



CODE OF COMPETITIVE SELECTION PROCEDURE AT THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Article 1

General provisions

(1) This Code will be applied to competitive selection procedures to fill the positions of academic and researcher staff and positions of managerial staff at the Czech Technical University in Prague (hereinafter referred to as “CTU”).

Academic posts at CTU are filled based on a competitive selection procedure in accordance with Section 77 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the “Act”). Competitive selection procedures to fill academic and researcher positions are organized in accordance with the Career System of CTU. This Code will also be used to hire managerial staff listed in Article 34, Para 6 of the CTU Statute. Selection procedures to fill other posts and managerial positions are organized in a similar manner, but the selection procedures, deadlines and composition of committees can be designed by the publisher differently.

The Code of Conduct for the Recruitment of Researchers is used at CTU, the compliance with which is a condition set out for the HR Award, and CTU observes the principles enshrined in the European Charter for Researchers.

(2) The selection procedure may be waived if an employment relationship is repeatedly arranged with an employee whose position is to be filled, or if the position to be filled has a similar job description, or as a result of the award of the academic degree of Assistant Professor or Professor.

Article 2

Announcement of selection procedure

(1) Selection procedures are announced by the rector, in case of posts at faculties they are announced by the dean, in case of posts at university institutes they are announced by the director, in case of posts at other constituent parts they are announced by the registrar following an agreement with the director (hereinafter referred to as the “publisher”).

(2) Conditions for participation must be precisely defined in the announcement of the selection procedure. The announcement will include, in particular

a) designation of the workplace and the position or role. The definition of the position and the requirements on knowledge and skills and the formal qualification in the selection procedure have to be sufficiently broad; usually just the name of the workplace, the professional group or programme or the specialization of the doctoral studies are given. One exception is the case when CTU is looking for an instructor of a particular subject.

b) qualification and other requirements,

c) the date of start of work,

d) place and deadline for submitting the application,

e) a list of required documents and papers,

In case of a selection procedure to fill the position of a head of department, the applicant will prepare a project for the development of the department. If the applicant has already worked as the head of the department, they will present the previous projects together with a report on their fulfilment. The successful candidate's project is published. In case of a selection procedure to fill the position of a head of department who is not an academic, the requirement to prepare a project can be waived.

f) information about the selection criteria, the number of vacancies, the potential for career growth and the Career System, this regulation and other relevant regulations and directives,

g) the characterization of the position following from the expected job description, or the description of the position in the Career System.

(3) The applicant will submit the documents and papers electronically; the successful candidate will then present the originals or notarized copies after the selection procedure. The materials can be submitted in English or in Czech, unless the publisher stipulates otherwise.

(4) The announcement of a selection procedure to fill an academic or researcher position must be published in Czech and in English on the official noticeboard of CTU and the constituent part, if applicable, and possibly on other websites so that the maximum number of potential applicants can get

acquainted

with it at least 30 days before the deadline for the submission of applications. Selection procedures to fill researcher positions must be published in English also on Euraxess. The announcement of the selection procedure will be immediately notified to the chair of the relevant academic senate in case of a selection procedure to fill a position at the faculty; in other cases it will be notified to the chair of the CTU Academic Senate. The announcement can be published in other media based on the publisher's discretion.

Article 3

Selection procedure committee

(1) The publisher will appoint a selection procedure committee and its chair, potentially also a secretary, from among CTU employees. The secretary is not a member of the committee.

(2) The selection procedure committee is an advisory body to the publisher.

(3) The selection procedure committee must have at least 5 members including the chair. The members of the committee do not have to be CTU employees. The selection procedure committee should be composed so that a gender-balanced representation is ensured. In case of a position announced in a project, also the main researcher will be included in the committee. The chair of the relevant academic senate can delegate one representative of the academic senate to the selection procedure committee; they will notify the publisher about this fact within one week after they have been informed about the selection procedure. The publisher can, together with the appointment of the selection procedure committee, also issue rules of procedure of the committee that the committee is obliged to follow.

(4) When composing the selection procedure committee, the publisher must pay attention to the professional expertise of the committee members. A committee member must notify the publisher and other committee members about a potential conflict of interest arising from their professional or personal relationship with the applicant. A conflict of interest is, for example, a situation when the committee member has a close personal or professional relationship with the applicant – for example, they are the applicant's subordinate or superior, they have participated in the same project in the last 5 years or have co-authored publications with them. Based on the nature of the conflict of interest, the committee will decide whether the given member can actively or passively participate in the individual parts of the selection procedure and whether they can vote.

