

Rules of Selection Procedure

Ministry of Education, Youth and Sports registered in accordance with § 36, Paragraph 2 of Act No. 111/1998 Coll. On universities and amending other Acts (the Higher Education Act), on 30 September 2010 under Ref. No. 25 289/2010-30 Rules of Selection Procedure of University of Pardubice.

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RULES OF SELECTION PROCEDURE

University of Pardubice

of 30 September 2010

Article 1

Preliminary Provisions

(1) Rules of Selection Procedure of University of Pardubice (hereinafter referred to as "Rules of Selection Procedure") is an internal regulation of the University of Pardubice (hereinafter referred to as "University") pursuant to § 17, Paragraph 1, Letter e) Act No. 111/1998 Coll. on universities and amending other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act").

(2) Principles of selection procedure are set in § 77 of the Act. Definition of activities, scope and status of an academic worker are set in § 70 of the Act and Article 32 of the Statutes of University of Pardubice.

(3) Following the selection procedure, positions are filled of:

a) the academic staff,

- professors, associate professors (readers), assistant professors, assistants, lecturers and scientific, research and development staff involved in teaching,

- heads of higher education institutes,

- heads of departments or institutes of faculties and heads of departments of university institutes,

- senior consultants (heads of clinics),

b) bursar, faculty secretaries and secretaries of higher education institutes,

c) director of Accommodation and Catering Services, director of the Information Centre and chancellor,

d) other employees as decided by the tenderer referred to in Article 2

(4) The selection procedure may be desisted from in repeated arranging of employment with the employee, if it is the post held by him/her.

Article 2

Tenderer

(1) The organizer/initiator/inviter of selection procedures for posts in the faculty is the Dean.

(2) The organizer/initiator/inviter of selection procedures for posts in a higher education institute is the head of the higher education institute.

(3) The organizers/initiators/inviters of selection procedures for posts of senior consultants (heads of clinics) are the Dean of the Faculty of Health Studies, together with the Director of Regional Hospital Pardubice.

(4) In other cases not mentioned in paragraphs 1 to 3, the organizer/initiator of selection procedures is the Rector.

Article 3

Invitation to Selection Procedure

(1) The text of the selection procedure announced shall include in particular

- a) indication of the organizer/initiator/inviter,
- b) indication of the post and workplace,
- c) the length of the weekly working time if the post to be filled is not for 40 working hours a week,
- d) qualification and other requirements,
- e) from when the post is to be filled,
- f) the place and the time limit for filing the application,
- g) indication of the required attachments to the application.

(2) The text of the selection procedure announced may not contain any discriminatory elements.

(3) An invitation to selection procedure shall be posted on the official board of the University and its respective part and also on the website of the University and its part.

(4) In filling vacancies of the academic staff, the invitation to selection procedure shall be published, in addition to posts listed in Paragraph 3, in a mass medium with the national scope, with other employees the organizer/initiator/inviter shall decide on other ways to publish it.

(5) The time limit for submitting applications to the selection procedure is at least 30 days after its publication in a mass medium with the national scope, for the invitation to selection procedure without publication in a mass medium at least 30 days after its publication on the notice board of the University. For meeting this time limit, the date of delivery of the application to the university is decisive.

(6) Applications to selection procedure, including annexes, shall be submitted in writing and signed by the applicant and registered with the organizer/initiator/inviter under reference numbers with the date of delivery. Applications, including annexes, can also be submitted electronically.

(7) Applications to selection procedure are submitted in Czech or English, or in the language required by the organizer/initiator/inviter. The evidence of completion of education obtained abroad shall be accompanied by a Czech translation.

Article 4

Commission for the Selection Procedure

(1) By the end of the time limit for filing of the application for selection procedure the organizer/initiator/inviter shall appoint a commission for the selection procedure (hereinafter referred to as "Commission"), including its chairperson. The organizer/initiator/inviter itself may not be a member of the commission for the selection procedure. The organizer/initiator/inviter can also appoint a permanent commission, which can be filled in under the provisions of Paragraphs 5 and 6.

(2) When appointing the commission, the organizer/initiator/inviter shall at the same time determine in agreement with its chairperson the date for the selection procedure.

