

Pursuant to § 36, para. 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules for the Selection Procedure for Academic Staff and Other Staff of the University of Veterinary and Pharmaceutical Sciences Brno on 19 May 2017, file reference MSMT-12507/2017.

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Mgr. Karolína Gondková
Director of the Department of
Higher Education

**RULES FOR THE SELECTION PROCEDURE FOR
ACADEMIC STAFF AND OTHER STAFF OF THE
UNIVERSITY OF VETERINARY AND
PHARMACEUTICAL SCIENCES BRNO**

Dated 19 May 2017

Article 1

Introductory Provisions

The Rules for the Selection Procedure for Academic Staff and other Staff of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “Rules for the Selection Procedure”) shall be issued pursuant to § 17, para. 1, letter f) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter only as the “Act”) and in accordance with the Statute of the University of Veterinary and Pharmaceutical Sciences Brno.

Article 2

Basic Provisions

- (1) The Rules for the Selection Procedure shall apply to professors, associate professors, senior lecturers, lecturers, assistants, and scientific research and development staff members who are employees of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “UVPS Brno”) performing, within their employment, both pedagogical and scientific and research, development and innovation, artistic or any other creative activity.
- (2) Job vacancies of other staff members of the UVPS Brno referred to in Art. 8 may also be filled according to these Rules for the Selection Procedure.
- (3) The selection procedure shall mean a procedure which determines, on the grounds of the terms and condition specified in advance, the eligibility and suitability of the candidates for the agreed type of work at a specific job position.

Article 3

Announcing the Selection Procedure

- (1) The selection procedure shall be announced by the Rector or Dean, each of them for the vacancies under their competence.

- (2) A selection procedure shall be announced by publishing the information in the public section of the UVPS Brno website and on the official board of the UVPS Brno at least 30 days prior to the deadline for submitting an application.
- (3) The published selection procedure shall contain:
 - a) The name and head office of the UVPS Brno and the name of the organisational unit;
 - b) The description of the workplace and the job, or possibly field of study, subject matter, and any other facts relevant to the vacancy;
 - c) Required qualifications and professional qualifications;
 - d) Deadlines for submitting an application;
 - e) The method of service and contact address, or the data box identifier for submitting the application;
 - f) The list of required annexes (in particular, a curriculum vitae, the overview of professional experience and its length, copies of educational documents and certificates of academic and scientific degrees, publication activity, covering letter, and a consent to the processing of personal data for the purposes of the selection procedure).

Article 4

Appointment of the Selection Board

- (1) Upon the announcement of the selection procedure, the announcer shall appoint at least a five-member selection board (hereinafter only as the "Selection Board"). The announcer may be a member of the Selection Board.
- (2) The announcer shall appoint the Chairperson of the Selection Board. The Chairperson of the Selection Board may be either the announcer or any other member of the Selection Board. The member of the Selection Board shall always include a representative of the workplace for which the selection procedure has been announced, usually the head of the workplace. The members of the Selection Board may also include experts from another workplace than the UVPS Brno.
- (3) A member of the Selection Board cannot be a person who is a close person to the candidate or who is applying for a job. The members of the Selection Board shall communicate this fact to the Chairperson of the Selection Board without undue delay.
- (4) The announcer of the selection procedure shall decide on any objection raised against the composition of the Selection Board.
- (5) The Board members participating in the selection procedure shall take due care of its confidentiality.
- (6) The list of the appointed members of the Selection Board for a specific selection procedure shall be submitted by the announcer within 10 days upon announcing the selection procedure together with the anticipated date of the selection procedure to the Human Resources Department.

Article 5

Selection Board and its Activities

- (1) Within two weeks upon the expiry of the deadline for submitting applications to the selection procedure, the Selection Board shall assess the submitted applications, determine the form, place and date of the interview, and notifies the applicants. The Selection Board shall decide whether the selection procedure is to be held with all the applicants or whether the selection procedure will shortlist a narrower number of candidates.
- (2) Within the same time limit, the Selection Board shall invite candidates for an interview.
- (3) If the candidate duly excuses from participating in the interview and the Selection Board does not insist on the personal participation of the candidate, the Selection Board may request answering the questions in writing, and the candidate's application shall be discussed without his / her presence. If the candidate fails to attend the interview without an excuse, his fact shall represent a reason for their exclusion.

