

Measure No. 3/2023 of the Dean of the Faculty of Informatics, Masaryk University

**RULES FOR SELECTION PROCEDURES
AT THE FACULTY OF INFORMATICS, MASARYK UNIVERSITY**

(as amended, effective from 1 February 2026)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I hereby issue this measure:

Article 1

Subject matter

- (1) This measure follows on from the Masaryk University Selection Procedure Rules (hereinafter referred to as the "MU Selection Procedure Rules") and regulates the conditions and procedure for selecting candidates for permanent positions at the Faculty of Informatics (hereinafter referred to as "FI").
- (2) This measure fulfils one of the obligations arising from the HR Excellence in Research Award (hereinafter referred to as the "HR Award"), which also entails the application of *the Code of Conduct for the Recruitment of Researchers*. FI also follows the principles enshrined in *the European Charter for Researchers*.
- (3) This measure governs the selection of candidates for positions of employees in an employment relationship, not for positions of employees working on the basis of agreements on work performed outside an employment relationship.
- (4) In cases of selecting employees for positions that are part of grant projects funded by an external provider, some of the steps in the selection of candidates may be supplemented or specified according to the requirements set by the project (e.g. the content of the announcement or the manner of organising the selection procedure).

Article 2

Definition of basic terms

- (1) For the purposes of this measure, a selection procedure is a procedure in which, on the basis of pre-defined conditions, the suitability of candidates for a specific job is assessed.
- (2) In accordance with the FI Organisational Rules, the selection procedure is announced by the dean or secretary.
- (3) A senior employee is defined as the head of the organisational unit (workplace) where the job is located, typically a department, special-purpose facility or dean's office.
- (4) The proposer of the selection procedure is the senior employee or a person authorised by him or her.
- (5) An application refers to all documents submitted by a candidate applying for a selection procedure.

- (6) *An applicant* is defined as a person who, within the meaning of this measure, has submitted an application for a selection procedure to fill a position at FI.

Article 3

Selection procedure principles

- (1) Selection procedures at FI are based on the principles of the OTM-R policy (open-transparent-merit based recruitment policy): openness, transparency, merit-based evaluation of candidates, equal opportunities, efficiency, gender balance, and protection of rights.
- (2) When announcing a selection procedure, the announcer shall proceed in such a way that no unreasonable administrative burden is placed on candidates.
- (3) The assessment of candidates' qualifications is based on a comprehensive evaluation of various factors with regard to the position to be filled.
- (4) When filling positions, even after the selection process has ended, the principles of personal data protection are upheld.
- (5) Administrative activities in all stages of the selection process are handled by the FI Human Resources Department.

Article 4

Preparation of the selection procedure announcement

- (1) The proposer submits the request to fill the position to the dean or secretary for approval in accordance with the FI Organisational Rules. The request also includes information on whether the work involves a high-risk field according to MU Directive No. 1/2025 Knowledge Security. After approval, the request is submitted in writing, using the current announcement template available from the FI Human Resources Department, to the FI Human Resources Department for further steps.
- (2) The text of the announcement must contain at least the following information:
 - a) designation of the workplace and job position,
 - b) qualifications and other requirements,
 - c) the duration of the employment relationship,
 - d) expected start date,
 - e) number of vacancies,
 - f) working hours,
 - g) employee benefits,
 - h) method and deadline for submitting applications,
 - i) list of documents required from applicants,
 - j) expected number of selection rounds,
 - k) contact email for questions related to the selection process,
 - l) links to faculty documents on OTM-R and the selection process.
- (3) The FI Human Resources Department will check the formal correctness of the announcement text and finalise its wording. The final text of the announcement shall be approved by the proposer or a person authorised by them.

