The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, under Ref. No. MSMT-29882/2025-2, the Rules of Selection Procedure at the University of Pardubice as of the date of signing the registration.

Mgr. Vojtěch Tomášek
Head of the Department of Higher Education Institutions

THE RULES OF SELECTION PROCEDURE AT THE UNIVERSITY OF PARDUBICE DATED 1 JANUARY 2026

Article 1
Introductory Provisions

(1) The Rules of Selection Procedure at the University of Pardubice (hereinafter referred to as the "Selection Procedure Rules") are an internal regulation of the University of Pardubice (hereinafter referred to as the "University") pursuant to Section 17(1)(f) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Higher Education Act").

(2) The selection procedure is conducted in accordance with the principles of an open, transparent and objective selection process, in line with the Code of Conduct for the Recruitment of Research Staff[1]. When filling vacancies, even after the recruitment process has concluded, the principles of data protection must be upheld[2].

(3) The Selection Procedure Rules set out the details of the selection procedures for academic posts at the university and for certain other posts.

(4) The principles governing the selection procedure are laid down in Section 77 of the Higher Education Act. The definition of the duties, remit and status of academic staff is set out in Section 70 et seq. of the Higher Education Act and Articles 35 and 36 of the Statutes of the University of Pardubice (hereinafter referred to as the "Statutes").

(5) Concerning the purposes of these selection procedure rules, a post is defined as a post in accordance with the Internal Wage Regulations and Directive No. 2/2021 – the Job Catalogue. The titles of posts (job classifications) are gender-neutral.

(6) Concerning the purposes hereof, a "selection procedure" means a process in which, based on pre-determined criteria, the suitability of a candidate for the post to be filled is assessed.

[1] Commission Recommendation of 11 March 2005 on the European Charter for Researchers and 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 with regard to 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
Posts Filled in Accordance with the Selection Procedure Rules

(1) The following posts are filled at the university following a selection process:

a) academic staff

- professors, associate professors, assistant professors, lecturers, teaching assistants and academic, research and development staff involved in both teaching and creative activities, and other staff listed in Annex 1 hereto;
- heads of departments, institutes, centres and studios within faculties; heads of university units established specifically for educational and creative activities (Language Centre, Department of Physical Education and Sports);

b) the bursar, the faculty secretaries and the chancellor;

c) heads of university departments in accordance with Article 29(1) and Article 30 of the Statutes, where so provided by the Rector;

d) scientific and research staff, or other staff where applicable, based on a decision by the organising bodies referred to in Article 4.

Article 3
Waiver of the Tender Procedure

(1) Subject to a decision by the organiser of the selection procedure, selection procedures for academic posts may be waived in the following cases:

a) when renewing an employment contract, where the post in question is the one currently held by the employee;

b) in the event of a transfer from the post of lecturer, assistant professor or associate professor to the post of assistant professor, associate professor or professor;

c) in the event of a transfer to another department, institute, centre or studio within the same faculty.

(2) The establishment and filling of the post of extraordinary professor are governed by Article 39 of the Statutes, and these selection procedure rules shall not apply.

(3) The filling of posts at the university's shared workplaces with other legal entities is governed by an agreement with those legal entities.

Article 4
Inviting party

(1) The inviting party is the person who decides whether to launch a selection procedure or, where appropriate, to waive the selection procedure within the meaning of Article 3 hereof.

(2) A selection procedure organised by the faculty is announced by the Dean.

(3) In all other cases, the Rector is responsible for organising the selection procedures.

(4) The inviting party may attend the entire selection process in person.

Article 5
Call for Applications

(1) The selection procedure commences upon its publication.

The call for applications shall include, in particular:

a) name of the inviting party;
b) type of work, or, where applicable, the job title, workplace and place of work;
c) job description;
d) the length of the prescribed weekly working hours and the duration of the employment relationship;
e) the required qualifications and other criteria for the post;
f) expected or required commencement date;
g) list of documents required from the applicant;
h) the deadline, method, format and location for the submission of the application and the documents required from the applicant;
i) or, possibly, the prospect of career progression.

(2) The selection procedure announced must not contain any discriminatory elements.

(3) The selection procedure is advertised in Czech and, where the nature of the post so requires, also in English; in justified cases, it may also be advertised in other languages, to avoid discrimination against applicants from abroad and to ensure that the recruitment process is transparent to them.

(4) The announcement of the selection procedure must be published in the public section of the university's website (on the notice board) and its sub-sections at least 30 days before the deadline for submitting applications. At the same time, where appropriate, the inviting party shall decide to publicise the call for applications outside the university in the mass media and in a manner tailored to the relevant target group of applicants, e.g. EURAXESS Czech Republic, ResearchJobs.cz, etc.

(5) The deadline for submitting applications for the selection procedure is at least 30 days from the date of its publication. The date the application is received by the university is decisive in meeting this deadline.

(6) In justified cases, the inviting party may extend or cancel the selection procedure.

