases, the Rector is the Principal of the selection procedures.

## **Article 5**

### **Selection procedure notice**

1. The selection procedure shall be launched by publication.  
The selection procedure notice shall include in particular:
  - a) designation of the Principal,
  - b) type of work, job title, workplace and unit, if applicable,
  - c) job description,
  - d) the length of the fixed weekly working time and the duration of the employment relationship,
  - e) the required qualification requirements and other prerequisites for filling it,
  - f) the expected or required start date,
  - g) a list of the documents required from the applicant,
  - h) the date, method, form and place for submitting the application and the documents required from the applicant,
  - i) possible career growth opportunities.
2. The selection procedure notice must not contain discriminatory elements.
3. The selection procedure notice is made in the Czech language and, if the nature of the post to be filled so requires, also in English and, if justified, in other languages, so that the selection procedure is not discriminatory towards foreign applicants and is open to them in a transparent manner.
4. The selection procedure notice must be published in the public section of the University's website (on the official notice board) and its unit at least 30 days before the closing date for applications. At the same time, if it is beneficial, the Principal shall decide whether to publish the selection procedure outside the University in mass media and in a manner appropriate to the target group of applicants, e.g. EURAXESS Czech Republic, ResearchJobs.cz, etc.
5. The deadline for applying for the selection procedure is at least 30 days from its publication. The date of receipt of the application by the University is decisive for meeting this deadline.
6. In justified cases, selection procedures may be extended or cancelled by the Principal.
7. Applications for the selection procedure, including the required documents, shall be submitted in written or electronic form and shall be registered with the Principal under the serial numbers with the date of receipt. Applications for the selection procedure shall be submitted in Czech or English, or in the language required by the Principal.

## **Article 6**

### **Selection Board**

1. By the end of the deadline for the submission of applications for the selection procedure, the Principal shall appoint the members of the Selection Board and its Chair ('Board'), who shall convene its meeting. The Principal may not be a member of the Board. The Principal may also appoint a standing committee, which may be supplemented in accordance with the other conditions of the selection procedure.
2. When appointing the Board, the Principal, in agreement with its Chair, shall also set the date of the selection procedure.
3. The selection procedure notice must be notified to the Basic Organisation of the University of Pardubice University Trade Union, which has the right to delegate a representative to the Board.

4. The Board consists of the Chair, members and secretary, and a representative of the University Trade Union, if invited. The Chair and each member shall have one casting vote, the secretary and the Trade Union representative shall have an advisory vote.
5. The Board shall have at least three members with a casting vote. Membership of the Board with a casting vote shall be non-representative.
6. If the Rector is the Principal, he/she usually appoints one of the Vice-Rectors or the Bursar as the Chair of the Board; if the Dean is the Principal, he/she usually appoints one of the Vice-Deans as the Chair of the Board. In addition to academic staff, the members of the Board may include other university employees or other practitioners who are not University employees.
7. In the case of a selection procedure for the position of an academic staff member, the Principal appoints as one of the members of the Board the head of the department or other organisational unit of the faculty or another representative of the unit for which the selection procedure is launched and one member of the relevant academic senate.
8. The Secretary of each board shall be a member of the Personnel Department ('PD'). The Secretary's role shall be to ensure compliance with the Rules of the Selection Procedure and to draw up the minutes of the selection procedure at the end of the Board's deliberations.
9. A person who is close to the applicant or to the person applying for the post cannot be a member of the Board. If a person who is a member of the Selection Board does not fulfil this requirement, this fact must be communicated without delay to the Principal, who shall appoint a new member of the Board. In the case of a standing committee, the new member shall be appointed only for the specific selection procedure.
10. When setting up the Board, the Principal shall ensure the high professional competence and moral integrity of the Board members and shall appoint the Board with regard to gender and age balance.
11. Members of the Board must be familiar with the selection procedure and the criteria for selecting a applicant.
12. The meetings of the Board are closed to the public. All those present are obliged to maintain the confidentiality of the facts which have come to their knowledge in connection with the selection procedure.

## **Article 7**

### **Course of the selection procedure**

1. The selection procedure is normally opened immediately after the closing date for receipt of applications for the selection procedure and closed within 6 weeks of the same date.
2. According to the decision of the Chair of the Selection Board, an application may be included in the selection procedure if it does not meet the specified requirement at the time of the selection procedure, but there is a realistic expectation of meeting it in the near future. If a applicant is successful in the selection procedure, he or she may be recruited to the post to be filled only after having subsequently submitted the specified requirement.
3. The Chair of the Board may decide that the selection procedure shall take place without the presence of the applicant. In such a case, he or she must inform the applicant in writing in advance that the selection procedure will be conducted only on the basis of the material submitted, which is sufficient for an objective decision to be taken.
4. In justified cases, the various stages of the selection procedure may also be carried out by means of remote communication. This method shall be decided by the Chair of the Selection Board.
5. The selection procedure usually takes place in two rounds. The first round of the selection procedure normally involves an evaluation of the documents submitted by the applicant. The Chair assesses

the applicant in relation to the requirements of the post to be filled, assessing his or her professional qualifications, experience, knowledge, and, in the case of academic staff, teaching skills and the results of scientific and other creative activities in the relevant field. Other aspects of the applicant's overall professional experience, such as popularisation, mobility, management skills, moral integrity, character traits, etc., will also be considered. Applicants are not considered on the basis of gender, age, ethnicity or other discriminatory aspects.