Article 5

Specifics of the announcement according to job types

- (1) The announcement of a selection procedure for positions listed in groups I-A, II-A, III-A (see Annex No. 1 to this measure) must, in addition to the conditions set out in Article 4, meet the following requirements:
 - a) the text of the announcement must be in English,
 - b) the prerequisite of involvement in the educational and creative activities of the FI,
 - c) specification of the international relevance of the applicant's research profile,
 - d) information on the obligation to give a public lecture at the FI,
 - e) mandatory publication in the public section of the MU and FI websites at least 30 days before the deadline for submitting applications,
 - f) mandatory publication also on the European Commission's EURAXESS international web portal,
 - g) depending on the specifics of the particular job, it is recommended to also publish the announcement on other relevant field-specific web portals.
- (2) Announcements of selection procedures for positions listed in groups I-B, II-B, III-B (see Annex 1 to this measure) must meet the following requirements in addition to the conditions set out in Article 4:
 - a) the text of the announcement must be in English,
 - b) the prerequisite of involvement in FI research activities,
 - c) specification of the international relevance of the applicant's research profile,
 - d) mandatory publication in the public section of the MU and FI websites at least 30 days before the deadline for submitting applications,
 - e) mandatory publication on the European Commission's EURAXESS international web portal,
 - f) depending on the specifics of the particular job, it is recommended to also publish the announcement on other relevant field-specific web portals.
- (3) Announcements of selection procedures for positions listed in group III-C (see Annex 1 to this measure) must meet the following requirements in addition to the conditions set out in Article 4:
 - a) the language of the announcement is chosen according to the specifics of the particular job,
 - b) mandatory publication in the public section of the MU and FI websites at least 15 calendar days before the deadline for submitting applications,
 - c) mandatory publication also on the Czech web portal Jobs.cz/práce.cz,
 - d) depending on the specifics of the particular job, it is recommended that the announcement also be published on other relevant field-specific web portals.
- (4) The rector decides on the filling of a job listed in group IV (see Annex No. 1 to this measure) at the proposal of the dean of FI. The following requirements are set for filling this job:
 - a) associate professor I: selection procedure pursuant to paragraph 1 of this article and approval by the FI Scientific Council,
 - b) associate professor II: selection procedure pursuant to paragraph 1 of this article, approval of the FI Scientific Council and approval of the MU Scientific Council granted on the basis of a personal presentation by the candidate.

- (5) The announcement of the selection procedure for the position of head of department must meet the requirements of paragraph 1 of this article, and the announcement must specify the length of the term of office in accordance with FI regulations.
- (6) If the organiser decides to hold a selection procedure to fill other positions not listed above, the announcement must meet the following requirements:
 - a) the announcement shall be published in the public section of the MU and FI websites at least 7 calendar days before the deadline for submitting applications,
 - b) the language of the announcement is chosen according to the specifics of the particular job,
 - c) depending on the specifics of the particular job, it is recommended that the announcement also be published on other relevant field-specific web portals.

Article 6

Announcement of the selection procedure

- (1) The FI Human Resources Department shall publish the announcement in all media designated by the announcer or proposer.
- (2) Announcements published in media other than the public section of the MU and FI websites must contain a link to the announcement with the electronic application form in the public section of the MU website (hereinafter referred to as the "MU electronic application form"), if the parameters of these media allow it.
- (3) If interested, FI employees may distribute the link to the announcement in their professional network, scientific community or on social networks.
- (4) The organiser is entitled to extend, interrupt or cancel the selection procedure. The announced selection procedure cannot be shortened.

Article 7

Selection Committee

- (1) By the end of the application period, the organiser shall appoint a selection committee (hereinafter referred to as the "committee") and its chair. The organiser may be a member and chair of the committee. The organiser may also appoint a standing committee, which may be supplemented by the organiser for individual selection procedures.
- (2) The committee must have at least three members. If the number of committee members is even, the chairperson of the committee shall have the casting vote in the event of a tie.
- (3) Members of the committee may be academic staff, other MU employees or external persons from the scientific community and practice, from both the public and private sectors, if they have the relevant experience to evaluate candidates. When forming the committee, the organiser is obliged to ensure the high professional level and moral integrity of the committee members and, as far as possible, the gender balance of its composition, if this is possible given the specific nature of the field.
- (4) The following persons shall always be members of the committee:
 - a) a representative of the workplace for which the selection procedure is announced, usually its senior employee, except in the case of a selection procedure for a senior employee of the workplace,