(7) Applications for the selection procedure, including the required supporting documents, shall be submitted in written or electronic form and shall be registered by the inviting party under reference numbers bearing the date of receipt. Applications for the selection procedure shall be submitted in Czech, English, or any other language required by the inviting party.

Article 6
Selection Committee

(1) By the deadline for submitting applications for the selection procedure, the inviting party shall appoint the members of the selection committee and its Chair (hereinafter referred to as the "committee"), who shall convene its meetings. The inviting party itself may not be a member

of the committee. The inviting party may also appoint a standing committee, which may be supplemented in accordance with the other conditions of the selection procedure.

(2) When appointing the committee, the inviting party shall, in consultation with its Chair, also set the date for the selection procedure.

(3) The inviting party is obliged to inform the trade union organisation or organisations operating at the university of the launch of the selection procedure. The participation of representatives of the trade union organisation or organisations in the selection procedure is governed by the collective agreement currently in force and effect.

(4) The committee consists of a chairperson, members and a secretary, and, where applicable, a representative of the trade union organisation or organisations. The chairperson and each member have one casting vote, whilst the secretary and the trade union representative have an advisory vote.

(5) The committee shall have at least three members with a casting vote. Membership of the committee with a casting vote is non-delegable.

(6) If the inviting party is the rector, they shall, as a rule, appoint one of the vice-rectors or the bursar as Chair of the committee; if the inviting party is the dean, they shall, as a rule, appoint one of the vice-deans as Chair of the committee. In addition to academic staff, members of the committee may include other university staff or external experts who are not employed by the university.

(7) In the case of a selection procedure for an academic post, the inviting party shall, as a rule, appoint as one of the members of the selection committee the head of the department or other organisational unit of the faculty, or another representative of the department for which the selection procedure is being held, and one member of the relevant academic senate.

(8) The secretary of each selection committee is an employee of the Personnel Department (hereinafter referred to as “PerD”). The secretary’s role is to ensure compliance with the selection procedure rules and, once the panel’s deliberations have concluded, to draw up the minutes of the selection procedure.

(9) A person who is a related party of an applicant or a person applying for the post may not be a member of the selection committee. If a member of the selection committee fails to meet this requirement, the appointing party must be notified without delay, and the member must be replaced. In the case of a standing committee, the new member shall be appointed solely for that specific selection procedure.

(10) When appointing the committee, the inviting party shall ensure that its members possess a high level of professional competence and are of good moral character, and shall appoint the committee with due regard to gender and age balance.

(11) Members of the committee must be familiar with the selection procedure and the criteria for selecting candidates.

(12) The committee’s proceedings are *in camera*. All those present are obliged to maintain confidentiality regarding any information they have learnt in connection with the selection process.

Article 7

The Course of the Selection Procedure

(1) The selection procedure is usually commenced immediately after the deadline for the submission of applications has passed, and concluded within 6 weeks of that date.

(2) At the discretion of the Chair of the selection committee, an application may be included in the selection procedure if the applicant fails to meet the specified requirement at the time of the selection procedure, but there is a realistic prospect of them meeting it in the near future. Should the applicant be successful in the selection procedure, they may be appointed to the post only after they have met the specified requirement.

(3) The Chair of the committee may decide that the selection procedure shall take place without the applicant being present. In such a case, the applicant must be informed in writing in advance that the selection procedure will be conducted solely based on the documents submitted, which are sufficient to enable an objective decision to be made.

(4) In justified cases, individual stages of the selection procedure may also be carried out using means of remote communication. The Chair of the committee shall decide on this method.

(5) The selection procedure usually takes place in two rounds. The first round of the selection procedure usually involves assessing the applicant's supporting documents. The Chair assesses the applicant against the requirements of the post to be filled, evaluating their professional qualifications, experience, and knowledge; for academic staff, teaching abilities and the results of their research and other creative activities in the relevant field are also assessed. Other aspects of the applicant's overall professional experience are also taken into account, such as outreach, mobility, managerial skills and, where applicable, any other published requirements. Applicants are not assessed based on gender, age, ethnicity or other discriminatory criteria.

(6) The Chair of the selection committee has the right to disqualify applications from candidates who clearly fail to meet the conditions of the selection procedure. The Chair shall inform the committee of any disqualified applications at the start of the meeting. The secretary shall record in the minutes the information regarding the exclusion of an applicant, stating the reason for exclusion. The Chair of the selection committee shall ensure that candidates who do not proceed to the next round are informed and that the documents they submitted are returned to them, except for the application form, which shall be retained and archived by the inviting party.

(7) Based on an assessment of the supporting documents, the chairperson will decide which candidates will proceed to the second round, which usually involves interviews; following these, the selection committee will vote to rank the applicants or, where appropriate, to eliminate the unsuitable ones.

(8) The committee has a quorum if a majority of its members with voting rights are present. The Chair of the committee must always be present. In the event of a tie, the Chair has the casting vote.

