

Charles University
 Faculty of Science
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**Dean's Measure No. 11/2023
 on the Implementation of the Competitive Hiring Process Code
 of Charles University at the Faculty of Science**

Article 1

Principal provisions

This Measure lays down detailed instructions for the application of the Competitive Hiring Process Code of Charles University at the Faculty of Science (hereinafter the '*Faculty*').

Article 2

Definition of job positions

1. The jobs specified below are to be staffed on the basis of competitive hiring processes further to this Measure:
 - a) Academic, if the position is not staffed by an academic employed by the Faculty
 - b) Scientist/researcher – a person not employed by the Faculty (researcher), if the hiring process requires a source of funding (e.g. a grant project)
 - c) Head of Department
 - d) Head of Institute
 - e) Faculty Secretary.
2. The Head of Department and Head of Institute positions are staffed on the basis of a competitive hiring process for a period of three (3) years.
3. Heads of Departments and Heads of Institutes may hold their respective positions for a maximum of two (2) consecutive terms of office.

Article 3

Organisation of competitive hiring process

1. Request to conduct a competitive hiring process (the request template is available for download from the Human Resources Division website/forms section):
 - a) The Vice-Dean of the Section shall send the Human Resources Division a proposal for launching a competitive hiring process for the position of an academic, researcher, Head of Department, or Head of Institute; or
 - b) The Dean shall send the Human Resources Division a proposal for launching a competitive hiring process for the position of Faculty Secretary.
2. Launching a competitive hiring process:
 - a) The Dean shall launch competitive hiring processes twice every year on the first business day of March and October, or as necessary when the competitive hiring process concerns the Faculty Secretary.
 - b) The Dean may launch a competitive hiring process outside the schedule specified below in exceptional cases (usually at the request of a Section Vice-Dean).
 - c) The advert shall be published in the Czech and English languages; if the nature of the job to be staffed requires an active knowledge of Czech, the English version of the advert is not mandatory.
 - d) The Human Resources Division shall publish the advert on the Faculty's official notice board, the Faculty website in the Jobs section, the University website, and the Euraxess website.
 - e) The advert may also be placed on recruitment web portals (Jobs.cz, ResearchGate etc.); the establishment that needs the position to be staffed shall bear the cost of such placement.
3. Hiring process applications:

- a) The applications shall be submitted electronically and the deadline for competitive hiring process applications is 30 calendar days from the publication of the advert.
 - b) The Human Resources Division shall track the applications received along with the required documents specified in the advert, including the time of their delivery.
 - c) The Human Resources Division shall forward the applications along with the attached documents to the respective Sections (or to the Dean in the event of staffing the secretary position) electronically within five (5) business days after the application deadline.
4. Competitive hiring process committee:
- a) The Vice-Dean of the Section shall send the Human Resources Division a proposal for the members of the hiring committee within 25 calendar days from the launch of the competitive hiring process.
 - b) The minimum number of committee members is three (3) (or more, as long as the number is odd), with the optimum number being 5 members. The committee is quorate with three members attending; at any rate, a simple majority of committee members must be present.
 - c) The Dean will appoint the competitive hiring process committee and its chair before or on the application deadline.
 - d) The chair of the committee shall assess the applicants' written documents and exclude those applicants who are not eligible (stating the reasons for the exclusion in an official record).
 - e) The chair of the committee shall invite the short-listed applicants for an interview (which may take the form of a public lecture or use information and communication technology).
 - f) The committee shall make a record of its discussion and its result.
 - g) The committee determines the order of the applicants, depending on the votes cast for them; it also takes into consideration the point scores obtained in the applicant assessment.
 - h) If the applicant chosen to be recommended has a lower point score than any other applicant, the committee shall support its decision with reasoning.
 - i) The minutes from the committee meeting and the vote ballots are not public; the point scores serve the Human Resources Division as a source for feedback for applicants, if any.
5. Results of the competitive hiring process for academic and research positions:
- a) The Vice-Dean of the Section shall submit the minutes of the hiring process, ballots, and notifications of the results of the hiring process for the applicants to the Human Resources Division in writing within 5 business days after the committee meeting.
 - b) The Human Resources Division shall submit the notifications of the results of the hiring process for the applicants to the Dean for signing, and then send the notifications to the applicants within 14 days of the competitive hiring process committee meeting.
6. Results of the hiring process for the Head of Department and Head of Institute positions:
- a) The Vice-Dean of the Section shall submit a request for the appointment of the recommended applicant as the Head of Department or Head of Institute to be discussed by the Faculty's Research Board and Academic Senate, the original minutes of the competitive hiring process, an electronic copy of the applicant's concept for the development of the Department, and the structured CVs from all applicants who satisfy the requirements of the competitive hiring process to the Dean within 5 business days after the competitive hiring process committee meeting.
 - b) The Dean's secretariat shall forward the received documents to the following:
 - i) The Research Support Department official, who will attach them to the invitation to the next meeting of the Faculty's Research Board;
 - ii) The Chair of the Academic Senate of the Faculty along with the Dean's request as a source for comments to be made during the next meeting of the Faculty's Academic Senate;
 - iii) It shall send the originals of all documents to the Human Resources Division immediately after receiving comments from both authorities mentioned above.
 - c) The Human Resources Division shall submit notifications about the appointment (or not) of the Head of Department or Head of Institute to the Dean for signing and then send the notifications to the applicants within 14 days.
7. Results of the hiring process for the position of the Faculty secretary:

- a) The Dean's secretariat shall submit the Dean's request along with the original minutes of the competitive hiring process and all supporting documents regarding the selected applicant to the chair of the Academic Senate of the Faculty as a source for comments to be made during the next meeting of the Faculty's Academic Senate.
- b) The Dean's Secretariat shall submit the originals of all documents to the Human Resources Division immediately after receiving comments from the Faculty's Academic Senate.
- c) The Human Resources Division shall submit notifications about the appointment (or not) of the Faculty secretary to the Dean for signing and then send the notifications to the applicants within 14 days.

Article 4
Exemptions

The competitive hiring process may be omitted in the event of renegotiating an employment contract with an academic for staffing a position that the academic currently holds. The staffing of a position that one holds is understood to include the reassignment of an academic, who is the Faculty's employee, to a different position.

Article 5
Final provisions

1. I hereby appoint the Head of the Human Resources Division as the person responsible for the application and verification of the observance of this Measure.
2. The Head of the Human Resources Division shall ensure that the templates for the following documents are generated, updated and published on the Human Resources Division website:
 - a) Proposal for launching a competitive hiring process for an academic position
 - b) Proposal for launching a competitive hiring process for the Head of Department/Head of Institute position and a proposal for staffing the competitive hiring process committee
 - c) Competitive hiring process application
 - d) Voting ballot and evaluation sheet
 - e) Minutes of the competitive hiring process.
3. This Measure supersedes Dean's Measure No. 13/2019.
4. This Measure becomes valid on the day of its issue and takes effect on 1 January 2024.

Prague, 28 June 2023

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Prof. Jiří Zima
Dean