DEAN’S DIRECTIVE NO. 13/2019

concerning the implementation of the Competitive Hiring Process Code at the Faculty of Science

Article 1

Fundamental Provision

This Directive provides the specific conditions governing the procedure under the Competitive Hiring Process Code of Charles University at the Faculty of Science of Charles University (“the Faculty”).

Article 2

Specification of Vacancies

1. The following vacancies are filled through a competitive hiring process in accordance with this Directive:
   a) Academic, unless the vacancy is filled by an academic who is an employee of the Faculty;
   b) Scholar-researcher, who is not an employee of the Faculty (researcher) if the competitive hiring process requires a source of financial means (e.g., a project);
   c) Head of a department;
   d) Director of an institute;
   e) Secretary to the Faculty.
2. The positions of directors of institutes and heads of departments are filled through a competitive hiring process for a three-year period.
3. Heads of departments and directors of institutes may hold their posts for a maximum of two consecutive periods.

Article 3

Organisation of the Competitive Hiring Process

1) Request to launch a competitive hiring process (the request form is available for download on the website of the Human Resources Office in the section “Forms”):
   a) The Vice-Dean responsible for the unit sends a proposal to launch a competitive hiring process for an academic, scholar-researcher, head of a department, or director of an institute to the Human Resources Office;
   b) The Dean sends a proposal to launch a competitive hiring process for the Secretary to the Faculty to the Human Resources Office.
2) Launching a competitive hiring process:
   a) Competitive hiring processes are launched by the Dean of the Faculty twice a year, always on the 1st working day of March and October, or as required in the case of a competitive hiring process for the Secretary to the Faculty;
   b) The Dean may also (usually on the request of the Vice-Dean responsible for the unit) launch an extraordinary competitive hiring process on a different date;
   c) The vacancy notice is published in the Czech and English languages, or if the nature of the position requires active knowledge of the Czech language, the English version of the vacancy notice does not have to be published;
   d) The Human Resources Office publishes the vacancy notice on the official notice board of the Faculty, on the website of the Faculty in the section “Job offers”, on the website of the University and on the Euraxess website;
   e) The vacancy notice may also be published on job portals (Jobs.cz, ResearchGate, etc.), the costs of which are paid by the department filling the vacancy.
3) Applications for the competitive hiring process:
a) The Human Resources Office ensures the following:
   i) The deadline for the submission of applications for the competitive hiring process is 30
      days of the publishing of the vacancy notice;
   ii) The applicant is obliged to submit the application for the competitive hiring process in
       electronic form;

b) The Human Resources Office registers the applications received, including the date of receipt
   with the relevant documents according to the requirements specified in the vacancy notice;

c) The Human Resources Office forwards the applications with documents attached to the
   respective unit (or to the Dean in the case of the position of the Secretary) in electronic form no
   later than within 5 working days of the expiry of the deadline for the submission of
   applications.

4) Selection commission:
   a) The Vice-Dean responsible for the unit sends a list of the proposed members of the selection
      commission to the Human Resources Office no later than within 25 calendar days of the date of
      launching the competitive hiring process;
   b) The commission must have at least 3 members (or more, while maintaining an odd number of
      members) and ideally 5 members; The commission has a quorum if at least 3 members are
      present, however the majority of all members of the commission must always be present;
   c) The Dean of the Faculty appoints the selection commission and the chair thereof within the
      deadline for the submission of applications;
   d) The chair of the commission evaluates the written documents submitted by the applicants and
      eliminates applicants who do not meet the criteria of the competitive hiring process (the chair
      justifies the elimination in the minutes);
   e) The chair of the commission invites the selected applicants for an interview (which may also be
      carried out in the form of a public lecture or using information and communication
      technologies);
   f) The commission draws up the minutes of its meeting;
   g) The commission determines the ranking of the applicants based on the number of votes for the
      applicant, taking into account the number of points awarded within the evaluation of the
      applicants;
   h) Should the proposed selected applicant have fewer points than another candidate, the
      commission must justify its decision;
   i) The minutes of the commission’s meeting and the ballot papers are not published; the Human
      Resources Office may use the number of points awarded to the applicant as the basis for
      providing feedback if requested by the applicant.

5) Results of the competitive hiring process for academics and scholars-researchers:
   a) The Vice-Dean responsible for the unit delivers, within 5 days of the meeting of the selection
      commission, the minutes of the competitive hiring process and the ballot papers to the Human
      Resources Office and a notification of the result of the competitive hiring process to the
      applicants, in written form;
   b) The Human Resources Office submits the notification of the result of the
      competitive hiring
      process for the applicants to the Dean for signature and sends this notification to the applicants
      within 14 days of the meeting of the selection commission.

