

Pursuant to Section 36 (2) of Act No. 111/1998 Sb., On Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), on September 30, 2010, the Ministry of Education, Youth and Sports registered Selection Procedure Rules of the University of Pardubice under Ref. No. 25 289/2010-30.

Changes to the Selection Procedure Rules of the University of Pardubice were registered by the Ministry of Education, Youth and Sports under Section 36 (2) and (5) of the Higher Education Act on October 31, 2012 under Ref. No. 47752 / 2012-30.

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Head of Higher Education Department*

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**Full text of
RULES OF SELECTION PROCEDURE
of the University of Pardubice
of October 31, 2012**

**Article 1
Preliminary Provisions**

(1) The Rules of Selection Procedure of the University of Pardubice (hereinafter referred to as the "Rules of Selection Procedure") is an internal regulation of the University of Pardubice (hereinafter referred to as the "University") pursuant to Section 17, Subsection 1, Clause e) of Act no. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as the "Act").

(2) The principles of the Selection Procedure are set out in Section 77 of the Act. The definition of the activity, scope and position of the academic employee is set out in Section 70 of the Act and Article 32 of the Statutes of the University of Pardubice.

(3) Following the selection procedure, these positions are filled:

a) academic staff,

- professors, associate professors, assistant professors, assistants, lecturers and scientific, research and development staff involved in teaching activities,

- heads of higher education institutes,

- heads of departments or institutes of faculties and heads of departments of higher education institutes,

b) bursar, faculty secretaries and secretaries of higher education institutes,

c) head of Accommodation and Catering Services, head of the Information Centre and chancellor,

d) other staff as decided by the inviters referred to in Article 2.

(4) The selection procedure may be waived in case an employment relationship is repeatedly concluded with an employee currently holding the position in question.

(5) In order to fill the position of head of the clinic at the joint workplace of the Pardubice Regional Hospital, a.s. and the Faculty of Health Studies, as an academic employee of the University, the Pardubice Regional Hospital a.s. and the University conclude the Rules of Selection Procedures for Filling the Positions of the Heads of the Pardubice Regional Hospital Clinics, a.s., which in particular provide for the principles of the selection procedure laid down in Section 77 of the Act and the participation of the University's academic bodies in the proceedings of the selection procedure committee.

Article 2

Inviter

(1) The inviter to selection procedures for positions in the faculty is the Dean.

(2) The inviter to selection procedures for positions in a higher education institute is the head of the higher education institute.

(3) The inviters of selection procedures for positions of heads of clinics (senior consultants) are the Director of Regional Hospital Pardubice, along with the Dean of the Faculty of Health Studies.

(4) In other cases that are not referred to in Subsections 1 to 3, the Rector is the organizer of the selection procedures.

Article 3

Invitation to Selection Procedure

(1) The text of the selection procedure announced shall include in particular

a) identification of the inviter,

b) identification of the position and workplace,

c) the length of the weekly working time if the position to be filled is not for 40 working hours a week,

d) qualification and other requirements,

e) from when the position is to be filled,

f) the place and the deadline for filing the application,

g) attachments required for the application.

(2) The text of the selection procedure announced shall not contain any discriminatory elements.

(3) An invitation to selection procedure shall be posted on the official board of the University and its respective department and also on the website of the University and its department.

(4) When filling vacancies for academic staff, the invitation to selection procedure shall be published, in addition to the places referred to in Subsection 3, in a national mass media; for other employees, the inviter shall decide on other ways to publish it.

(5) The deadline for submitting applications for the selection procedure is at least 30 days after its publication in a national mass media, and at least 30 days after its publication on a public notice board without publication in the mass media. The date of delivery of the application to the University shall be decisive for compliance with this deadline.

(6) Applications for selection procedures, including annexes, shall be submitted in writing and signed by the candidate and registered with the inviter under reference numbers with the date of delivery. Applications, including annexes, may also be submitted electronically.

(7) Applications for selection procedures shall be submitted in Czech or English, or in the language required by the inviter. Documents to prove the completion of education obtained abroad shall be accompanied by a Czech translation.