(3) The Commission consists of the chairperson, members, secretary and, if need be, an invited representative of the union organization of the university. The chairperson and every member have a casting vote, the secretary and representatives of trade unions have an advisory vote.

(4) The number of members of the Commission with a casting vote shall be odd and the minimum number of

members is five. Membership in the Commission with a casting vote is irreplaceable.

(5) The organizer/initiator/inviter usually appoints one of the vice-rectors or the bursar to be the chairperson of the committee, if the organizer/initiator/inviter is the Rector, or one of the vice-deans, if the organizer/initiator/inviter is the Dean. Commission members may be, in addition to the academic staff, also other university employees or other experts from outside the university.

(6) In case of a selection procedure for a post of an academic worker, the organizer/initiator/inviter shall appoint the head of the department or institute or section, or another representative of the workplace for which the selection procedure is announced, and one member of the Academic Senate, a member of the commission.

(7) In case of a selection procedure for the post of the senior consultant (head of clinic), both the organizers/initiators/inviters shall appoint the commission in agreement. At least two commission members must be employees of the Regional Hospital Pardubice that are not employees of the University, and two academics of the Faculty of Health Studies. One of the members of the commission shall be a representative of the Academic Senate of the Faculty. Only those employees from the academic community of the Faculty may become members of the Commission that have a minimum of 20 working hours per week.

(8) The Secretary of each commission is an employee of the Human Resources Department of the University (hereinafter referred to as "HRD"). The Secretary's task is to ensure adherence to the rules of the selection procedure and after the Commission meeting to write out minutes of the selection procedure.

(9) Meetings of the Commission are not public; neither shall the organizer/initiator/inviter participate in meetings. All those present are obliged to maintain the confidentiality as for the course of the Commission meetings. They may be exempted from confidentiality in case of dispute by a decision made by the organizer/initiator/inviter.

Article 5

Course of the selection procedure

(1) The selection procedure is usually initiated within one month after the time limit for receiving applications for the selection procedure and closed within six weeks from that date.

(2) If the intensity of the selection procedure requires it, it may take place in several rounds.

(3) The Commission shall adopt resolutions by secret ballot. The Commission has a quorum if a simple majority of the members with a casting vote is present. The presence of the Chairperson of the Commission is always required.

(4) The Chairperson of the Commission has the right to exclude applications to the selection procedure which clearly do not meet the specified requirements for the vacant position. He/she shall inform the Commission about the rejected applications at the beginning of the meeting. Such applications stating the reason for non-inclusion in the selection procedure are then returned to the candidate.

(5) According to the decision of the Chairperson of the Commission, an application for selection procedure may be discussed of a candidate who fails to meet a specified requirement at the time of the selection procedure, but there is a real presumption of conformity in the near future. If successful in the selection procedure, the applicant may be accepted to the vacant post only after additional submission of the set requirement.

(6) The Chairperson of the Commission may decide that the selection procedure takes place without the presence of the candidate. In this case, he/she shall notify the candidate in writing in advance that the selection procedure will take place only on the basis of the materials submitted that are sufficient for a decision to be objectively made.

(7) The Commission shall assess applicants in relation to the requirements for the vacant post, examining their professional and moral competence, character traits, and with the academics also their teaching skills and results of scientific activities in the field.

(8) The Chairman and every member of the Commission with a casting vote shall determine on their ballot papers the order from all applicants for the vacant position where they cannot assign the same position to more applicants and from the first to the last position they cannot omit any position. The total of the placings then determines the voting result. The candidate who obtains the lowest total of votes is then recommended by the Commission to be accepted as the best candidate. If there is a tie of votes, the Chairperson shall decide.

(9) In case of a single candidate in the selection procedure, a recommendation is required for his/her acceptance by a simple majority of present members with a casting vote. If there is a tie of votes for and against, the opinion of the Chairman shall decide.

(10) A blank ballot paper or a ballot paper cast without marking the order of all candidates who participated in the selection procedure for the vacant position is invalid. Only valid votes are considered for the total.