6) Results of the competitive hiring process for heads of departments and directors of institutes:
   a) The Vice-Dean responsible for the unit delivers to the Dean, within 5 days of the meeting of the
      selection commission, a request to consider the appointment of the applicant recommended for
      the position of a head of a department or a director of an institute by the Research Board of the
      Faculty and the Academic Senate of the Faculty, the original minutes of the competitive hiring
      process and, in electronic form, the strategy for the development of the department and the
      structured CVs of all applicants who meet the criteria of the competitive hiring process;
   b) The Dean’s secretariat sends the submitted materials as follows:
      i) to the officer of the research activities office, who attaches them to the invitation to the
         next session of the Research Board of the Faculty;
ii) to the President of the Academic Senate of the Faculty, together with the Dean’s request, so that these materials can be used as the basis for the opinion to be expressed at the next session of the Academic Senate of the Faculty;

iii) original counterparts of all materials are sent to the Human Resources Office immediately after both bodies express their opinion.

c) The Human Resources Office submits the notification of appointment or non-appointment of a head of a department or a director of an institute to the Dean for signature and sends the notification to the applicants within 14 days.

7) Result of the competitive hiring process for the Secretary to the Faculty:

a) The Dean’s secretariat sends the Dean’s request, together with the original minutes of the competitive hiring process and all materials supplied by the applicants who meet the criteria of the competitive hiring process, to the President of the Academic Senate of the Faculty, so that these materials can be used as the basis for the opinion to be expressed at the next session of the Academic Senate of the Faculty;

b) The Dean’s secretariat sends the original counterparts of all materials to the Human Resources Office immediately after the Academic Senate of the Faculty expresses its opinion;

c) The Human Resources Office submits the notification of appointment or non-appointment of the Secretary to the Faculty to the Dean for signature and sends the notification to the applicants within 14 days.

Article 4
Exemptions

The competitive hiring process may be waived in the case of repeated employment of academics who have already worked in the position to be filled. This exemption also applies to the transfer of academics who are already employees of the Faculty to a different position.

Article 5
Extension of Employment of Academics

1) In January and June of each year, the Human Resources Office sends to the secretariat of each unit a list of the academics (the “employee”) whose employment contract terminates upon the expiry of the agreed term in the following semester.

2) The Vice-Dean responsible for the unit establishes the commission for the evaluation interview with the employees with the following members:

   a) Vice-Dean responsible for the unit;
   b) Head of the department;
   c) Another employee, as appropriate (lead researcher of the project, deputy head, etc.).

3) The Vice-Dean responsible for the unit determines the date of the evaluation interview. The evaluation interview takes place not later than one month before the termination of the existing employment contract with the employee.

4) The secretariat of the unit invites the employee to the evaluation interview on the given date.

5) The commission draws up the minutes of the evaluation interview with the employee, clearly indicating whether the employment contract with the employee is to be extended or not.

6) The secretariat of the unit sends the original minutes to the Human Resources Office.

7) If the employment contract with the Employee is to be extended, the secretariat of the unit also sends a document containing the offer to the Human Resources Office (available for download on the website of the Human Resources Office in the section “Forms”).

8) If the employment contract with the Employee is not to be extended, the head of the department delivers to the employee a notification of termination of employment upon the expiry of the agreed term (the notification form is available for download on the website of the Human Resources Office in the section “Forms”). The head of the department sends a copy of this notification to the Human Resources Office.
9) In justified cases, the evaluation interview may be replaced by a competitive hiring process for the employee’s position. The employee in question may participate in the competitive hiring process. In this case, the competitive hiring process replaces the evaluation interview.

Article 6
Transfer of Academics to a Different Academic Position
1) If academics increase their qualifications or are awarded a new scientific or academic degree, the Dean may decide to transfer them to a higher academic position without having to go through a competitive hiring process. In this case, the employee must participate in an evaluation interview with the Vice-Dean responsible for the unit, the head of the department, or another employee of the Faculty, as appropriate (lead researcher of the project, deputy head, etc.).
2) The secretariat of the unit invites the employee to the evaluation interview on the given date.
3) The minutes of the evaluation interview with the academic must include the title of the position to which the academic is transferred and information on whether the termination date of the existing employment contract with the employee changes.
4) The secretariat of the unit sends the original minutes to the Human Resources Office.
5) If the academic is transferred to another academic position, the secretariat of the unit also sends a document containing the offer to the Human Resources Office (available for download on the website of the Human Resources Office in the section “Forms”).
6) In justified cases, the evaluation interview may be replaced by a competitive hiring process. The employee in question may participate in the competitive hiring process. In this case, the competitive hiring process replaces the evaluation interview.