Article 4

Selection committee

(1) By the end of the deadline for submitting applications for the selection procedure, the inviter shall appoint a selection committee (hereinafter referred to as the "committee"), including its chairman. The inviter itself shall not be a member of the selection committee. The inviter may also appoint a standing committee, whose vacancies may be filled in accordance with the provisions of Subsections 5 and 6.

(2) When appointing the committee, the inviter shall at the same time determine in agreement with its chairperson the date for the selection procedure.

(3) The committee consists of the chairperson, members, secretary and, as the case may be, an invited representative of the union organization of the University. The chairperson and every member have a casting vote, the secretary and representatives of trade unions have an advisory vote.

(4) The number of members of the committee with a casting vote shall be odd and the minimum number of these members is five. Membership in the committee with a casting vote is irreplaceable.

(5) If the inviter is the Rector, the inviter usually appoints one of the vice-rectors or the bursar to be the chairperson of the committee, or one of the vice-deans, if the inviter is the Dean. In addition to academic staff, other members of the University's staff or other professionals outside the University may be members of the committee.

(6) In the case of a selection procedure for the position of an academic employee, the inviter shall appoint the head of the department or institute or section, or another representative of the workplace for which the selection procedure is announced, and one member of the relevant academic senate to be members of the committee.

(7) The secretary of each committee is an employee of the Human Resources Department of the University (hereafter referred to as HRD). The task of the secretary is to ensure compliance with the rules of the selection procedure and to prepare the minutes of the selection procedure after the meeting of the committee.

(8) The committee meetings are in camera; the inviter shall not participate in the meetings either. All attendees are obliged to maintain confidentiality about the proceedings of the committee. Confidentiality may be waived by the inviter in the event of a dispute.

Article 5

Course of the Selection Procedure

(1) As a rule, the selection procedure is started within one month after the end of the application deadline and closed within six weeks of the same deadline.

(2) If required by the complexity of the selection process, it can take several rounds.

(3) The committee makes decisions by secret ballot. The committee has a quorum if an absolute majority of its members with a decisive vote is present. The presence of the chairman of the committee is always necessary.

(4) The chairperson of the committee has the right to reject those applications for the competition that obviously do not meet the requirements for the vacancy. The chairman shall inform the committee of the rejected applications at the beginning of the meeting. Such applications shall be returned to the candidate, stating the reason for the non-inclusion in the selection procedure.

(5) According to the decision of the committee chairperson, an application for selection procedure may be discussed of a candidate who fails to meet a specified requirement at the time of the selection procedure, but there is a realistic assumption of fulfilment in the near future. If the candidate is successful in the selection process, he/she may be admitted to the vacancy only after the fulfilment of the specified requirement.

(6) The chairperson of the committee may decide to hold the selection procedure without the candidate's presence. In such a case, candidates shall be informed in advance in writing that the selection procedure will only take place on the basis of the materials submitted, which are sufficient for the committee to make an objective decision.

(7) The committee shall assess candidates in relation to the requirements for the vacancy, examining their professional and moral competence, character traits, and, with academic staff, also their pedagogical skills and results of scientific activities in the relevant field.

(8) The chairperson and any member of the committee with a casting vote shall determine on their ballot the ranking of all candidates for the vacant position where the same place cannot be assigned to more candidates and no place can be omitted from first to last. The sum of the rankings shall then determine the voting result. An applicant who receives the lowest sum of votes shall be recommended by the committee for admission as the most appropriate candidate. The chairperson shall decide if there is a tie of votes.

(9) In case of a single candidate in the selection procedure, a recommendation is required for his/her acceptance by a simple majority of present members with a casting vote. If there is a tie of votes for and against, the chairperson shall decide.

(10) A blank ballot or a ballot without the ranking of all candidates who have participated in the selection procedure for the vacant position shall be invalid. Only valid votes shall be accepted for the count.

(11) The committee may also recommend that the candidate is not eligible and remove him/her from the voting on ranking if such a proposal is publicly (by raising their hand) voted for by an absolute majority of present members of the committee with a casting vote.