- b) at least one employee from a FI workplace other than the one for which the selection procedure is announced,
 - c) in the case of a selection procedure for a position listed in group I-A or IV (see Annex 1 to this measure), an internationally recognised expert who is not permanently based in the Czech Republic and is not a citizen of the Czech Republic is a member of the committee; in justified cases, a citizen of the Czech Republic may be a member of the committee if the other conditions set out in the previous sentence are met,
 - d) in the case of a selection procedure for positions listed in groups I-A or I-B (see Annex 1 to this measure), the rector or vice-rector shall also be a member of the committee; in this case, the selection committee shall have at least five members.
- (5) A candidate, a person close to the candidate, or a person whose impartiality is excluded for any other reason may not be a member of the committee. The facts referred to in the previous sentence must be reported without delay by the committee member or the person to whom the organiser has announced its intention to appoint as a member of the committee to the organiser, who shall appoint a new member of the committee.
 - (6) Members of the committee are bound by confidentiality with regard to information obtained in connection with the selection process, except when communicating with other members of the committee. This confidentiality may be waived by the organiser or the rector.
 - (7) Each member of the committee is trained in the rules and process of the selection procedure. Committee members must be familiar with the selection procedure and the criteria for selecting candidates.
 - (8) The committee's meetings are closed to the public, unless the organiser decides otherwise. In each round of the selection procedure, the committee decides by a show of hands or electronically. The committee may vote if a majority of its members are present; the chair of the committee must always be present. Each committee member has one vote. In the event of a tie, the chair of the committee shall have the casting vote.
 - (9) The committee may decide that none of the candidates is successful.
 - (10) The course of each round of the selection procedure and the result of the selection procedure shall be recorded in minutes, which shall not be made public. The minutes shall be signed (electronically approved) by the chairperson of the committee and the other members of the committee. If any member of the committee has reservations about the course of the selection procedure or its result, they shall state them in the minutes. The signed/approved minutes shall be submitted to the organiser without delay.

Article 8

Acceptance of applications for the selection procedure

- (1) Applicants express their interest by submitting an application, including the required attachments, via the MU electronic application form.
- (2) If it is not possible to submit the application via the MU electronic application form, the applicant may submit the application in person at the FI Human Resources Department, by post, by email or to the repository of the web portal where the announcement is published.
- (3) Applicants submitting their application via the MU electronic application form will receive an automatically generated email confirming successful receipt of the application immediately after submitting the application. If another method of application is used, the FI Human

Resources Department will confirm receipt of the application in writing, no later than the first working day after the deadline for submitting applications.

- (4) During the application period, applicants may change their application or withdraw from the selection process. For applications submitted via the MU electronic application form, applicants may do so themselves; in other cases, changes will be made by the FI Human Resources Department upon written request from the applicant.
- (5) Applicants who are also employees of the FI are not required to submit the required qualification documents if they have already been submitted at the beginning or during the course of their employment relationship with the FI.
- (6) The deadline for submitting applications is determined by the time at the organiser's headquarters.
- (7) The FI Human Resources Department is responsible for entering all received applications into the MU internal system no later than the first working day after the deadline for submitting applications.

