

CONSOLIDATED VERSION OF THE RULES FOR SELECTION PROCEDURES

**FOR FILLING THE POSTS OF ACADEMIC,
RESEARCH AND DEVELOPMENT STAFF,
SENIOR STAFF AND OTHER POSITIONS**

AT BUT

Heading

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Article 1
General provisions

1. The Rules for Selection Procedures for filling the posts of academic, research and development staff, senior staff and other positions (hereinafter the “Rules”) at Brno University of Technology (hereinafter “BUT”) are issued pursuant to Section 17 (1)(f) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended (hereinafter the “Act”).
2. The Rules regulate the procedure in filling the posts of academic, research and development staff, senior staff and other positions (hereinafter a “position”) at the faculties, university institutes and other component parts of BUT.
3. The aim of the rules is to unify the procedure in filling of positions and stipulate the rules for the selection of applicants who have the best qualifications to perform the activities of the academic, research and development staff (according to the BUT Statutes), senior staff and other positions at BUT.

Article 2
Manner of filling of positions

1. Positions shall be filled as follows:
 - a) by a selection procedure;
 - b) by a hiring process (without a selection procedure).
2. The following positions are filled by means of a selection procedure:
 - a) without exceptions:
 - academic staff pursuant to Section 70 of the Act;
 - research and development staff;
 - b) usually also senior staff at all management levels and without exceptions in case of the following positions:
 - Bursar;
 - Chancellor;
 - heads and directors of component parts of BUT;
 - secretaries of faculties, university institutes and other component parts of BUT.
3. The intention to fill a position is announced by the head of the relevant component part of BUT, i.e.:
 - a) the Dean in case of filling of positions at faculties;
 - b) the Director in case of filling of positions in university institutes;
 - c) the Bursar in case of filling of positions at the Rectorate;
 - d) the Rector in all other cases(hereinafter the “organiser”).
4. Positions not filled by a selection procedure shall be filled by hiring process. Positions are filled by hiring process in particular:
 - a) in cases referred to in Art. 8 (2);
 - b) in other cases on the basis of a decision of the organiser, where the organiser also specifies in advance:
 - qualification requirements on the applicants;
 - terms of the relevant employment relationship;

- whether and in what manner an advertisement to fill the position by hiring process is to be published.

Article 3

Announcement of selection procedure

1. The selection procedure is initiated by an instruction of the organiser to the HR department, which provides for the organisation of the entire selection procedure.
2. The organiser announces the selection procedure:
 - a) in the manner specified below at least 30 days before the expiry of the deadline for submission of applications for the selection procedure; the publication is obligatory in case of positions of academic staff and senior staff pursuant to Art. 2 (2):
 - on the information board of the relevant component part of BUT or, if applicable, another publicly accessible place specified in organisational rules of the component part where documents can be published in an appropriate manner;
 - in the public part of the website of BUT or the relevant component part;
 - in national mass media; or
 - in some other suitable manner of publication in documentary and electronic form.
 - b) as regards other jobs, usually 30 but not less than 15 days prior to the expiry of the deadline for submission of applications for the selection procedure
 - on information board of the relevant component part of BUT;
 - in the public part of the website of the relevant component part;
 - or in mass media or in other suitable manner.
3. Announcement of selection procedure includes in particular the following:
 - a) name and address of the component part of BUT where the position is to be filled;
 - b) designation of the position or profession to be filled (field, position or work assignment, weekly working time);
 - c) characteristics of the position (especially the name and professional focus of the workplace and the required activities);
 - d) qualification requirements and other conditions that a person applying for the position (hereinafter the “applicant”) must meet (especially the required education, scientific and pedagogical titles, language competences, duration, nature and area of experience);
 - e) requisites of the application for the selection procedure (especially the documents proving the applicant’s capacity to hold the relevant position), the deadline for submission of the applications and the manner of their submission;
 - f) the anticipated date of the creation of the employment relationship and the term thereof.
4. Announcement of the selection procedure published in mass media must contain at least the following:
 - a) name and address of the component part of BUT where the position is to be filled;
 - b) identification of the position (title) to be filled and
 - c) contact addresses including an exact reference to the place where the applicant can obtain additional details necessary for participation in the announced selection procedure.
5. If the applicant’s application for the selection procedure does not contain the necessary requisites or if it has other formal shortcomings, the organiser shall invite the applicant to supplement or correct the application.
6. If, at the time when the application is submitted , the applicant does not have available all the required documents certifying his/her qualifications, such documents may be substituted by an affirmation. If the applicant does not have available any of the required documents by the

application deadline, the applicant shall request in writing that the organiser allow him/her to submit the documents at a later date. Decision on the request shall be made by the organiser. However, the original counterparts or authenticated copies of documents must be submitted not later than on the date of the first meeting of the Selection Committee.

