

Pursuant to Section 36, Para 2, Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), the Ministry of Education, Youth and Sports registered the Rules of Selection Procedure to Appoint Academic Workers at the Czech Technical University in Prague under ref. no. MSMT-21850/2017 on 1 September 2017.

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Director of the Higher Education Department

**RULES OF SELECTION PROCEDURE
TO APPOINT ACADEMIC WORKERS
OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE**

Article 1
General provisions

- (1) Positions of academic workers at the Czech Technical University in Prague (hereinafter as “CTU”) are filled based on a selection procedure pursuant to Section 77, 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 as the “Act”).
- (2) A selection procedure does not have to be organized in case of a repeated establishment of employment relationships with an academic worker, provided the job position in question is the job position they currently hold, or it is a job position with a similar type of work, or following the awarding of the docent or professor degree.

Article 2
Invitation to a selection procedure

- (1) An invitation to a selection procedure is announced by the Rector, by the dean in case of a job position at a faculty, by the director in case of a job position at a university institute (hereinafter as the “Issuer”).
- (2) The invitation to a selection procedure must contain strict definition of the conditions of the participation. The invitation will include in particular
 - a) Identification of the workplace and the job position,
 - b) Qualification and other requirements,
 - c) Date of the start of work,
 - d) Place and deadline for submitting applications,
 - e) A list of documents and other materials required from the candidate.
- (3) The invitation to a selection procedure must be announced in the public section of the website of the CTU or its constituent part at least 30 days before the deadline for submitting the applications. The issuance of the invitation to a selection procedure is immediately communicated to the chair

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of the relevant Academic Senate, in case of a selection procedure for a job position at a faculty, or in all other cases to the chair of the CTU Academic Senate. The invitation can also be published in other media, based on the Issuer's decision.

Article 3

The Selection Committee

- (1) The Issuer will appoint a Selection Committee and its chair, possibly also a secretary, from the employees of CTU before the end of the deadline to submit applications. The secretary is not a member of the Committee.
- (2) The Selection Committee functions as an advisory body to the Issuer.
- (3) The Selection Committee must have at least five members, including the chair. Also people who are not employees of CTU can be members of the Committee alongside employees of CTU. The chair of the relevant Academic Senate can delegate one academic worker to the Selection Committee; they will announce the fact to the Issuer within one week after they were informed about the issuance of the invitation to a selection procedure.
- (4) When forming the Selection Committee, the Issuer must take into consideration the expert qualities and moral integrity of the members of the Selection Committee. A member of the Committee must notify the Issuer about a possible conflict of interest arising from their professional or personal relationship with the candidate.
- (5) The session of the Selection Committee is not public, all members of the Selection Committee, including the secretary, will observe the confidentiality of the information they will learn at the session of the Selection Committee.
- (6) The Selection Committee has a quorum if at least half of its members are present. The Committee votes in a secret ballot. In case of equality of votes a decision is made by the chair.
- (7) The Selection Committee may upon its discretion invite all candidates or selected candidates to attend an interview.
- (8) The Selection Committee will prepare evaluation of the candidates within 30 days after the expiration of the deadline to submit applications based on the collected documents (and the interview, if applicable).
- (9) The Selection Committee will determine the order of the candidates, which serves as a recommendation for the Issuer. The Committee can also conclude their session by stating that it does not recommend any of the candidates for the job position.
- (10) The Selection Committee will conclude its work by drafting minutes of the session and its results, which will be signed by the chair and all members present at the ballot.
- (11) The chair of the Selection Committee will submit the results of the session to the Issuer within 7 days of the conclusion of the Committee's work.
- (12) The Issuer will announce the result of the selection procedure to all candidates in writing within 14 days of the conclusion of the Selection Committee's work.
- (13) If no suitable candidate was found, the Issuer may decide to repeat the selection procedure.

Article 4

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- (1) Completed habilitation proceeding or proceedings to appoint professors and the appointment of docents or professors based on these proceedings does not create any employment rights in relation to CTU¹.
- (2) The administrative agenda connected with a selection procedure is ensured by the relevant personnel sections that are obliged to maintain secrecy, same as the members of the Committee and the secretary under Article 3, Para 5 hereof. The relevant personnel section will return to the unsuccessful candidate all documents submitted by the candidate.
- (3) Pursuant to Article 34, Para 6 of the CTU Statute, these Rules will also be used to fill listed job positions of employees that are not academic workers. In this case the Issuer, apart from the people listed in Article 2, Para 1 hereof, for job positions at the CTU Computing and Information Centre and the Service Facilities Administration, is the director of the relevant constituent part, and for other job positions at other constituent part of the university it is the Registrar, who will first discuss their actions during the selection procedure with the director of the constituent part or the relevant vice-rector.

Article 5 Temporary and final provisions

- (1) The existing Rules of Selection Procedure of the Czech Technical University in Prague registered by the Ministry of Education, Youth and Sports under ref. no. 19 976/99-30 on 23 April 2017, as amended, is repealed.
- (2) Selection procedures that are governed by these Rules and were initiated before these Rules came into effect will be concluded pursuant to the existing regulations.
- (3) These Rules were approved by the CTU Academic Senate on 28 June 2017 pursuant to Section 9, Para 1 (b), point 3 of the Act.
- (4) These Rules come into force pursuant to Section 36, Para 4 of the Act on the day they are registered by the Ministry of Education, Youth and Sports.
- (5) These Rules come into effect on 1 September 2017.

Prof. Ing. Petr Konvalinka, CSc. FEng., m. p.

Rector

¹ Section 77, Para 4 of the Act.