Article 9

Sub-rounds of the selection procedure

- (1) The selection procedure consists of several rounds, typically two or three.
- (2) First round of the selection procedure (hereinafter referred to as "pre-selection"):
 - a) the committee first assesses whether the applications meet the formal requirements. If minor formal deficiencies are found, the committee may ask the applicant to supplement the application within three working days of this request, otherwise the application will be rejected.
 - b) the committee then sets the evaluation criteria, evaluates the individual applications and decides which candidates will be invited to the next round; Depending on the specifics of the particular job, the committee may also use publicly available information, such as citation databases, information on participation in research projects, teaching, etc., or ask applicants to provide additional documentation beyond the requirements published in the selection procedure announcement.
- (3) The FI Human Resources Department will arrange the date and language of the interview with the successful candidates at least three working days before the date of the next round, unless otherwise agreed by both parties. Successful candidates will then receive an invitation to the next round with all the necessary instructions and the composition of the committee.
- (4) Unsuccessful candidates will receive the committee's opinion without undue delay after the end of the round.
- (5) Second round of the selection process:
 - a) takes the form of an interview with candidates, which may be conducted in person or using free video conferencing tools,
 - b) the committee always acts in such a way as to avoid unequal treatment of candidates based on geographical distance,
 - c) selection criteria are used to evaluate the success of candidates,
 - d) if there is only one candidate who meets the conditions of the announced selection procedure in the selection procedure for positions listed in groups II-A, II-B, III-A, III-B or III-C, the chair of the committee may decide that the interview with the candidate will not

take place and the committee will vote on the candidate on the basis of the submitted application per rollam, or the interview may be conducted by the chair or a member of the committee authorised by the chair.

- (6) The FI Human Resources Department shall inform candidates of the results of the second round without undue delay after its completion. Unless it is the final round, the FI Human Resources Department shall agree with the successful candidates on the date of the next round at least 3 working days in advance, unless otherwise agreed by both parties.
- (7) The second round may not be part of the selection procedure for positions for which a selection procedure is not mandatory (Article 5(6)).
- (8) Third round of the selection procedure:
 - a) is mandatory in the case of selection procedures for positions listed in groups I-A, II-A and III-A (see Annex 1 to this measure) in the form of a professional public lecture related to the field of information technology on which the selection procedure is focused, held in English, usually in person at the FI, followed by a discussion with FI staff,
 - b) may be waived in the case of filling a position of head of department by a candidate who is also an academic staff member of FI.
- (9) Candidates will be informed of the results of the third round without undue delay after the end of the round. If it is not the final round, successful candidates will also receive information about the next round of the selection procedure.
- (10) The next round (or rounds) of the selection process may take the form of:
 - a) verification of the candidate's interest or ascertainment of the candidate's expectations regarding working conditions, etc.,
 - b) a professional test to verify professional or language skills,
 - c) psychodiagnostic testing to confirm character, personality and volitional traits,
 - d) a visit to the workplace to gain a more concrete idea of the work and to meet potential colleagues,
 - e) other individual or group activities depending on the type of job.

Article 10

Evaluation

- (1) The evaluation of candidates in each round of the selection process is carried out in accordance with the principles and requirements of *the European Charter for Researchers* and *the Code of Conduct for the Recruitment of Researchers*. These principles are applied appropriately in selection procedures for other non-academic positions.
- (2) Each candidate is evaluated based on criteria relevant to the position. These criteria include, in particular, qualifications, previous scientific and research activities, including scientific potential, teaching skills, including the potential to create new courses, international and professional mobility, networking, activities related to the third role of the university, potential to be an active member of the faculty community, language and communication skills, presentation skills, motivation, and personal qualities.
- (3) When assessing the eligibility of candidates, the committee may additionally request that candidates submit other documents or evidence than those required in the call for applications.
- (4) The result of the committee's deliberations in the final round is always a ranking of successful candidates. The committee may also conclude its deliberations by finding that some or all of the

candidates are not suitable for the position. This conclusion and its justification are included in the minutes.

