



**OSTRAVSKÁ**  
UNIVERZITA

## **REGULATIONS ON RECRUITMENT PROCEDURES AT THE UNIVERSITY OF OSTRAVA**

Approved by the Academic Senate of the University of Ostrava: 14 December 2020

Registered by the Ministry of Education, Youth and Sports: 25 February 2021

Valid from: 25 February 2021

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*Under Section 36, Subsection 2, Act no. 111/1998 Sb. on Higher Education and on amendments and additions to other acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Regulations on recruitment procedures at the University of Ostrava on 25 February 2021 under ref. no. MSMT-5735/2021-1.*

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Mgr. Karolína Gondková  
Head, Higher Education Department

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## **Part 1**

### **INTRODUCTORY PROVISIONS**

#### **Article 1**

##### **Introductory provisions**

1. These Regulations on recruitment procedures at the University of Ostrava (hereunder “Regulations”) are internal regulations of the University of Ostrava under Section 17, Subsection 1, Act no. 111/1998 Sb. on higher education and on amendments and additions to other acts (the Higher Education Act), as subsequently amended (hereunder “the Higher Education Act”).
2. These Regulations govern the process of recruitment for job positions at the UO and its constituent parts which are to be filled by employees on the basis of a contract of employment. The provisions of these Regulations are also applied when recruiting for job positions that are currently held by employees with a contract of employment for a fixed period.
3. For the purposes of these Regulations, a job position is defined as a systemized position in accordance with the Organizational regulations of the UO.
4. For the purposes of these Regulations, a recruitment procedure is a procedure via which the suitability of an applicant for a particular job position is assessed on the basis of predetermined criteria.
5. The assessment of an applicant’s suitability is based on a comprehensive evaluation of a range of factors determined by the nature of the job position in question (e.g. the applicant’s level of expertise, prior job experience, experience of working abroad, experience of working in the private sector, quality and quantity of creative activities, quality of teaching activities, experience of knowledge transfer, patents and inventions, experience of popularizing the results of creative activities, positive and helpful attitude, experience of managing employees, knowledge of English and other foreign languages, creativity, ability to work independently, etc.).

#### **Article 2**

##### **Waiving of recruitment procedures**

1. The head of the relevant constituent part of the UO may waive a recruitment procedure in the following cases:
  - a) in accordance with Article 12, Paragraph 6 of the Regulations on the career system at the UO, if the job position is being filled by the employee who already holds the job position and if the employee’s performance was evaluated in their immediately preceding long-term performance review as excellent, very good or good;
  - b) in accordance with Article 4, Paragraph 2 of the Regulations on the career system at the UO, if the employee is undertaking a change of career path from an academic career to a research or administrative career, or from a research career to an academic or administrative career, provided that the employee in question meets the qualification requirements for the job position in question and provided that the direct line manager for the job position in question is in agreement with this change;

- c) if the job position is to be filled by an applicant who underwent a recruitment procedure at the UO for a different job position no more than 12 calendar months previously, and provided that the applicant meets the qualification requirements and other requirements for the job position in question;
- d) if the job position belongs to the category “manual worker I” or “manual worker II” pursuant to the Internal wage regulations of the UO;
- e) if the job position is to be filled by a non-academic employee in cases when the funding for the job position in question will be subject to a public tender for funding from non-university public funding sources and if the job position is to be filled by a person who was explicitly named in the application for this funding;
- f) if an applicant with outstanding qualities is approached directly for the purpose of recruitment to the position of a professor or an associate professor (usually an applicant from abroad), following the approval of this process by the UO Academic Council.

### **Article 3**

#### **Types of recruitment procedure**

1. When recruiting for job positions of professors, associate professors, assistant professors, instructors, researchers I to IV and post-docs I and II under the Internal wage regulations of the UO, the process follows the recruitment procedures for job positions of academic workers.
2. When recruiting for job positions not listed in Paragraph 1 of this Article, the process follows the recruitment procedures for job positions of other workers.

### **Part 2**

#### **RECRUITMENT PROCEDURES FOR JOB POSITIONS OF ACADEMIC WORKERS**

### **Article 4**

#### **Announcement of recruitment procedures for job positions of academic workers**

1. Recruitment procedures for job positions of academic workers organizationally assigned to a Faculty are announced by the Dean of the Faculty; in all other cases the procedure is announced by the Rector. In the case of recruitment procedures for job positions subject to specific regulations, the Rector or the Dean agrees the process for the announcement of the recruitment procedure with the unit responsible for the announcement of the recruitment procedure pursuant to the specific regulation.
2. The announcement of a recruitment procedure is published in the Czech language in the public part of the website of the relevant constituent part of the UO, in the public part of the UO website, and on appropriate recruitment-related websites (e.g. [researchjobs.cz](http://researchjobs.cz), [researchgate.com](http://researchgate.com)) and/or in appropriate nationwide media targeted at members of the relevant professional community.
3. The announcement of a recruitment procedure for job positions of professors,

associate professors, assistant professors, instructors, researchers II to IV and post-docs I and II must also be published in English on the European Union portal Euraxess and on the English version of the UO website.