6. The Chair of the Board has the right to exclude applications from applicants who clearly do not meet the conditions of the selection procedure. He/she shall inform the Board of the eliminated applications at the beginning of the meeting. The Secretary shall enter the information on the elimination of the applicant, together with the reason for the elimination, in the minutes. The Chair of the Selection Board shall ensure that applicants who do not proceed to the next round are informed and that the documents provided are returned, with the exception of the application form, which shall be kept and archived by the Principal.
7. On the basis of the evaluation of the documents, the Chair decides on the advancement of the selected applicants to the second round, which usually includes interviews, followed by a vote of the Board on the ranking of the applicants or on the elimination of unsuitable applicants.
8. A quorum of the Board shall be present if a majority of the members with a casting vote is present. The presence of the Chair of the Board is always required. In the event of a tie, the opinion of the Chair shall prevail.
9. The Board shall act by secret ballot. The Chair and each member of the Board with a casting vote must determine the ranking of all applicants for the post to be filled and may not assign the same ranking to more than one applicant and may not omit any ranking from the first to the last. The sum of the rankings will then determine the result of the vote. The applicant with the lowest total number of votes shall be recommended by the Selection Board as the most suitable applicant for admission. In the event of a tie, the opinion of the Chair shall prevail.
10. In the case of a single applicant in the selection procedure, the approval of a majority of the members of the Board present and voting shall be required to recommend his/her acceptance. In the event of an equality of votes for and against, the opinion of the Chair shall prevail.
11. The Board may also recommend that an applicant is not suitable for the post to be filled and exclude him/her from the ranking vote if a majority of the members of the Board present and voting with a casting vote are in favour of such a proposal. In the event that all applicants are eliminated, the Principal may call for a new selection procedure.
12. From the applicants who have not been eliminated, the Board shall vote to rank the applicants, with the most suitable applicant in first position.
13. The second round ends with the taking of the minutes of the Board meeting, which are signed by the Chair of the Board and the attendance list signed by the Board members present. If any of them has reservations about the procedure or the outcome of the selection procedure, they shall add their written opinion to the signature.

The minutes must contain in particular:

- a) the full text of the selection procedure notice (in the form of an annex) and the manner in which it was published,
- b) the date of the selection procedure,
- c) a list of the appointed members of the Board,
- d) the names of all applicants who have applied within the deadline,
- e) in the event of an applicant being eliminated, the reason for the elimination,
- f) the result of the Board vote, including the ranking of the applicants,

- g) recommending the most suitable applicant for the post to be filled.
14. The minutes of the Board meeting shall be submitted by the Chair to the Principal no later than 7 calendar days after the end of the second round of the selection procedure. The minutes shall not be public.

### **Article 8 Decision of the Principal**

1. The Principal has the right to invite the applicant to a personal meeting or to request further documents before issuing its final decision.
2. Within 14 calendar days from the date of the selection procedure, the Principal shall close the selection procedure with a decision on the acceptance or non-acceptance of the applicant recommended by the Selection Board as the most suitable, or on the acceptance of another applicant from the selection procedure. If the Principal deviates from the recommendation of the Selection Board, it must give reasons for his/her decision.
3. If the Principal is also the applicant for the post to be filled, the Principal's representative authorised to act in employment matters shall conclude the selection procedure by deciding whether to accept the applicant recommended by the Board.
4. If the Principal does not select any of the applicants recommended by the Board, he/she may launch a new selection procedure.
5. No later than 7 calendar days after the decision on the outcome of the selection procedure, the Principal shall communicate his/her decision on acceptance or non-acceptance in writing to all applicants who participated in the selection procedure. He/she shall at the same time return to all unsuccessful applicants the documents provided, except for the application form, which shall remain on file with the Principal. If the applicant so requests within 14 days of the notification of the decision, the Principal will provide feedback on his/her participation in the selection procedure.
6. The successful applicant may be recruited and appointed to the post within 1 year of the conclusion of the selection procedure.
7. If, after the decision of the Principal, the successful applicant notifies that he or she will not take up the post, the Principal may decide to recruit another applicant from the competition within one year of the closure of the competition.

### **Article 9 Common provisions**

1. In the case of filling the posts referred to in Article 2(1)(d), these Rules shall apply *mutatis mutandis*, in particular the provisions relating to the length of time limits may be reduced *mutatis mutandis*.
2. The original documents from the selection procedure of the accepted applicant, including the applications of all applicants, are stored and archived at the Principal for the period specified by the University's Filing and Discarding Rules. A copy of the minutes and the admission decision shall be forwarded by the Principal to the PD staff together with the documents of the admitted applicant.
3. The administrative agenda and the organisation of the selection procedure at the faculty are provided by the faculty Deans. The administrative and organisational arrangements for selection procedures launched by the Rector are made by the PD in cooperation with the relevant department. All costs associated with the selection procedure are borne by the relevant organisational unit of the Principal.

### **Article 10**

### **Transitional provisions**

1. Selection procedures which have not been completed before the entry into force of this Internal Regulation shall be completed in accordance with the existing regulations.

### **Article 11 Final provisions**

1. The Rules of the Selection Procedure of the University of Pardubice registered by the Ministry of Education, Youth and Sports on 30 September 2010 under No. 25 289/2010-30, as amended ("the existing Rules of the Selection Procedure") are hereby repealed.
2. These Rules of the Selection Procedure were approved by the Academic Senate of the University on 22 November 2022 pursuant to Section 9(1)(b)(3) of the Higher Education Act.
3. These Rules of the Selection Procedure shall enter into force and take effect pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.

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Rector