- (4) The Selection Board shall assess the candidates on the grounds of the collected documents within 6 weeks upon the expiry of the deadline for submitting the applications.
- (5) In the event that any of the candidates participating in the selection procedure cannot, due to serious reasons, attend the interview or respond to the requests and if they notify the announcer of these reasons in writing sufficiently in advance, the Selection Board may set another interview date and extend the time limit for assessing the candidates in the selection procedure.
- (6) The Selection Board shall decide on the candidates' assessment and ranking by a secret ballot. In order to adopt a resolution, the approval of an absolute majority of all members shall be required. Every Selection Board member has one vote.
- (7) The Selection Board may also conclude its deliberation with a finding that none of the candidates is suitable for the vacancy in question.
- (8) The Selection Board shall take a record on the course and result of the selection procedure, signed by all the Selection Board members, and submitted to the announcer with the recommendation.

Article 6

Decision of the Announcer

- (1) The announcer of the selection procedure shall decide, within one month upon receiving the record, on which candidate is to be appointed for the vacancy in question.
- (2) On the basis of the decision of the announcer on the selection procedure result, the Human Resources Department shall immediately notify the candidate whether they have or have not been appointed for the vacancy in question.
- (3) In the event that after announcing the selection procedure results, the selected candidate does not take up the vacancy or if the employment is not concluded within one month upon announcing the selection procedure results for any reasons, the announcer may offer the vacancy to another candidate who has successfully completed the selection procedure.
- (4) In the case of vacating the vacancy filled with a candidate from the selection procedure held not more than 12 months before, the announcer may offer the vacancy to another candidate who has successfully completed the selection procedure.

Article 7

Common Provisions

- (1) The selection procedure may be waived in the case of re-negotiating the employment with an academic staff member if it concerns the job held so far by the academic staff member in question.
- (2) The announcer may, at any one time, cancel the selection procedure, in particular, in the case of changing the conditions under which the selection procedure was announced, mainly due to organisational or operational reasons or personnel changes.
- (3) In the event that there are no applications submitted in the selection procedure or if none of the candidate meets the required criteria and conditions according to the announcer, the announcer shall cancel the selection procedure without a meeting of the Selection Board. The announcer may decide on announcing the selection procedure under the same terms and conditions or may decide to change them.
- (4) Completing the habilitation procedure or the procedure for the appointment of a professor and the appointment of an associate professor or professor on the grounds of these procedures shall not create labour law claims against the UVPS Brno, both for the academic staff members employed by the UVPS Brno, and academic staff members who completed these procedures at the UVPS Brno.
- (5) The administrative work associated with the announcement, management and closing of the selection procedure shall be provided by the Human Resources Department.

Article 8

Selection Procedure for Filling Vacancies of other Staff Members of the UVPS Brno

- (1) These Rules for the Selection Procedure may reasonably apply to filling the following posts, in particular:
 - a) The Bursar and Secretary of the Faculty;
 - b) The Head (Director) of other workplaces and special-purpose facilities of the UVPS Brno.
- (2) When filling vacancies of other staff members of the UVPS Brno, the decision on the manner and conditions of the selection procedure shall fall within the competence of the announcer.

Article 9

Temporary Provisions

Any selection procedures commenced according to Rules for the Selection Procedure of the UVPS Brno, registered by the Ministry of Education, Youth and Sports on 20 May 1999, file reference 21 569/99-30, as amended, shall be completed according to the above-mentioned Rules.

Article 10

Final Provisions

- (1) The Rules for the Selection Procedure of the UVPS Brno, registered by the Ministry of Education, Youth and Sports on 20 May 1999, file reference 21 569/99-30, as amended, shall be set aside.
- (2) These Rules for the Selection Procedure were adopted pursuant to § 9, para. 1, letter b), point 3 of the Act by the Academic Senate of the UVPS Brno on 27 April 2017.
- (3) Pursuant to § 36, para. 4 of the Act, these Rules for the Selection Procedure shall come into effect on the date of registration by the Ministry of Education, Youth and Sports.
- (4) These Rules for the Selection Procedure shall enter into effect on the date of entry into force.

Prof. MVDr. Ing. Pavel Suchý, CSc.
Rector