4. The announcement of a recruitment procedure must be published as per Paragraphs 2 and 3 of this Article at least 30 days prior to the deadline for applications in the recruitment procedure.
5. The announcement of a recruitment procedure must include particularly the following information:
  - a) the title of the job position,
  - b) a job description,
  - c) a specification of the applicant's international research profile (R1-R4),
  - d) the planned contracted percentage of full-time working hours,
  - e) required qualifications and other requirements for the position,
  - f) the planned start date,
  - g) a list of the documentation that the applicant is required to submit,
  - h) the date, manner, form and place of delivery of the application and the required documentation,
  - i) the language in which the recruitment procedure will be conducted.

## **Article 5**

### **Panels for recruitment procedures for job positions of academic workers**

1. The members and chairs of panels for recruitment procedures for job positions of academic workers (hereunder "academic recruitment panels") are appointed by the person who announced the recruitment procedure (hereunder "the announcer"). The announcer of a recruitment procedure may be a member or chair of the panel for that recruitment procedure. The announcer may also appoint a permanent academic recruitment panel (or some members of it) for a specific period.
2. An academic recruitment panel must consist of at least three members including the chair. The panel must include an external expert, i.e. a person who is not employed by the UO.
3. When nominating an academic recruitment panel, the announcer must ensure that its members are professionally erudite and morally unimpeachable; as far as possible, the composition of the panel should be well-balanced with regard to its members' seniority and gender.
4. An academic recruitment panel must always include the head of the unit for which the recruitment procedure has been announced. This provision does not apply to recruitment procedures for the job position of the head of the unit in question, or in cases of conflicts of interest as described in Paragraph 5.
5. An academic recruitment panel must not include a person who is personally close to an applicant or who is applying for the job position in question. If a person nominated for membership of an academic recruitment panel does not meet the requirements set out in the first sentence of this Paragraph, that person must inform the announcer of this fact without delay.
6. The deliberations of an academic recruitment panel may be attended by a delegated representative of the announcer's Academic Senate, present in the

capacity of an observer; this only applies if there is no conflict of interest as described in Paragraph 5.

## **Article 6**

### **Rules governing the activities and processes of academic recruitment panels**

1. The chair of an academic recruitment panel is entitled to exclude applications by applicants who clearly do not meet the criteria for the recruitment procedure. The chair subsequently informs the academic recruitment panel of any applications thus excluded. In debatable cases, the decision is left to the academic recruitment panel.
2. Meetings of an academic recruitment panel may take place either in person or remotely via electronic communication tools. Meetings are convened by the chair of the panel, who gives sufficient advance notice.
3. The assessment of applicants may take place in more than one round. The assessment must include (no later than the final round of the procedure) an interview with the applicant – either in person at the UO or remotely via electronic communication tools enabling an interview to take place.
4. In order to assess an applicant's suitability, an academic recruitment panel may instruct the applicant to submit additional relevant materials or documentation besides those materials or documentation stipulated in the announcement of the recruitment procedure; the applicant must be granted sufficient time to produce these materials or documentation.
5. An academic recruitment panel may instruct an applicant to give a public lecture.
6. An academic recruitment panel is quorate for purposes of decision-making if a majority of all members of the panel are present and provided that at least three members of the panel are present.
7. An academic recruitment panel arrives at its decisions on the basis of voting; the voting is not secret unless the panel decides otherwise. In order to take a decision, a majority of all members of the panel (and at least three members of the panel) must be present. If equal numbers of votes are cast for different decision options, the deciding vote is that of the chair of the panel.
8. After assessing the applicants, an academic recruitment panel decides on which unsuitable applicants are to be excluded from the recruitment procedure. If the procedure is taking place over two or more separate rounds, the panel may take this decision after each round.
9. An academic recruitment panel compiles a list of the applicants who have not been excluded due to their unsuitability or failure to meet the stipulated requirements; the applicants in the list are ordered according to their level of suitability. An academic recruitment panel may decide that none of the applicants are suitable for the job position in question.
10. The announcer concludes the recruitment procedure by selecting a suitable applicant. If no applicants are suitable, the announcer decides whether the recruitment procedure will be repeated.

11. When selecting a suitable applicant, the announcer is bound by the conclusions of the academic recruitment panel concerning suitable and unsuitable applicants. The announcer is not bound by the order of suitability of individual applicants as determined by the panel.
12. Unsuitable applicants may be informed of their exclusion from the recruitment procedure on an ongoing basis, and no later than immediately after the completion of the recruitment procedure. Suitable applicants who have not been selected for the position are informed of this fact immediately after the completion of the recruitment procedure.
13. A brief report on the course and results of the recruitment procedure is drawn up; the report is signed by the chair of the academic recruitment panel and the announcer. Minutes of the proceedings in the recruitment procedure are usually taken by an employee of the relevant human resources unit unless decided otherwise by the chair of the panel. The report is not a public document.
14. The results of the recruitment procedure (consisting of the job position title, the name of the relevant unit and the name of the selected applicant) are published by the announcer in the public part of the UO website no earlier than the date on which the contract of employment with the selected applicant becomes valid and no later than 14 days after the date on which the employee begins working in the job position.