Article 11

Decision on the outcome and conclusion of the selection procedure

- (1) The selection procedure is terminated by the organiser's decision on the outcome of the selection procedure.
- (2) When deciding on the outcome of the selection procedure, the organiser is bound by the committee's conclusions on the selection of successful and unsuccessful candidates. The organiser is not bound by the committee's conclusions on the ranking of successful candidates. If the organiser's decision on the outcome of the selection procedure differs from the committee's conclusions on the ranking of successful candidates, the organiser is obliged to justify such a decision in writing.
- (3) Based on the organiser's instructions, the FI Human Resources Department shall inform all candidates who have advanced to the final round of the selection procedure of the outcome of the selection procedure without undue delay, no later than 10 working days after the end of the selection procedure.
- (4) The organiser shall appoint a person who will submit a written offer to the selected candidate and who will also be responsible for negotiating the terms of employment with the selected candidate. The appointed person shall keep the organiser informed of the progress of negotiations on the terms of employment with the selected candidate.
- (5) Applicants are entitled to request feedback from the committee within 10 calendar days of receiving information about the end of the selection process. The committee will send the applicant a response summarising the strengths and weaknesses of their application via the FI Human Resources Department within 30 calendar days of receiving the request.
- (6) If the selected candidate accepts the job offer, the FI Human Resources Department will take all steps leading to the establishment (change) of the selected candidate's employment relationship with FI.
- (7) The FI Human Resources Department will publish information about the filling of the position on the public section of the MU website, including the job title and the name of the selected candidate, no later than 10 calendar days after the legal act establishing or changing the relevant employment relationship takes effect.
- (8) If there is no suitable candidate, the organiser may decide to repeat the selection procedure.

Article 12

Waiver of the selection procedure

- (1) When filling positions listed in groups I-A, II-A, III-A, I-B, II-B, III-B or III-C (see Annex No. 1 to this measure), the announcer may decide to waive the selection procedure:
 - a) if an employment contract has been concluded or extended with an employee who already holds the position being filled,
 - b) if the job is filled by a candidate who has successfully completed a selection procedure for a similar job at MU no more than 12 months ago, with this period being calculated from the date of completion of the selection procedure,

- c) if the position is filled by an FI employee on the basis of achieving the relevant/required qualifications and in accordance with their career plan,
- d) if the position is filled on the basis of a final decision by a public authority, fulfilment of the obligation to offer employment after resignation, dismissal or transfer of an employee to another job,
- e) on the basis of a justified proposal by the head of the relevant workplace to fill the position with a specific candidate. A proposal to waive the selection procedure is submitted by the head of the workplace to the dean via the FI Personnel Department, whereby the following cases are considered justified a priori and a proposal to waive the selection procedure is not submitted for direct contact with a specific candidate:
 - i. approaching an excellent scientist whose project has been evaluated in the second round of the European Research Council or in a similar internationally recognised project,
 - ii. transfers of employees from other parts of MU, if they held the same or a similar position within MU,
 - iii. filling lecturer positions with shorter working hours, up to a maximum of 10 hours per week,
 - iv. filling positions in projects of internal or external providers,
 - v. filling positions with FI students (Bc., Mgr., PhD) whose work is related to the preparation of their final thesis, studies or other tasks they have been assigned (in addition to the project or research needs of workplaces, this also applies to filling positions for the purpose of ensuring the functioning of the MU Information System within the agenda of the FI Computing Centre);

When filling positions listed in groups I-A or I-B (see Annex 1 to this measure), prior approval of the proposal to fill the position without announcing a selection procedure by the FI Scientific Council is required.

- (2) Unless the announcer decides otherwise, no selection procedure shall be announced for filling other positions not listed in Annex 1 to this measure.
- (3) In justified cases, the dean may propose to the rector that a job listed in group IV (see Annex 1 to this measure) be filled without a selection procedure. This does not affect other requirements for filling a job pursuant to Article 5(4).
- (4) The waiver of the selection procedure shall not affect the obligation under Article 11(8).

