

**Measure No. 2/2022 of the Director of Masaryk University Institute  
of Computer Science**

**Implementing regulation for the Masaryk University  
Selection Procedure Regulations**

*(in the version effective from 1 January 2023)*

*In accordance with Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts, as later amended (hereinafter referred to as the "Higher Education Act"), and in accordance with Section 8 of the Masaryk University Selection Procedure Regulations (hereinafter referred to as the "SP Regulations"), I issue the following Measure:*

Section 1

**Introductory Provisions**

- (1) This Measure is an implementing regulation for the Masaryk University SP Regulations. It regulates unified requirements for selection procedures at the Masaryk University Institute of Computer Science (hereinafter referred to as the "Institute"). The entire selection procedure is administered and managed by an HR officer of the Institute (hereinafter referred to as "HR").

Section 2

**Advertising the Selection Procedure**

- (1) Selection procedures for positions within main employment at the Institute are advertised by the director; selection procedures for positions outside main employment are advertised by the director or the head of a division (hereinafter referred to as the "Advertiser").
- (2) Selection procedures are advertised for groups of positions listed in Section 3 of the SP Regulations, i.e. all academic and research positions and positions in wage category 7 and higher.
- (3) A selection procedure advertisement (hereinafter referred to as the "Advertisement") gives, among others, details of the:
  - a) workplace
  - b) job description
  - c) requirements for applicants
  - d) working conditions and workload offered
  - e) benefits provided by the employer
  - f) method of and deadline for applications and annexes required
- (4) A draft Advertisement is prepared by persons authorized by the head of the relevant unit in cooperation with HR.

- (5) HR shall ensure the Advertisement is published by suitable means in accordance with the SP Regulations and an agreement with the Advertiser.

#### Section 3

##### **Waiver of the Selection Procedure**

- (1) A selection procedure may be waived by a decision of the Advertiser upon a proposal from the head of the unit, which contains:
  - a) Justification of reasons for proposing a certain employee taking into account conditions mentioned in Section 7.1 of the SP Regulations.
  - b) A structured CV of the proposed employee.
- (2) A selection procedure may be waived also in case employment is negotiated with an employee who has held an external position so far, and the hitherto cooperation has amounted to at least 300 hours of work in the past 6 months.
- (3) A waiver of the selection procedure shall not affect the Advertiser's obligation to publish the information on filling the vacancy in the public part of the MU website in accordance with Section 6(4) of the SP Regulations.

#### Section 4

##### **Course of the Selection Procedure**

- (1) A candidate applies for the selection procedure by e-application.
- (2) The selection procedure consists of several rounds. The number and order of the rounds are determined by the chair of the committee after discussing the matter with HR, no later than by the end of the period for submitting applications. The selection procedure usually has two rounds.
- (3) The first round consists of the assessment of formal requirements. The meeting of the requirements is verified by the committee members authorized by the chair of the committee, and their conclusions are communicated through comments in the INET application.
- (4) The committee may use additional methods of verifying the suitability of the candidate, e.g.: a structured interview, a sample of previous work, an assignment, a specialized test, psychodiagnostic assessment. The application of such methods is decided on by the chair of the committee after consulting the Advertiser.
- (5) Remote communication means may be used in the selection procedure upon a decision of the chair of the committee.

#### Section 5

##### **Rules of Establishing the Committee**

- (1) The chair and other members of the committee are appointed by the Advertiser by the end of the period for submitting applications. Unless stipulated otherwise, the committee has at least three members. One of the members is always an HR representative. The committee consists of both

men and women. The committee is independent, unbiased, free of conflict of interest and based on expertise.

- (2) In case a committee is established for selection procedures for the positions of heads of divisions or a deputy director, the committee shall also include the Advertiser, the secretary of the Institute and the head of a different division than the division which is the subject of the selection procedure.

## Section 6

### Duties of Committee Members

- (1) Committee members are bound by confidentiality with regard to the facts of which they became aware in connection with the selection procedure. They may be relieved of the confidentiality obligation by the Advertiser or the Rector.
- (2) The committee members are informed about the rules and process of the selection procedure on their appointment. The Advertiser shall ensure the committee members are trained on the rules and process of the selection procedure.
- (3) The committee members are obliged to report to the Advertiser any conflict of interest regarding the candidates.

## Section 7

### Rules of the Committee's Sessions and Decision-making

- (1) The committee's meetings are convened and presided over by the chair.
- (2) The committee constitutes a quorum if an absolute majority of all its members are present, and it decides by an absolute majority of the members present. For the entire period of the SP, the committee members have access to the candidates' files.
- (3) The first, administrative, round contains the assessment of the formal requirements of the application. Unless the application has all the formal requisites, the committee may ask the candidate to provide supplementary information within a reasonable period.
- (4) The second round usually includes an interview with selected candidates. If necessary, the committee may organize further rounds of the selection procedure.
- (5) The committee's discussions in the final round shall result in the final ranking of the candidates.

## Section 8

### Notification of the Candidates

- (1) The candidates are notified of the result within 10 working days after the end of the selection procedure, and they obtain feedback including the assessment of their strengths and weaknesses within the SP.

#### Section 9

##### Method of Documenting the Course of the Selection Procedure

- (1) The course of the selection procedure is recorded in the INET internal system (Jobs.MU application).
- (2) The chair of the committee has a record of the selection procedure made within 5 working days of the resolution adopted by the committee. The record contains in particular the names of the committee members present, the names of the candidates who applied and the reasons for the rejection of candidates in the first round. The committee shall rank the successful candidates and exclude the unsuccessful ones. The record is approved by all members of the committee who participated in the selection procedure.
- (3) The record of the committee's session and the decision of the Advertiser are kept in the INET archive (Jobs.MU application) in accordance with the schedule laid down in the MU Document Management Rules.

#### Section 10

##### Filing Complaints

- (1) The candidates may file a complaint of the course or result of the selection procedure within 14 calendar days after the date of notification of the results. The complaints are submitted to the director of the Institute by electronic mail at [reditel@ics.muni.cz](mailto:reditel@ics.muni.cz). The complaint shall be processed by the Institute and the candidate shall receive a reply within 30 days of the day when the complaint was received.

#### Section 11

##### Final Provisions

- (1) The entire process of selection procedures is administered by HR.
- (2) Other rights and obligations laid down in the SP Regulations shall not be affected hereby.
- (3) I authorize HR to interpret the individual provisions hereof.
- (4) I authorize HR to update this Measure on an ongoing basis.
- (5) The compliance with this Measure shall be inspected by the director of the Institute.
- (6) This Measure shall enter into force on the day of publication. This Measure shall enter into effect on 1 January 2023.

29 December 2022

prof. RNDr. Luděk Matyska CSc.  
ICS Director