### **Part 3**

## **RECRUITMENT PROCEDURES FOR JOB POSITIONS OF OTHER WORKERS**

### **Article 7**

#### **Announcement of recruitment procedures for job positions of other workers**

1. Recruitment procedures for job positions of other workers organizationally assigned to a Faculty are announced by the Dean of the Faculty; in all other cases the procedure is announced by the Rector.
2. The announcement of a recruitment procedure is published in the Czech language in the public part of the website of the relevant constituent part of the UO, in the public part of the UO website, and on appropriate nationwide recruitment-related websites (e.g. jobs.cz).
3. The announcement of a recruitment procedure must be published as per Paragraph 2 of this Article at least 30 days prior to the deadline for applications in the recruitment procedure; in exceptional cases the announcer may reduce this period to a minimum 14 days.
4. The announcement of a recruitment procedure must include particularly the following information:
  - a) the title of the job position,
  - b) a job description,
  - c) the planned contracted percentage of full-time working hours,
  - d) required qualifications and other requirements for the position,
  - e) the planned start date,
  - f) the date, manner, form and place of delivery of the required documentation,

- g) a list of the documentation that the applicant is required to submit.

## **Article 8**

### **Panels for recruitment procedures for job positions of other workers**

1. The members and chairs of panels for recruitment procedures for job positions of other workers (hereunder "recruitment panels for other workers") are appointed by the announcer. The announcer of a recruitment procedure may be a member or chair of the panel for that recruitment procedure. The announcer may also appoint a permanent recruitment panel for other workers (or some members of it) for a specific period.
2. A recruitment panel for other workers must consist of at least three members including the chair.
3. When nominating a recruitment panel for other workers, the announcer must ensure that its members are professionally erudite and morally unimpeachable; as far as possible, the composition of the panel should be well-balanced with regard to its members' seniority, gender and professional specialization.
4. A recruitment panel for other workers must always include the direct line manager for the job position for which the recruitment procedure has been announced. This provision does not apply to recruitment procedures for the job position of the head of the unit in question, or in cases of conflicts of interest as described in Paragraph 5.
5. A recruitment panel for other workers must not include a person who is personally close to an applicant or who is applying for the job position in question. If a person nominated for membership of a recruitment panel for other workers does not meet the requirements set out in the first sentence of this Paragraph, that person must inform the announcer of this fact without delay.
6. In recruitment procedures for the job positions of the bursar, the head of a constituent part of the UO or the administrative coordinator ("tajemník") of a constituent part of the UO, the recruitment panel must always include a member who is not a UO employee. In recruitment procedures for the job position of the administrative coordinator ("tajemník") of a constituent part of the UO, the recruitment panel must always include a representative of the UO management, who is nominated by the Rector. In recruitment procedures for the job position of the bursar or the head of a constituent part of the UO, the recruitment panel must always include the Dean.

## **Article 9**

### **Rules governing the activities and processes of recruitment panels for other workers**

The activities and processes of recruitment panels for other workers are governed as appropriate by the provisions of Article 4.

## **Part 4**

### **JOINT, TEMPORARY AND CONCLUDING PROVISIONS**

**Article 10**  
**Joint provisions**

1. Administrative tasks connected with recruitment procedures are performed by the unit responsible for human resources administration for the announcer's unit. When so requested by the chair of the recruitment panel, the employee of the relevant human resources unit attends meetings of the recruitment panel in order to take minutes for the report.
2. Recruitment procedures must respect the requirements of impartiality and equal opportunities with regard to the specific needs of applicants for the job position. As part of the recruitment procedure, applicants will not be required to provide personal data that are not necessary in order for the employer to meet its obligations (e.g. information concerning nationality, racial or ethnic origins, political attitudes, membership of trade union organizations, religion, philosophical convictions, sexual orientation, number of children, marital status and other information at variance with good morals).
3. Applicants must not be subjected to excessive administrative burdens during the recruitment procedure.
4. All persons who come into contact with applicants' personal data must handle these data in accordance with the relevant legal regulations on personal data protection.
5. In justifiable cases, the announcer may extend the duration of a recruitment procedure, suspend the recruitment procedure, or cancel the recruitment procedure.

**Article 11**  
**Temporary provisions**

Recruitment procedures that were commenced pursuant to the Regulations on recruitment procedures at the University of Ostrava issued on 5 February 1999 will also be completed in accordance with those Regulations.

**Article 12**  
**Concluding provisions**

1. The Regulations on recruitment procedures at the University of Ostrava issued on 5 February 1999 are hereby revoked.
2. These Regulations were approved by the Academic Senate of the University of Ostrava on 14 December 2020.
3. In accordance with Section 36, Subsection 4 of the Higher Education Act, these Regulations become valid and effective on the date of their registration by the Ministry of Education, Youth and Sports.

prof. MUDr. Jan Lata, CSc., in his own hand  
Rector



