

In accordance with Article 36 (1)(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act, the Ministry of Education, Youth and Sports registered, on 11 April 2017, under Ref. No. MSMT-9273/201, Selection Procedure Regulations for UWB Academic Staff Recruitment.

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Mgr. Karolína Gondková
Director of the Higher Education Department

**SELECTION PROCEDURE REGULATIONS
FOR UWB ACADEMIC STAFF RECRUITMENT**

DATED 11 APRIL 2017

PART ONE

General Provisions

Article 1

Definition of Terms

(1) The University of West Bohemia (hereinafter referred to as "UWB") appoints the members of academic staff in accordance with the results of the selection procedure. The term "academic staff member" is stipulated by 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 "Act"), and the UWB Statutes.

(2) If decided by the person initiating the selection procedure, UWB fills other vacancies in accordance with the results of the selection procedure regardless of the type of vacancy offered. However, the Bursar and the Director of an Institute, another Constituent Part or a Service Facility shall always be appointed in accordance with the results of the selection procedure.

(3) Pursuant to Section 2, the selection procedure for the recruitment of UWB academic staff members, or other employees, (hereinafter referred to as the "Selection Procedure") shall take place regardless of the length of working time envisaged.

(4) In the case of a vacancy offered by a Faculty, it is the Dean of the relevant Faculty who shall announce the selection procedure. In other cases, the selection procedure shall be announced by the Rector.

(5) The person responsible for initiating a selection procedure may revoke the selection procedure if the employment relationship would simply be re-established with an employee who is re-applying for his/her current post.

(6) These selection procedure regulations shall not apply for the recruitment of a visiting professor. The recruitment of a visiting professor shall be decided by the Dean of a relevant Faculty, or the Rector.

PART TWO

Selection Procedure

Article 2

Initiating a Selection Procedure

(1) A selection procedure is commenced by the publication of a job vacancy notice.

(2) The vacancy notice shall be published on the publicly accessible UWB webpage no later than thirty days before the deadline for the submission of applications.

(3) The vacancy notice shall include:

- a) the specification of the job position offered,
- b) qualifications and in some cases additional requirements,
- c) the deadline and place for the submission of applications,
- d) the expected date for the commencement of employment,
- e) the expected scope of work and the duration of the employment relationship.

Article 3

Selection Procedure Committee

(1) The members of the selection procedure committee (hereinafter referred to as the "Committee") shall be appointed by the person initiating the selection procedure together with the publication of the vacancy notice. The committee must have at least three members.

(2) The first meeting shall be convened by the person initiating the selection procedure. The committee shall elect a chair from among its members. The chair shall schedule the next meeting of the committee so that the deadlines for the selection procedure are met, but for the first time no later than within ten working days after the deadline for the submission of applications. The meeting shall be run by the chair, or by the committee member authorized by him/her. All actions taken by the committee shall require the affirmative vote of an absolute majority of all members present at the meeting. A resolution shall be adopted if an absolute majority of all members voted in its favour.

(3) The committee shall evaluate all received applications, in particular with regard to their completeness, formal correctness and compliance with qualification requirements. Applications that are incomplete, formally incorrect, or do not meet the qualification requirements shall be eliminated from the selection procedure and the committee members are obliged to notify the person initiating the selection procedure thereof. However, the committee is entitled to accept an application even if it does not meet the qualification requirements, and the applicant is entitled to participate in the selection procedure.

(4) Applications received after the deadline will not be considered.

(5) After the steps referred to in Section 3 have been taken, the committee may invite an applicant for an interview, or make a decision based on received applications. The committee shall inform the applicant about the place and date of the interview in good time.

(6) When evaluating an applicant, committee members shall impartially consider his/her qualifications and skills in relation to the job position offered. The evaluation shall be based on his/her previous creative activities, on the results of his/her professional activities, especially on published scientific works, research reports, studies, textbooks, discoveries, and other achievements, and on his/her experience. The eligibility of the applicant may be verified by other means, in particular by psychological and personality tests. When evaluating the applicant, the committee may request the submission of additional documents.

(7) Based on the evaluation results, the committee informs the person initiating the selection procedure about one or more suitable applicants. If the person initiating the selection procedure decides on the inclusion of someone other than the recommended applicant(s), he/she is obliged

to give reasons for this decision. Other applicants shall be informed about the fact that they were not selected and all submitted documents shall be returned to them.

(8) Every committee meeting shall be recorded by a keeper of minutes who shall be appointed by the chair of the meeting. The keeper of minutes shall record the number of members present, the content of the meeting, the results of voting procedures and adopted resolutions. After the meeting, the keeper of minutes presents the record and invites the members to deliver their opinions thereon. The minutes of the meeting are considered adopted if an absolute majority of all members voted to do so. The minutes of meeting shall be signed by all present members of the committee.

Article 4

Completion of a Selection Procedure

(1) The person initiating the selection procedure shall select a suitable applicant within 21 days of the date the committee adopted its decision on selecting a suitable applicant. The person initiating the selection procedure is entitled to refuse a recommended applicant.

(2) The entire selection procedure shall not take more than 90 days following its commencement.

(3) The selection procedure is completed as soon as a successful applicant receives the decision thereon. The selection procedure is also completed if the person initiating the selection procedure decides not to select any of the recommended applicants.

Article 5

Administrative Support of a Selection Procedure

(1) A selection procedure is supported by the Personnel Division, which based on the decision of the person initiating the selection procedure:

- a) publishes a vacancy notice,
- b) collects submitted applications and related documents,
- c) is responsible for the communication with applicants,
- d) records all documents related to the selection procedure.

(2) All costs associated with a selection procedure shall be borne by the person initiating the selection procedure.

SECTION THREE
FINAL PROVISIONS

Article 6

(1) The Selection Procedure Regulations for UWB Academic Staff Recruitment registered by the Ministry of Education, Youth and Sports on 1 November 2006 under Ref. No. 25 603/2006, as amended, are abrogated.

(2) These Regulations were approved, pursuant to Article 9, Section 1, subsection (b)(3) of the Act, by the UWB Academic Senate on 29 March 2017.

(3) Pursuant to Article 36, Section 4 of the Act, these Regulations become effective on the day of their registration by the Ministry of Education, Youth and Sports.

(4) These Regulations come into force on the day of their registration by the Ministry of Education, Youth and Sports.

RNDr. Petr Tomiczek, CSc., m. p.
Chairman of the UWB Academic Senate

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Rector