Article 4 Selection Committee

1. As an advisory body, the organiser shall appoint a Selection Committee (hereinafter the “committee”) not later than within 7 days of expiry of the deadline for submission of the applications for the selection procedure (hereinafter the “application deadline”).
2. The committee is formed by a Chairperson and other members. The committee has a minimum of five members. The organiser may extend the committee up to seven members.
3. As a rule, the Chairperson of the committee is a senior employee of the workplace where the position is to be filled. Senior employee of the relevant component part of BUT may also be the Chairperson.
4. The organiser may be neither the Chairperson nor a member of the committee.
5. The committee may invite advisors from outside of BUT to its meeting.

Article 5 Composition of the Selection Committee for filling of positions of academic, research and development staff

1. The Selection Committee for filling of positions of academic, research and development staff (hereinafter the “committee”) may only be composed of:
 - a) representatives of the Academic Senate of the relevant faculty or representatives of other component parts in the BUT Academic Senate; if the relevant component part does not have a representative, a representative may be nominated by the BUT Academic Senate;
 - b) important academic staff of the relevant faculty or university institute.
2. The organiser is obliged to inform the relevant Academic Senate of the faculty or BUT of the selection procedure and dates of meetings of the committee in due time in advance and, if applicable, request nomination of a member of the Academic Senate in the Selection Committee.
3. As a rule, members of the committee are:
 - a) important academic or research and development staff or important professionals from the relevant workplace;
 - b) important experts with the relevant specialisation from outside of BUT.

Article 6 Composition of the Selection Committee for filling the positions of senior and other staff

1. The Selection Committee for filling of the positions of senior and other staff (hereinafter the “committee”) usually includes:
 - a) representative of the organiser (usually the Chairperson of the committee);
 - b) senior staff from the relevant component part;
 - c) professional in the relevant (or similar) field, including from outside the relevant component part or outside BUT;

- d) head of HR;
 - e) representative of the relevant Academic Senate if the Academic Senate requests from the organiser participation of its representative in the committee.
2. When filling positions of senior and other staff who are expected to co-ordinate the activities of other staff or provide them with methodical guidance, application of standardised personnel diagnostics methods is recommended.

Article 7
Course of the selection procedure

1. The organiser shall publish on the information board of the relevant component part of BUT information on the number of applicants not later than within three days of the expiry of the application deadline.
2. If at least one applicant filed an application in the selection procedure, the committee shall meet for the first round of the selection procedure not later than within 30 days of expiry of the application deadline, where it will make the following recommendations to the organiser based on the evaluation of the applications:
 - a) recommendation to hire the applicant(s) who best conform(s) to the requirements; if several applicants are recommended, they shall be listed in the order of their suitability; or
 - b) recommendation to extend the selection procedure by the second round, where the committee selects the applicant(s) who meet(s) the conditions to progress to the second round of the selection procedure; or
 - c) recommendation to repeat the selection procedure due to lack of suitable applicants.
3. In the second round of the selection procedure, the committee may request that the applicants attend the meeting and answer the questions asked by members of the committee.
4. In justified cases, the Chairperson of the committee may decide to invite an applicant to the meeting already in the first round of the selection procedure.
5. The Chairperson of the committee may invite to the meeting of the committee expert advisors from outside BUT.
6. The committee adopts decision by a vote, where it holds that a majority of members of the committee must be present at the meeting.
 - a) voting shall be held by secret ballot;
 - b) advisors from outside BUT may not vote.
7. Each member of the committee shall indicate on the ballot the applicants whom the member recommends hiring, in the relevant order.
 - a) the resolution of the committee is based on an arithmetic average of the ratings of the applicants by the individual committee members;
 - b) a vote shall be included in calculating the average if majority of the members of the committee present recommend hiring the relevant applicant;
 - c) in case of equality of votes, the members of the committee shall have a repeated secret voting about the applicants with equal votes;
 - d) in case of repeated equality of votes, the Chairperson of the committee shall decide on the result or further procedure.
8. Minutes shall be drawn up of the course of the meeting and resolution of the committee; the members of the committee present at the meeting shall sign the minutes. The Chairperson of the committee shall submit the minutes to the organiser not later than within 3 days of the meeting.