Article 13

Evaluation of recruitment quality

- (1) Feedback from candidates is collected via an online questionnaire. An email requesting completion of the questionnaire is sent by the FI Human Resources Department to all candidates who have passed the second round of the selection process.
- (2) Feedback from selection committee members is collected via an online questionnaire, and an email requesting its completion is sent by the FI Human Resources Department to committee members after the selection process has been completed.
- (3) The FI Human Resources Department is responsible for monitoring the process and quality of recruitment, tracking and evaluating the following indicators: number of selection committee members trained, number of external and internal applicants, number of applicants from abroad, number of female applicants, total number of applicants, number of advertisements on

EURAXESS (for academic and non-academic scientific positions), composition of selection committees.

Article 14

Method of submitting complaints by applicants regarding the course or outcome of the selection procedure

- (1) Complaints about the course or outcome of the selection procedure shall be received and handled by the organiser of the selection procedure. Complaints may be submitted to the email address dekan@fi.muni.cz or tajemnik@fi.muni.cz.
- (2) The recording and handling of complaints shall be governed by the MU regulations governing this matter.

Article 15

Processing of personal data, storage of documents

- (1) During all stages of the selection procedure, only such data about candidates that are necessary and relevant for the position being filled at that moment are requested and processed. Candidates' personal data are stored in lockable furniture and/or on password-protected IT equipment.
- (2) The FI Human Resources Department and all members of the committee are required to shred or delete all materials intended exclusively for the purposes of the selection process after the selection process has ended and not to use the selected data in any other way.
- (3) The announcement, appointment of the committee and minutes of the committee meeting, together with the organiser's decision on the outcome of the selection procedure, are stored in the FI Human Resources Department's manual registry. After 12 months from the date of completion of the selection procedure, the documents shall be archived in accordance with the University's Filing and Disposal Plan at the FI level for a period of 5 years from the completion of the selection procedure.

Article 16

Final provisions

- (1) This measure repeals Dean's Measure No. 3/2023 Rules for Selection Procedures at the Faculty of Informatics, Masaryk University, as amended, effective from 10 January 2023.
- (2) I entrust the interpretation of the individual provisions of this measure to the FI Personnel Department.
- (3) I shall verify the ongoing updating of this measure by the FI Personnel Department.
- (4) Compliance with this measure shall be monitored by the FI Personnel Department.
- (5) This measure shall enter into force on the date of its publication and shall take effect on 1 February 2026.

