

Interim Assessment of HRS4R

New Action Plan

for the period July 2021 – June 2024

Project: HR Excellence in Research of University of Ostrava
Reg. No.: CZ.02.2.69/0.0/0.0/16_028/0006225
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EUROPEAN UNION
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1. Ethical and professional aspects

Related principle	Activity	Target group	Responsibility	Deadline	KPI
Supervision and managerial duties Evaluation and Appraisal system	Completion of modifications of the portal application for monitoring annual plans and performance indicators	UO managerial employees UO employees	<ul style="list-style-type: none"> • Head of the Rector's Office • Bursar • Vice-Rector for Science and the Arts • IT Centre 	4Q 2024	Modified portal application for monitoring annual plans, performance indicators
Evaluation and Appraisal system Funding (and salaries)	Completion and implementation of the document, more precisely Rector's Order "Research Evaluation System"	Academics and researchers	<ul style="list-style-type: none"> • Head of the Rector's Office • Bursar • Vice-Rector for Science and the Arts 	4Q 2024	Rector's Measure "Research Evaluation System" System implementation
Supervision and managerial duties Evaluation and Appraisal system Funding (and salaries)	Implementation of a revised employee evaluation system	UO employees	<ul style="list-style-type: none"> • Head of the Rector's Office • Bursar • Head of HR 	4Q 2025	Evaluation system for academic and non-academic staff Implementation of employee evaluation

2. Recruitment and selection

Related principle	Activity	Target group	Responsibility	Deadline	KPI
Recruitment Recruitment (Code) Selection	Rector's Order on the establishment of an employment relationship as a supplement to the Regulations on the Recruitment Procedures, including the model of the Job Offer, Adaptation Plan	Applicants for work at UO Employees	<ul style="list-style-type: none"> • Head of the Rector's Office • Lawyer • Bursar • Head of HR 	4Q 2021	Rector's measure "Establishment of employment" Sample forms
Transparency Judging merit Recognition of mobility experience	Systematization of job positions - transparent classification of employees to job positions	Employees	<ul style="list-style-type: none"> • Head of the Rector's Office • Lawyer • Bursar • Head of HR 	4Q 2021	Revision of the existing OR for systematization Digitization of the Catalogue of systemized places Template revision Description of the job and work activity
Value of mobility	Continue the started steps of the onboarding and adaptation programme of employees - education/training, information	Employees	<ul style="list-style-type: none"> • Head of the Rector's Office • Lawyer • Bursar • Head of HR 	4Q 2025	Training/self-study Availability of materials for self-education Information videos Number of training courses/sessions

3. Working conditions and social stability

Related principle	Activity	Target group	Responsibility	Deadline	KPI
Non - discrimination	Establishment of the Ombudsman institution	Employees	<ul style="list-style-type: none"> • Head of the Rector's Office • Bursar 	4Q 2025	<p>Person of the Employee Ombudsman.</p> <p>Introduction of regular surveys/questionnaires on discrimination, gender issues, academic integrity</p> <p>Creating methodological rules for resolving disputes and dealing with inappropriate behaviour</p>
Gender balance	Involvement in the European international project UniSAFE	Employees	<ul style="list-style-type: none"> • Head of the Rector's Office • Bursar 	2Q 2024	<p>Accession to the memorandum/memoranda</p> <p>Building a knowledge base and operational tools to ensure the security of the university as a research institution</p> <p>Training schedule</p> <p>Staff training</p>
Working conditions Seniority	Methodology of drawing sabbatical leave	Employees	<ul style="list-style-type: none"> • Head of the Rector's Office • Lawyer • Bursar • Head of HR 	2Q 2024	<p>Issue of the OR for drawing creative leave</p> <p>Training schedule</p> <p>Staff training</p>

4. Education/training and development

Related principle	Activity	Target group	Responsibility	Deadline	KPI
Public engagement	Continue popularization educational activities incl. videos for those interested in research & development	For potential and current students, for potential employees (job seekers), with an emphasis on the professional public	<ul style="list-style-type: none"> • PR • Vice-Rector for Science and the Arts 	2Q 2024	Preparation and publication of popular educational videos in various language versions
Public engagement Dissemination and Exploitation of results	Continue the marketing campaign to make the applicable results visible	Application sphere and the public	<ul style="list-style-type: none"> • PR • Head of KTTC • Vice-Rector for Strategy and Development 	2Q 2024	Schedule of marketing events related to the Centre for Knowledge and Technology Transfer Implementation of marketing activities
Career development Good practice in research Access to research training and continuous development	Further develop a system of training students and academics in the field of plagiarism and academic integrity, and support the use of tools for detecting plagiarism (contract cheating), and for the protection of intellectual property.	Ph.D. students Academics R&D workers	<ul style="list-style-type: none"> • Vice-Rector for Science and the Arts • Head of KTTC • Bursar • Head of HR 	2Q 2024	Training schedule Number trained
Continuing Professional development Good practice in research Access to research training	Continue further training in the field of mentoring, and further improve the mentoring system for beginning academics and researchers	R&D workers Ph.D. students	<ul style="list-style-type: none"> • Vice-Rector for Science and the Arts • Bursar Head of HR 	2Q 2024	Training schedule Number of mentees / trained

and continuous development					
Continuing Professional Development	Provide mentoring/coaching in non-academic activities to reduce the bureaucratic burden on academic managers	Employees	<ul style="list-style-type: none"> • Bursar • Head of HR 	2Q 2024	<p>Training schedule</p> <p>Number of mentees/coaches</p>
<p>Good practice in research</p> <p>Continuing Professional Development</p> <p>Access to research training and continuous development</p>	To complete the doctoral school as a comprehensive tool for increasing the competencies of PhD students in the field of R&D and soft skills	Ph.D. students	<ul style="list-style-type: none"> • Vice-Rector for Science and the Arts 	2Q 2024	<p>Definition and implementation of a common basis for the Doctoral Degree Programme</p> <p>Introduction of a system of long-term monitoring of doctoral studies</p> <p>Implementation of a pilot comprehensive analysis</p> <p>Prepare an action plan for the development of doctoral study programmes</p> <p>Electronic doctoral studies</p>