- a) the minutes are confidential;
 - b) the members of the committee shall ensure confidentiality of information.
9. Not later than within 7 days of the submission of the minutes containing the list of recommended applicants to the organiser, the organiser shall decide, on the basis of the course of the selection procedure and recommendation of the committee:
- a) on the final selection and order of the applicants recommended for filling of the relevant position;
 - b) on organisation of a new selection procedure.
10. The organiser shall decide on repeating of the selection procedure in the event that:
- a) no applicant has submitted an application in the selection procedure;
 - b) the applicants do not meet the set qualification requirements or other requirements, as applicable;
 - c) the professional level of applicants does not correspond to the organiser's requirements.
11. Within 7 days of the decision under paragraph (9), the organiser shall
- a) publish the decision on the information board of the relevant component part of BUT;
 - b) announce the relevant conclusion to each applicant;
 - c) return to applicants who have not been selected to be hired into the employment relationship any and all documents submitted by them together with the application to the selection procedure and a written notice of the negative result, and shred the results of the personnel diagnostics¹⁾ if they were subject to it.

Article 8

Special provisions

1. These Rules also apply to foreign nationals who may work in the territory of the Czech Republic under the applicable regulations on residence and employment of foreigners.
2. Selection procedure need not be announced:
 - a) if replacement is sought in particular for:
 - employees who are unfit to work in the long term;
 - employees to whom long-term time-off was provided;
 - employees on maternity leave²⁾;
 - b) if an employee is transferred to another place of work or another component part of BUT and there is no change in the type of work agreed in the employment contract;
 - c) if the name of a specific person is included in documentation presented to project provider.Such position can be filled by hiring process based on the organiser's decision.
3. The organiser may also decide to use the selection procedure to fill a position, which is otherwise filled by hiring process.
4. Employment contracts concluded for a fixed term for the position of senior and other staff may be prolonged³⁾ without repeating the selection procedure.

¹⁾ The underlying documents for the selection procedure provided by the successful applicant with whom employment will be concluded, together with the results of personnel diagnostics, shall be included in the employee's personal file.

²⁾ This does not apply to the filling of a position held by an employee on his/her parental leave, especially in case of positions specified in Art. 2 (2); since the parental leave is usually taken for a long period of time, it is recommended that the relevant position be filled based on a selection procedure, which should also be the case with respect to other positions, as applicable.

³⁾ Section 39 of Act No. 262/2006 Coll., the Labour Code, as amended.

Article 9
Miscellaneous

1. Details of administrative organisation of selection procedures may be stipulated by an internal standard of the relevant component part if the selection procedure is organised by the Dean, head of a university institute or another component part of BUT or by an internal standard of BUT or the Rectorate if the selection procedure is organised by the Rector or the Bursar.

Article 10
Transitional provisions

1. Any selection procedures initiated before the effective date hereof shall be completed pursuant to the existing regulations.

Article 11
Repealing provision

1. The following is hereby repealed:
 - a) The Rules for selection procedures for filling the posts of academic staff at Brno University of Technology registered by the Ministry of Education, Youth and Sports on 5 January 2011 under Ref. No. 183/2011-30, as amended;
 - b) The Work Rules of Brno University of Technology registered by the Ministry of Education, Youth and Sports on 18 Ma 1999 under Ref. No. 20 960/99-30, as amended.

Article 12
Final provisions

1. These Rules were passed by the Academic Senate of Brno University of Technology on 30 June 2017 pursuant to Section 9 (1)(b)(3) of the Act.
2. These Rules shall come into force as of the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36 (4) of the Act.
3. These Rules shall enter into effect as of the date of force hereof.

Doc. Dr. Ing. Petr Hanáček, signed
President of the Academic Senate of BUT

Prof. RNDr. Ing. Petr Štěpánek, CSc., dr. h. c., signed
Rector