Annexes: No. 1 — Selection process by job group

No. 2 — Proposal to waive the selection procedure

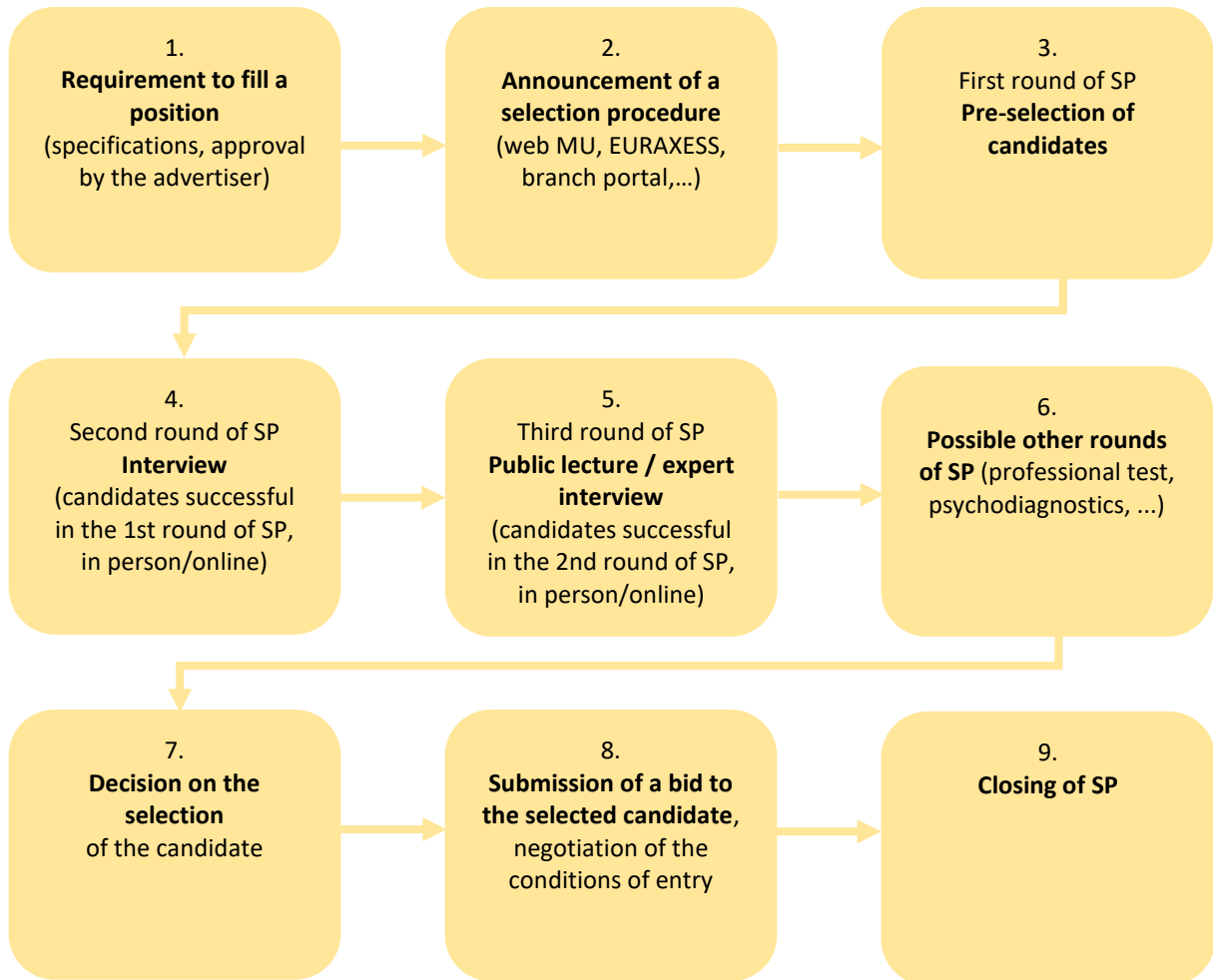
Jiří Barnat
Dean of FI
signed electronically