(5) Committee members receive the applicants' papers electronically ahead of the meeting. They must also be acquainted with all internal regulations and internal standards of CTU or the constituent part that are relevant to selection procedures. The selection procedure committee's meetings are not public, all members of the committee, including the committee secretary, respect the confidentiality of information that they learn in connection with the committee's meetings; in particular they are not

authorized to further disseminate or reproduce or make accessible to a third party the information obtained during the selection procedure; at the same time they must ensure the protection of personal data contained in the submitted documents. The committee's meetings, including the interview, can take

place physically, in a hybrid form or online; the form of the meeting will be decided by the chair of the committee.

(6) The selection procedure committee has a quorum if an absolute majority of its members are present. The committee takes a decision by secret ballot on matters referred to in Para 9. In case of an equal number of votes, the chair has the casting vote.

(7) Upon its discretion, the selection procedure committee can invite all or selected applicants to attend an interview. The aim of the interview is a personal presentation of the applicant based on the documents they have submitted and to give the committee members a possibility to ask questions. The selection committee can also ask the candidate to give a presentation, for example on the topic of their scientific or pedagogical work. The committee members may attend lectures or practicals given by the candidate, if applicable, or ask them to give a public lecture. The committee can ask the candidates to submit additional papers or have expert opinions prepared.

(8) In the course of the selection procedure, the entire work experience of the candidates is considered. Although great attention is given to their overall skills in the field, also creativity and the level of independence should be taken into account. In case of academic staff, for instance, this means that their professional achievements should be assessed both qualitatively and quantitatively and emphasis should be given not just to the number of evaluable outcomes. The share of bibliometric indicators should be balanced against a broader scope of evaluable criteria, such as creative activity, teaching, leading students, knowledge transfer, teamwork, supervision of researchers and promotional and popularization activities and collaboration with the industry and the public sector. Previous internationalization and mobility are assessed, including work experience in different sectors or fields. When assessing quantitative indicators, the applicant's personal circumstances provided in the application will be considered. In case of selection procedures to fill a position of a lector, in the assessment emphasis is given to pedagogical experience and creative activity in pedagogy; research activity is usually not assessed. In case of artistic fields, specific criteria are applied that have been approved by the bodies of the relevant faculty.

In case of a selection procedure to fill a postdoc position, previous postdoc positions in other institutions are considered, as well as the fact that the postdoc status should be a temporary one and its aim should primarily be to provide a possibility for a professional development within the framework of a career in science with a view of securing a permanent position at CTU or another institution.

(9) The committee will select the applicants that have met the conditions of the selection procedure and make a shortlist in the order of how the individual applicants have met the conditions and based on their

overall qualities. If relevant, they will also recommend a period for which the applicant should be employed and possibly set other conditions. They will provide a justification for their decision in the minutes of the meeting. The minutes of the committee meeting and its results will also include possible comments of the individual committee members and suggestions for improvement of the future selection procedures. The committee will prepare the minutes within 30 days after the deadline for the submission of applications has elapsed at the latest, unless the publisher has set another manner of preparation of the minutes. The minutes will be signed by the chair, who will then hand them over to the publisher without delay.

(10) The publisher will notify all applicants about the results of the selection procedure within 14 days after the work of the selection procedure committee has ended. The applicants can, within a reasonable period, send their comments to the publisher. The members of the selection committee and the chair of the relevant academic senate will be informed about the comments.

(11) If the publisher does not accept the recommendations made by the selection committee, they must provide a justification in writing and pass it on to all committee members. After that, the publisher will send the justification to the chair of the relevant academic senate.

(12) Objections to the work of the committee are submitted to the publisher; objections to the work of the publisher are submitted to the relevant academic senate.

(13) If no suitable applicant is found, the publisher can decide to reopen the selection procedure.

(14) The publisher is entitled to cancel the selection procedure at any time; however, they must provide reasoning.

Article 4

(1) The conclusion of the habilitation procedure or the procedure to appointment of professors does not establish any legal employment claims in the relationship to CTU¹.

(2) The administrative agenda related to the selection procedure is handled by the relevant employment departments that are bound by confidentiality in the same manner as the committee members and the secretary pursuant to Article 3, Para 5.

Article 5

Transitional and final provisions

(1) The Rules of Selection Procedure to Appoint Academic Workers at CTU registered by the Ministry of Education, Youth and Sport on 1 September 2017 are cancelled.

(2) Selection procedures that are regulated by this Code that have been initiated before the day this Code comes into effect will be completed in accordance with the existing regulations.

(3) This Code was approved pursuant to Section 9, Para 1, letter b), point 3 of the Act by the CTU Academic Senate on 28. February 2024.

(4) This Code comes into force pursuant to Section 36, Para 4 of the Act on the day it is registered by the Ministry of Education, Youth and Sports.

(5) This Code comes into effect on 24. April 2024.

doc. RNDr. Vojtěch Petráček, CSc., m.p.

Rector

¹ Section 77, Para 4 of the Act.