(11) The Commission may also recommend that the candidate is not suitable for admission to the vacant post and exclude him/her from voting on the order, if such a proposal is publicly (by raising their hand) voted for by a simple majority of present members of the Commission with a casting vote.

(12) The Commission meetings shall be minuted and signed by the Chairperson of the Commission. All those present shall sign the participation list. If any of them has an objection to the selection procedure or its outcome, they shall attach their written standpoint to their signature. The minutes shall contain

a) the full text of the selection procedure announced (as an annex) and how it was published,

b) the date of the selection procedure,

c) the list of appointed Commission members,

d) the names of all candidates who have signed up for the selection procedure within the prescribed period,

e) the result of the voting of the Commission

f) the recommendation or non-recommendation for acceptance to the vacant place, the anticipated commencement date, recommendations for acceptance for a definite or indefinite period and, if need be, weekly working hours.

The minutes shall be accompanied by the ballots.

(13) Minutes of the Commission meetings shall be submitted by the Chairperson to the organizer/initiator/inviter at the latest within 7 calendar days from the date of the selection procedure. Minutes are confidential, present Commission members are bound to secrecy.

Article 6

Decision of the organizer/initiator/inviter

(1) Within 14 calendar days from the date of the selection procedure, the organizer/initiator/inviter shall close the selection procedure by the decision on acceptance or rejection of the candidate recommended by the Commission, or on acceptance of another candidate from the selection procedure. The organizer/initiator/inviter has the right, before issuing his/her final decision, to invite applicants for a personal meeting or to request additional documents.

(2) The organizer/initiator/inviter is not bound by the recommendation of the Commission to accept the most suitable candidate or the order of the candidates drawn up by the Commission. If there is no suitable candidate, the organizer/initiator/inviter shall decide on opening a new selection procedure or on any other method of settlement, if allowed by applicable law.

(3) If the organizer/initiator/inviter is also a candidate for the vacant position, the decision to close the selection procedure by accepting or rejecting the candidate recommended by the Commission shall be taken by a deputy of the organizer/initiator/inviter.

(4) The decision under Paragraph 1 shall be published by the organizer/initiator/inviter forthwith on the notice board of

the University and its respective part and also on the website of the University and its part, for at least 1 month from the date of the decision.

(5) Within 7 calendar days at the latest from the decision on the result of the selection procedure, the organizer/initiator/inviter shall communicate his/her decision in writing of acceptance or rejection to all the candidates who participated in the selection process. At the same time, he/she shall return to all the applicants not accepted the documents provided, with the exception of the application which remains archived with the organizer/initiator/inviter.

(6) The organizer/initiator/inviter may employ the selected candidates and place them to the post within 1 year after the conclusion of the selection procedure.

(7) If the candidate who succeeded in the selection procedure announces after the decision of the organizer/initiator/inviter that he/she will not assume the position, the organizer/initiator/inviter may, within 1 year after the conclusion of the selection procedure, decide on another applicant to be accepted from this selection procedure.

Article 7

Common and Final Provisions

(1) The originals of the documents from the selection procedure of the candidate accepted shall be deposited with the organizer/initiator/inviter for the period specified by Filing and Discarding Rules of the University. A copy of the minutes and the decision of acceptance shall be forwarded by the organizer/initiator/inviter to the HRD along with the documents of the applicant accepted.

(2) Administrative agenda and organization of the selection procedure shall be provided by the dean's offices of the faculties, selection procedures whose organizer/initiator/inviter is the Rector shall be secured in terms of administration and organization by the HRD in cooperation with the respective department. All costs associated with the selection procedure shall be borne by the organizational unit of the organizer/initiator/inviter.

(3) The Rules of Selection Procedure of the University of Pardubice University Academic Senate, approved on 11 February 2003 and registered by the Ministry of Education, Youth and Sports of 11 March 2003 under Ref. No. 13 289/2003-30, are hereby repealed.

(4) These Rules of Selection Procedure was approved pursuant to § 9, Paragraph 1, Letter b) by the Academic Senate of the University on 21 September 2010.

(5) These Rules of Selection Procedure shall come into force pursuant to § 36, Paragraph 4 of the Act on the day of registration by the Ministry of Education, Youth and Sports.

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Rector