Article 7
Final Provisions
1. The person responsible for implementing and checking compliance with this Directive is appointed by the head of the Human Resources Office.
2. This Directive comes into force and effect on 1st July 2019.

In Prague, on 1st July 2019

Prof. RNDr. Jiří Zima, CSc.
Dean of the Faculty

Appendices:
- Proposal to launch a competitive hiring process for an academic
- Proposal to launch a competitive hiring process for a head of a department/director of an institute and list of proposed members of the selection commission
- Application for a competitive hiring process
- Ballot and evaluation paper
- Minutes of the competitive hiring process
- Minutes of the evaluation interview with an academic whose employment contract is about to expire
- Minutes of the evaluation interview with an academic due to change of academic position
PROPOSAL TO LAUNCH A COMPETITIVE HIRING PROCESS
For Academics and Researchers

- The proposal is drawn up by the department and approved by the Research Board of the respective unit

**Department:** ............................................................................................................................

**Title of the position:** Academic / Researcher *) in the field of/with a focus on

........................................................................................................................................

**Title of the position in Czech:** akademický pracovník / vědecký pracovník *) v oboru / se zaměřením na

........................................................................................................................................

**Planned start date of employment:**

Documents required from the applicants: professional CV, documents proving education, titles of associate professor or full professor, scientific degrees and list of publications.

**Criteria for applicants:**

Minimum education (titles and degrees): ....................................................................................

Language skills: .............................................................................................................................

Other skills: .................................................................................................................................

_________________________________________________________________________

**LIST OF PROPOSED MEMBERS OF THE SELECTION COMMISSION**

| Chair - Vice-Dean responsible for the unit | ................................................................. |
| Head of the department/Director of the institute | ................................................................. |
| Other members | ................................................................. |
| (addresses must be indicated for external staff) | ................................................................. |

Note: The commission must have at least 3 members (or more, while maintaining an odd number of members) and ideally 5 members. The commission has a quorum if at least 3 members are present, however the majority of all members of the commission must always be present; A representative of the Academic Senate may participate in the meeting of the commission if delegated based on the decision of the Academic Senate.

In Prague, on: Discussed by the Research Board of the unit on:

................................................................. .................................................................

Head of the department/Director of the institute Vice-Dean responsible for the unit

*) Delete as appropriate
PROPOSAL OF THE UNIT TO LAUNCH A COMPETITIVE HIRING PROCESS

For a Head of a Department/Director of an Institute

- The proposal is drawn up by the Vice-Dean responsible for the unit and approved by the Research Board of the unit

Unit: .............................................................................................................................

1) requests to launch a competitive hiring process to fill the position of the head of the department/director of the institute:

Department: ................................................................................................................

Title of the position in Czech: ..................................................................................

Having regard to Art. 6 (3) and (7) of the Constitution of the Faculty of Science of Charles University, both academics employed by the Faculty and external applicants may participate in the competitive hiring process. In connection with section 5, the competitive hiring process for heads of departments and directors of institutes in the case of external applicants also includes the competitive hiring process to be hired as an academic at Faculty of Science of CU.

2) simultaneously requests to launch a competitive hiring process to fill the position for external applicants

Academic in the field of/with a focus on .................................................................

Title of the position in Czech: akademický pracovník v oboru / se zaměřením .................

Planned start date of employment/date of appointment:

Documents required from the applicants: professional CV, documents proving education, titles of associate professor or full professor, scientific degrees and list of publications. Applications for a head of a department must also include a strategy for the development of the department.

Criteria for applicants:

Minimum education (titles and degrees): .................................................................

Language skills: ........................................................................................................

Other skills: ..............................................................................................................

___________________________________________________________________________

LIST OF PROPOSED MEMBERS OF THE SELECTION COMMISSION

Chair - Vice-Dean responsible for the unit .................................................................

Head of the department/Director of the institute .....................................................

Other members ........................................................................................................

(addresses must be indicated for external staff) ......................................................

___________________________________________________________________________

Note: The commission must have at least 3 members (or more, while maintaining an odd number of members) and ideally 5 members. The commission has a quorum if at least 3 members are present, however the majority of all members of the commission must always be present. A representative of the Academic Senate may participate in the meeting of the commission if delegated based on the decision of the Academic Senate.

