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*The Ministry of Education, Youth, and Sports of the Czech Republic has registered the Rules of Selection Procedures for Filling Academic Positions at VSE pursuant to Section 36 (2) of Act No. 111/1998 Sb., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act) under Ref. No. MSMT-37206/2019 on 18 November 2019.*

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*Mgr. Karolína Gondková*  
*Director of the Department of Higher Education*

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## **Rules of Selection Procedures for Filling Academic Positions at VSE**

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## **Article 1**

### **Introductory Provisions**

Under the Rules of Selection Procedures for Filling Academic Positions at VSE (hereinafter referred to as the “Rules”) the selection procedure is applicable to:

- a) the filling of academic positions pursuant to Section 70 and Section 77 (1) of Act No. 111/1998 Sb., 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”)
- b) the filling of positions of directors at other VSE constituent parts,
- c) the possibility of filling positions of senior employees.

These Rules are not applicable to academic positions of visiting professors.

## **Article 2**

### **Filling Academic Positions**

- (1) The selection procedure is announced by the Rector for posts of academic workers of other constituent parts, and by the Dean of the relevant faculty for posts of faculty academic workers (hereinafter referred to as the “announcer”). Such a procedure may be omitted in the case of the re-employment of an academic employee if the position to be filled is the current post of this employee, or in the case the academic employee moves from one VSE constituent part to another VSE constituent part with his/her current responsibilities remaining the same.
- (2) The announcement that applications are being received for an academic post must be made public in the public section of the VSE website at least thirty days prior to the deadline for application submissions, and at the same time it must be notified to Wage and Personnel Department ([mpo@vse.cz](mailto:mpo@vse.cz)) no later than on the day of publication.
- (3) The wording of the announcement that applications are being received must in particular specify:
  - a) the job title, workplace and discipline,
  - b) the candidate's qualifications and other qualifications for filling the position,
  - c) the anticipated date, from which the position is to be filled and the duration of the employment relationship;
  - d) the anticipated extent of working hours; if the working hours are not specified for the position, each post is a full-time job per week in total (i.e. that each post can be filled by several suitable candidates, whose total number of contracted working hours will not exceed 40 hours per week),
  - e) the date and place for submitting applications,
  - f) a list of documents compulsorily submitted with the application for the selection procedure, at least as specified in paragraph 4 of this Article.
- (4) The candidate shall always submit:
  - a) his/her CV
  - b) a summary of teaching and publishing activities,
  - c) simple copies of certificates of academic and scientific degrees achieved; the candidate shall also submit the originals of these documents in the course of the selection procedure.
- (5) Before the end of the deadline for the submission of applications, the announcer shall appoint

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at least a four-member committee to evaluate the candidates; the committee shall appoint one of the members as its chairman. At least one member of the committee is appointed from among VSE Academic Senate members, or from among members of the Academic Senate of the respective faculty. The direct superior of the position to be filled is usually one of the committee members. When defining the committee composition, the announcer is required to observe the high professional standards and moral integrity of its members, and while respecting the principles referred to above also to ensure balanced gender representation of committee members.

(6) The committee chairman is responsible for further steps in the selection procedure and convenes the meetings of the appointed committee. The committee may invite a candidate for a face-to-face interview or for a paper, or exclude a candidate from the selection procedure who clearly does not meet requirements laid down in the announced selection procedure.

(7) The evaluation of the selection procedure outcome shall be carried out by the committee within 30 days of the expiry of the deadline for the submission of applications at the latest. In justified cases, the announcer may extend this deadline upon a request of the chairman.

(8) The committee has a quorum if more than half of its members are present. The voting is public unless the members agree to vote by secret ballot, however, always when the candidate is absent. The resolution is adopted if an absolute majority of all present committee members votes for it. Each committee member has one vote.

(9) The committee shall draw up meeting minutes, at the end of which it shall state the result of the voting (including public votes of individual members) and determine the ranking order of candidates. The conclusion may also be that none of the candidates meets the requirements for the post to be filled. The minutes, which are in the form of recommendations for the announcer, are signed by both the committee chairman and each committee member.

(10) The committee chairman or a member designated by the chairman shall without undue delay submit the minutes to the announcer who shall decide whether or not to accept candidates evaluated by the committee or shall decide on as how to proceed further within 30 days from the date on which the committee's minutes with the conclusions of the selection procedure were submitted to the announcer. Subsequently, the announcer shall notify the candidates whether or not they succeeded in the selection procedure.

(11) The minutes and documentation concerning the successful candidate shall become the basis for the employee's recruitment and shall be stored in the employee's personal file. The documentation concerning the unsuccessful candidate shall be kept by the announcer for a period of 6 months following its communication to the candidates.

### **Article 3**

#### **Filling the Posts of Directors of Other VSE Constituent Parts**

(1) The selection procedure to fill posts of directors of other VSE constituent parts is announced by the Rector.

(2) The procedure laid down in Article 2 shall mutatis mutandis apply to the selection procedure to fill posts referred to in paragraph 1.

### **Article 4**

#### **Filling Positions of Senior Employees**

(1) Within the scope of their competencies the Rector, the Dean or the Bursar may decide on the announcement of selection procedures for filling positions of senior employees, especially

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employees managing multiple departments or workplaces.

(2) The procedure laid down in Article 2 shall mutatis mutandis apply to the selection procedure to fill posts referred to in paragraph 1.

### **Article 5 Transitional Provisions**

The selection procedures published according to the current regulation registered by the Ministry of Education, Youth, and Sports under Ref. No. 685/2008-30 will be completed in accordance with the regulation in force at the time of publication of the selection procedure.

### **Article 6 Final Provisions**

(1) The Rules of Selection Procedures for Filling Academic Positions and for Filling Posts of Selected Senior Positions at VSE registered by the Ministry of Education, Youth, and Sports under Ref. No. 6 685/2008-30 dated 23 May 2008 are repealed.

(2) These Rules were adopted pursuant to Section 9(1)(b) of the Act by the VSE Academic Senate on 30 September 2019.

(3) These Rules enter into force on the date of registration by the Ministry of Education, Youth, and Sports pursuant to Section 36 (4).

(4) These Rules become effective on 1 December 2019.

Ing. Marek Stříteský, Ph.D.  
Chairman of the VSE Academic Senate

prof. Ing. Hana Machková, CSc.  
Rector of VSE