(9) The committee reaches its decision by secret ballot. The Chair and each member of the committee with a casting vote must rank all candidates for the post in question; they may not assign the same ranking to more than one candidate, and must not omit any ranking from first to last. The sum of the rankings then determines the vote result. The applicant who receives the lowest total score is recommended by the committee for appointment as the most suitable candidate. In the event of a tie, the Chair has the casting vote.

(10) Where there is only one candidate in the selection procedure, a recommendation for their appointment requires the approval of a majority of the committee members present, with the Chair having the casting vote. In the event of a tie between votes in favour and against, the Chair's opinion shall be decisive.

(11) The committee may also recommend that an applicant is not suitable for appointment to the post in question and exclude them from the ranking vote, provided that a majority of the committee members present with a casting vote have voted in favour of such a proposal. Should all candidates be excluded, the appointing authority may launch a new selection procedure.

(12) From among the candidates who have not been eliminated, the committee shall, by a vote, draw up their ranking, with the most suitable applicant placed in first position.

(13) The second round concludes with the drawing up of the minutes of the committee's meeting, which are signed by the Chair of the committee, whilst the committee members present sign the attendance register. If any of them have reservations regarding the conduct of the selection procedure or its outcome, they shall attach their written statement to their signature.

The minutes must include, in particular:

a) the full text of the invitation for the selection procedure (as 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 committee;

d) the names of all candidates who applied for the selection procedure within the specified deadline;

e) the reason for the exclusion of an applicant where a candidate has been excluded;

f) the result of the committee's vote, including the ranking of the candidates;

g) a recommendation as to the most suitable candidate for the post to be filled.

(14) The chairperson shall submit the minutes of the committee's meeting to the inviting party no later than 7 calendar days after the end of the second round of the selection procedure. The minutes are not public.

Article 8
Decision by the Inviting Party

(1) The inviting party reserves the right, before issuing its final decision, to invite applicants to an interview or to request further documentation.

(2) Within 14 calendar days of the date of the selection procedure, the inviting party shall conclude the selection procedure by issuing a decision either to accept or reject the candidate recommended by the committee as the most suitable, or to accept another candidate from the selection procedure. If the inviting party deviates from the committee's recommendation, it must justify its decision in writing. The decision, including the reasons, shall be attached to the minutes.

(3) If the employer is also a candidate for the post in question, the selection procedure shall be concluded by a decision on whether to appoint or not to appoint the applicant recommended by the selection committee, taken by a representative of the employer authorised to act in matters relating to employment law.

(4) If the organising body does not select any of the applicants recommended by the selection committee, it may launch a new selection procedure.

(5) No later than 7 calendar days after the decision on the outcome of the selection procedure, the inviting party shall notify all applicants who took part in the selection procedure in writing of its decision regarding their acceptance or rejection. At the same time, the inviting party shall return all documents submitted by unsuccessful candidates, except for the application form, which shall be retained and archived by the inviting party. If a candidate requests it within 14 days of being notified of the decision, the inviting party shall provide them with feedback on their participation in the selection procedure.

(6) The inviting party may offer the successful applicant a contract of employment and assign them to a post within one year of the conclusion of the selection procedure.

(7) If, following the inviting party's decision, a successful applicant in the selection procedure announces that they will not take up the post in question, the inviting party may, within one year of the conclusion of the selection procedure, decide to appoint another candidate from that selection procedure.

Article 9
General Provisions

(1) In the case of the filling of posts pursuant to Article 2(1)(d), these selection procedure rules shall apply mutatis mutandis; in particular, the provisions relating to time limits may be shortened as appropriate.

(2) The original documents from the selection procedure for the successful applicant, including the applications of all candidates, are stored and archived by the inviting party for the period specified in the University's Records Management and Disposal Policy. The inviting party shall provide PerD staff with a copy of the minutes and the admission decision, together with the documents relating to the successful candidate.

(3) The administrative tasks and organisation of selection procedures at the faculties are handled by the faculties' dean's offices. Selection procedures announced by the Rector are managed administratively and organisationally by PerD in cooperation with the relevant department. All costs associated with the selection procedure are borne by the relevant organisational unit of the body announcing the procedure.

Article 10
Transitional Provisions

(1) Selection procedures that had not been completed before this internal regulation came into force shall be finalised in accordance with the previous regulation.

Article 11
Final Provisions

(1) The University of Pardubice's Rules of Selection Procedure, registered by the Ministry of Education, Youth and Sports on 20 December 2022 under ref. no. MSMT-34565/2022-2, are hereby repealed.

(2) These Selection Procedure Rules were approved by the University's Academic Senate on 25 November 2025, in accordance with Section 9(1)(b)(3) of the Higher Education Act.

(3) These Selection Procedure Rules shall enter into force, in accordance with Section 36(4) of the Higher Education Act, on the date of their registration by the Ministry of Education, Youth and Sports.

(4) These Selection Procedure Rules shall come into force on 1 January 2026.

Prof. Ing. Libor Čapek, Ph.D.
Rector