



Univerzita Hradec Králové

**CODE OF PROCEDURE FOR SELECTION OF  
ACADEMICIANS AND MANAGERIAL  
EMPLOYEES  
OF THE UNIVERSITY OF HRADEC  
KRÁLOVÉ**

*Under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), the Ministry of Education, Youth and Sports registered this Code of Procedure for Selection of Academicians and Managerial Employees of the University of Hradec Králové under ref. No. MSMT-15396/2017 on 31 May 2017.*

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*Mgr. Karolína Gondková*  
*Director, Higher Education Department*

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## **CODE OF PROCEDURE FOR SELECTION OF ACADEMICIANS AND MANAGERIAL EMPLOYEES of the University of Hradec Králové**

### **Article 1**

#### **Introductory Provisions**

- (1) Vacancies for members of the academic staff at the University of Hradec Králové (hereinafter the UHK) are filled through a competitive hiring process as per section 77 of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (hereinafter the Higher Education Act), as amended (hereinafter the Act).
- (2) In case the candidate member of the academic staff is a personality with an extraordinary scientific erudition, the Dean may, upon the Rector's previous consent, decide to fill the vacancy for a member of the academic staff without a competitive hiring process (section 77 (1) of the Act). In case the candidate member of the academic staff is to work in a higher education institute, the Rector may decide to fill the vacancy for a member of the academic staff without a competitive hiring process (section 77 (1) of the Act).
- (3) This Code of Procedure is applied to the competitive hiring of directors of higher education institutes and department heads at the UHK while it is applied reasonably to the competitive hiring of a Bursar and faculty secretary.
- (4) This Code of Procedure is not applied to extraordinary and visiting professors.

### **Article 2**

#### **Launching a Competitive Hiring Process**

- (1) A competitive hiring process for a vacancy for a member of the academic staff is launched by the Dean on the basis of the faculty department heads' require-

ments. Launching of a competitive hiring process for a vacancy for a member of the academic staff who is to work in a higher education institute is decided by the Rector on the basis of the higher education institute director's requirements.

- (2) The vacancy notice must be published in the publicly accessible section of the UHK website no later than 30 days before the end of the deadline for the submission of applications. The vacancy notice must include the conditions applicable to the applicant, way of submission and deadline for the submission of applications.

### **Article 3**

#### **Competitive Hiring Process for a Vacancy for a Member of the Academic Staff**

- (1) The documents for the launch of the competitive hiring process for a vacancy for a member of the academic staff are prepared by the worksite head and submitted to the Dean's Office or the Rector's Office if the newly hired academician is to work at a higher education institute.
- (2) The vacancy notice details, in particular:
- a) The designation of the workplace and branch of science;
  - b) Qualifications for the post and requirements in terms of education and practice;
  - c) Description of the duties to be performed;
  - d) Date of work commencement;
  - e) Information about the scope of employment;
  - f) Way, place and deadline for the application filing;
  - g) List of documents to be submitted by the applicant.

### **Article 4**

#### **Competitive Hiring Process for a Vacancy for a Department Head and an Institute Director**

- (1) The competitive hiring process for a vacancy for an institute director is launched by the Rector while the competitive hiring process for a vacancy for a faculty institute director or department head is launched by the Dean.
- (2) Provisions of Article 3 (2) are applied to the competitive hiring process.

### **Article 5**

#### **Appointment of Selection Commission**

- (1) The competitive hiring process for a vacancy for department heads, institute directors and other members of the academic staff is performed by Selection Commissions (hereinafter the Commission(s)) appointed by the Rector or the Dean. The Commission chairperson is appointed by the Rector or the Dean. The chairperson is a member of the Commission.
- (2) The Commissions have odd number of members, at least three. The members of the Commission may include, apart from members of the academic staff, other employees of the University, or other persons.
- (3) The Commission meetings may be participated by an employee appointed by the Rector or the Dean. Such employee will ensure administrative work related to the Commission work.
- (4) An expert with an advisory voting right may be invited by the Commission chairperson for discussion.

## **Article 6**

### **Procedure for the Commission and Voting**

- (1) The Commission is convened by the Rector or the Dean. The Commission has a quorum if its chairperson and at least two other members are present. The Commission meetings are chaired by the Commission chairperson. Both the Commission members and the chairperson have a direct and equal voting right at the Commission meetings. When dealing with the applicant, the Commission has the right to ask him/her for other documents required to decide the competitive hiring process result.
- (2) The Commission process the results of the competitive hiring process within maximum 14 calendar days from its meeting and specifies the order of suitable applicants. The record is signed by the chairperson and other Commission members.

## **Article 7**

### **Submission of Results, Completion of Competitive Hiring Process**

- (1) The Commission chairperson submits the result of the competitive hiring process to the Rector or the Dean.
- (2) The Rector or the Dean makes a decision and notifies all applicants involved of the result no later than 30 calendar days after the date of the competitive hiring process.<sup>1</sup>

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<sup>1</sup> Act No. 500/2004 Sb., the Code of Administrative Procedure, as amended

## **Article 8**

### **Common Provisions**

The competitive hiring process may be waived if repeated employment contract is made with an academician and the competitive hiring process would apply to the position held by such academician.

## **Article 9**

### **Final Provisions**

- (1) The Code of Procedure for Selection of Academicians and Managerial Employees of the University of Hradec Králové registered by the Ministry of Education, Youth and Sports on 15 May 2012 under No. 9 208/2012-30 is hereby repealed.
- (2) This Code of Procedure was approved by the UHK Academic Senate on 5 April 2017 under section 9 (1) (b) point 3 of the Act.
- (3) This Code of Procedure comes into force on the date of its registration by the Ministry of Education, Youth and Sports under section 36 (4) of the Act.
- (4) This Code of Procedure comes into effect on the first day of the calendar month following the day of coming into force.

Prof. Ing. Kamil Kuča, Ph.D.  
Rector