(12) The committee meetings shall be minuted and signed by the chairperson of the committee. All attendees shall sign the attendance list. If any of them has an objection to the course of the selection procedure or its result, they shall attach their written standpoint to their signature. The minutes shall contain

a) the full text of the selection procedure announced (as an annex) and how it was published,

b) the date of the selection procedure,

c) a list of appointed committee members,

d) the names of all candidates who have applied for the selection procedure within the prescribed period,

e) the result of the voting of the committee,

f) recommendation or non-recommendation for acceptance to the vacant place, the anticipated commencement date, recommendations for acceptance for a definite or indefinite period and, if need be, weekly working hours.

g) minutes shall be accompanied by the ballots.

(13) Minutes of the committee meetings shall be submitted by the chairperson to the inviter at the latest within 7 calendar days of the date of the selection procedure. Minutes are confidential, present committee members are bound to secrecy.

Article 6

Decision of the Inviter

(1) Within 14 calendar days of the date of the selection procedure, the inviter shall conclude the selection procedure by the decision on acceptance or rejection of the candidate recommended by the committee, or on acceptance of another candidate from the selection procedure. Before making his/her final decision, the inviter has the right to invite candidates for a personal meeting or to request additional documents.

(2) The inviter is not bound by the committee's recommendation to accept the most suitable candidate or by the ranking of candidates drawn up by the committee. If there is no suitable candidate, the inviter shall decide on inviting candidates to a new selection procedure or on another way of solving, if allowed by applicable law.

(3) If the inviter is also a candidate for the vacant position, the decision to close the selection procedure by accepting or rejecting the candidate recommended by the Commission shall be taken by a deputy to the inviter.

(4) The decision under Subsection 1 shall be published by the inviter forthwith on the notice board of the University and its respective part and also on the website of the University and its part, for at least 1 month of the date of the decision.

(5) Not later than 7 calendar days following the decision on the result of the selection procedure, the inviter shall communicate his/her decision in writing of acceptance or rejection to all the candidates who participated in the selection process. At the same time, he/she shall return all documents received to all non-admitted candidates, with the exception of the application which shall remain archived with the inviter.

(6) The inviter may employ the selected candidates and place them to the post within 1 year after the conclusion of the selection procedure.

(7) If the candidate who has succeeded in the selection procedure should announce after the decision of the inviter that he/she will not assume the position, the inviter may, within 1 year after the conclusion of the selection procedure, decide on another applicant to be accepted from this selection procedure.

Article 7

Common and Final Provisions

(1) The originals of the selection procedure documents of the candidate accepted shall be deposited with the inviter for a period specified by Filing and Discarding Rules of the University. A copy of the minutes and the decision on admission shall be forwarded by the inviter to the HRD along with the documents of the admitted applicant.

(2) The administrative agenda and organization of the selection procedure shall be provided by the dean's offices of the faculties, selection procedures the inviter of which is the Rector shall be secured in terms of administration and organization by the HRD in cooperation with the respective department. All costs related to the selection procedure shall be borne by the organizational unit of the inviter.

(3) The Rules of Selection Procedure of the University of Pardubice approved by the Academic Senate of the University on February 11, 2003 and registered by the Ministry of Education, Youth and Sports of March 11, 2003 under Ref. No. 13 289/2003-30, are hereby repealed.

(4) These Rules of Selection Procedure were approved pursuant to Section 9, Subsection 1, Clause b) of the Act by the Academic Senate of the University on September 21, 2010.

(5) These Rules of Selection Procedure shall come into force pursuant to Section 36, Subsection 4 of the Act on the day of registration by the Ministry of Education, Youth and Sports of the Czech Republic.

prof. Ing. Miroslav Ludwig, CSc., Rector, signed by his own hand

Amendments to the Rules of Selection Procedure of the University of Pardubice were approved according to Section 9, Subsection 1, Clause b) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, by the Academic Senate of the University of Pardubice on October 31, 2012.