Selection Procedure by Job Groups

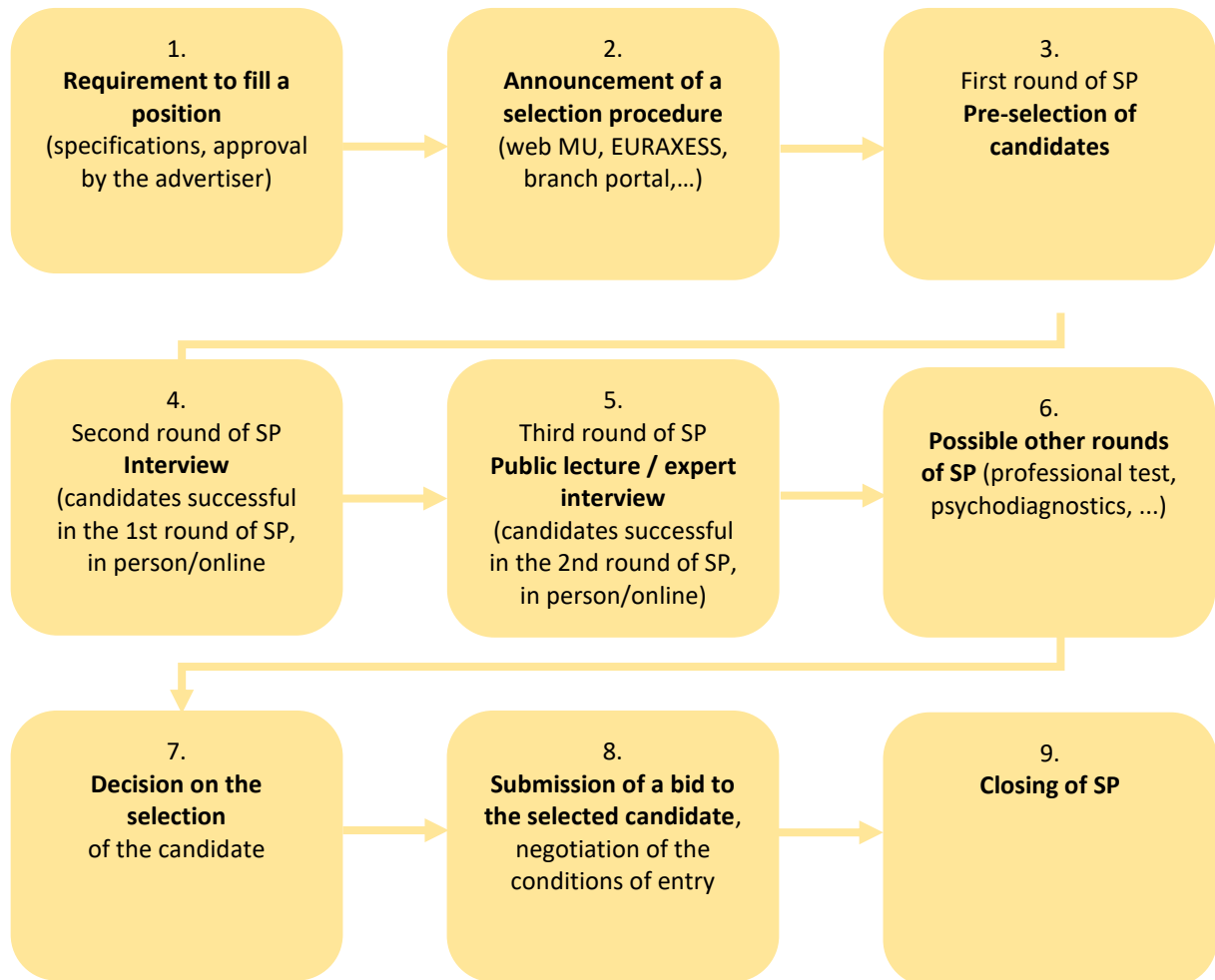
Group	Job/Workplace
I-A	professor; associate professor, lecturer III, lecturer IV, the head of the department when filling the job and position
II-A	assistant professor
III-A	instructor; lecturer I, lecturer II
I-B	academic researcher III; academic researcher IV
II-B	postdoc I to III, researcher III, researcher IV, head of scientific department
III-B	academic researcher I, academic researcher II
III-C	researcher I, researcher II, manager II, manager III, manager IV, specialist III, specialist IV, specialist V, all management positions across all positions except for group managers I-A a II-B
IV	associate professor I, associate professor II

An indicative list of typical jobs, including the minimum education for individual jobs, is given in Annex 6 to the Masaryk University Directive No. 3/2018 Job Catalogue.

Selection procedures for jobs in groups I-A, II-A, III-A, IV and management posts



Selection procedures for jobs in groups I-B, II-B, III-B, III-C



Proposal to waive the selection procedure

Pursuant to Measure of the Dean of FI MU 3/2023, Article 7, Paragraph 1, I request that the selection procedure be waived and the position be filled by a specific candidate.

Applicant (head of department)

Name and surname, titles	
UČO	

Information about the candidate and reasons for waiving the selection procedure

First name and surname, titles	
UČO	
Workplace	
Job	
Fixed-term employment contract from – to	
Working hours	
Monthly gross salary for the specified working hours	
Justification	

I solemnly declare that the above-mentioned candidate is an expert in the given field and is fully qualified to hold this position. A structured CV of the candidate is attached to this application.

In Brno on:

.....
Signature of the head of the department

Dean's decision: I approve – I do not approve

.....
Signature of the dean