In Prague, on:
Application for a competitive hiring process

I hereby apply for the competitive hiring process launched by the Dean of the Faculty of Science of Charles University on …………… for the position/post: ……………………………………………………….. with the planned start date of employment on …………………

By signing this application, I confirm that I have been acquainted with the conditions governing the competitive hiring process and I agree with them. By signing this application, I also confirm that I have been acquainted with the Constitution of the Faculty of Science, part IV: Employees and Students, Article 24 Employees - available at: https://www.natur.cuni.cz/faculty/senat/predpisy-pravni-normy/vnitrni-predpisy-prf-uk/statut-prf/view?scatchterm=statut

Documents attached to the application:

......................................................
Signature
First name and surname
Address
Phone number:
E-mail:
**BALLOT AND EVALUATION PAPER**

Name of the applicant: 

Position to be filled: 

Evaluation of pedagogical activities to date: □ (points 1-5) 

Evaluation of scholarly and research activities: □ (points 1-5) 

Evaluation of other skills and personality traits (language, communication and presentation skills and other qualifications for the position offered, overall impression, etc.): □ (points 1-5) 

FOR HIRING        AGAINST HIRING
MINUTES

of the competitive hiring process to fill the position ...................... in the field of/with a focus on

.................................................................

at the department/institute ............................................................

Date of the competitive hiring process: .........................

Members of the selection commission:

Chair: ........................................

Members: ........................................
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Date of launching the competitive hiring process: ..................................

Deadline for the competitive hiring process: .............................

Course of the competitive hiring process:

- the chair of the commission acquainted its members with the purpose of the launched competitive hiring process

- list of applicants for the respective position:

.................................................................
.................................................................

Withdrawn from the competitive hiring process:

- after the interviews and the discussion on the qualifications of also the uninvited applicants, the chair verified that the members of the commission did not have any further questions and that all information about the applicants was clear

- in conclusion, the chair has verified that all members of the commission had sufficient information for voting
- Results of the vote:

<table>
<thead>
<tr>
<th>Name</th>
<th>For hiring</th>
<th>Against hiring</th>
<th>Invalid votes</th>
</tr>
</thead>
</table>

- The ballot papers are attached to the original minutes in a sealed envelope

**Decision of the commission:** (choice from two options, A and B)

**A.** Based on the result of the vote, the commission has determined the ranking of the applicants who have met the criteria of the competitive hiring process:

1. ........................................
2. ........................................

and recommends hiring:

Name: ............................................................
to the position: ............................................................

with the start date on .......; term of employment: .............

The criteria of the competitive hiring process have not been met by the following applicants:

..................................................
due to: ............................................................

**B.** Based on the result of the vote, the commission does not recommend hiring any of the applicants (if none of the applicants have met the criteria of the selective hiring process and the position will not be filled, it is desirable to briefly indicate the reasons why the applicant has/applicants have not met the criteria)

- the following members of the commission requested a copy of the minutes:

In Prague, on ........ ............................................... Chair of the commission

Members of the Commission

<table>
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<tr>
<th>Name</th>
<th>Signature</th>
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- Distribution: Original to the Human Resources Office
Copy to the secretariat of the unit
Copy to the members of the commission on request
MINUTES OF THE EVALUATION INTERVIEW
with an academic whose employment contract is about to expire upon to the agreed term

Name of the employee:

Department:

Date of interview:

Members of the commission:

The commission and the employee have discussed the employee’s pedagogical and scholarly activities to date, engagement in the work of the Faculty, and also possible future development of the employee’s pedagogical and scholarly work. Based on this information, the commission reached the decision indicated below.

Conclusion of the interview:
1. The employee’s contract will be extended for a definite period of time until …………………
2. The employee’s contract will be extended for an indefinite period of time (with assessment of achievements)
3. The employee’s contract will not be extended and will terminate on …………………………

In Prague, on ……………………..

………………………………………
Head of the department

………………………………………
Vice-Dean responsible for the unit
MINUTES OF THE EVALUATION INTERVIEW
with an academic due to change of academic position

Name of the employee:

Department:

Date of interview:

Members of the commission:

Purpose of the interview:
The purpose of the interview is to discuss the proposal to transfer the employee from the position of …………………………… to the position ……………………………..

The commission and the employee have discussed the employee’s pedagogical and scholarly activities to date, engagement in the work of the Faculty, and also possible future development of the employee’s pedagogical and scholarly work. Based on this information, the commission reached the decision indicated below.

Conclusion of the interview:
1. The employee will be transferred to the position …………………….. with effect from …………………….. . The date of termination of the employment contract remains unchanged.
2. The employee will be transferred to the position …………………….. with effect from …………………….. . The employee’s employment contract will be extended for a definite period of time until …………………….. / for an indefinite period of time (with assessment of achievements).
3. The employee will continue working in the same position.

In Prague, on ……………………………

……………………………………
……………………………………

Head of the department

Vice-Dean responsible for the unit