

The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), on 17 October 2017 under ref. no. MSMT-28266/2017, the Rules for the Selection Procedure for Filling Academic Positions at the University of Technology and Economics in České Budějovice.

Internal regulations of the University of Technology and Economics in České Budějovice					
RULES OF THE SELECTION PROCEDURE FOR FILLING ACADEMIC POSITIONS AT THE UNIVERSITY OF TECHNOLOGY AND ECONOMICS IN ČESKÉ BUDĚJOVICE					
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Information about changes	-				
Repeals	Rules for the selection procedure for filling academic positions dated 22 December 2016 (Ref. No. 26 328/2006-30)				
Superior regulations	Act No. 111/1998 Coll. as amended Act No. 162/2006 Coll. as amended				
Related regulations	VŠTE Statute (Article 15, Annex No. 2)				
Subordinate regulation	-				
Distribution list	VŠTE employees, the public				
					
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**SELECTION PROCEDURE RULES
FOR FILLING ACADEMIC POSITIONS
TECHNICAL AND ECONOMIC UNIVERSITY
IN ČESKÉ BUDĚJOVICE
DATED 17 OCTOBER 2017**

Article 1

Introductory provisions

- (1) These Rules for the Selection Procedure for Filling Academic Positions at the Technical and Economic University in České Budějovice (hereinafter referred to as "VŠTE") are issued in accordance with Section 17(1)(f) 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 Act").
- (2) These Rules for the Selection Procedure for Filling Academic Positions at VŠTE (hereinafter referred to as the "Selection Procedure Rules") regulate, in accordance with Section 77 of the Act, the procedure for filling academic positions at VŠTE and set out the rules for selecting candidates for academic positions.
- (3) Academic staff are employees of VŠTE who meet the conditions set out in Section 70(1) to (3) of the Act.

Article 2

Announcement of the selection procedure

- (1) The rector shall decide on the announcement of a selection procedure based on the requirements of the directors of the institutes, the bursar's office, or on his own initiative.
- (2) The announcement of a selection procedure must be published in the public section of the VŠTE website at least 30 days before the deadline for submitting applications.
- (3) The announcement of the selection procedure shall include:
 - a) the name and registered office of VŠTE,
 - b) the name and description of the position to be filled,
 - c) the requirements for filling the position,
 - d) the expected date of commencement of employment,
 - e) the deadline, place of submission and requirements for the application.

- (4) The requirements for the application for the selection procedure are:
- a) a professional CV,
 - b) previous teaching experience and experience in the field for which the selection procedure is announced,
 - c) an overview of publications,
 - d) documents (valid extract from the criminal record, certified copies of university degrees, scientific degrees, academic and pedagogical titles, application form).
- (5) If the application for the selection procedure is submitted by the deadline (the date of submission is decisive) but does not contain all the required information or has other formal deficiencies, VŠTE will ask the applicant to complete or correct it within 14 calendar days at the latest.
- (6) The selection procedure takes place no more than twice during the calendar year, unless the rector decides otherwise, always at the end of the first and second semesters. The directors of the institutes shall submit the requirements for the selection procedure to the bursar's office by 1 May and 1 November of each year.
- (7) The costs of publishing the selection procedure pursuant to paragraph 6 shall be borne by the bursar's office.
- (8) At the request of the rector, the bursar shall announce a selection procedure even outside the specified dates.

Article 3 Selection Committee

- (1) The selection procedure shall be conducted by the Selection Committee (hereinafter referred to as the "Committee"). The Committee shall have an odd number of members, but at least three.
- (2) The committee and its chair shall be appointed by the rector on the recommendation of the directors of the individual institutes by the deadline for submitting applications for the selection procedure from among the academic staff of VŠTE or from among experts in the field. The chair shall be a member of the committee and shall convene its meetings.
- (3) Members and the chairperson of the committee have equal voting rights.
- (4) The committee shall decide by vote. A resolution shall be valid if adopted by a majority of all members of the committee. Each member of the committee shall have one vote.
- (5) A delegated representative of the Academic Senate of VŠTE may participate in the work of the committee in an advisory capacity.
- (6) A candidate for an academic position may not be a member of the committee.
- (7) The selection committee shall apply selection methods that ensure that the academic staff members accepted meet the criteria set by the Accreditation Authority for Higher Education.

Article 4
Selection procedure

- (1) The selection procedure may take place in two rounds. In the first round, the committee decides on the selection of candidates based on their applications for the selection procedure; in the second round, the committee may invite candidates for an interview and may also invite them to give a public lecture at VŠTE.
- (2) The committee shall process the results of the selection procedure no later than 14 calendar days after it has taken place and shall list the ranking of suitable candidates in the minutes, which shall be signed by all members of the committee. The committee may also conclude its proceedings by finding that some or all of the candidates are not suitable for the academic position to be filled. This conclusion and its justification shall be included in the minutes.
- (3) The chair of the committee shall submit the results of the committee's proceedings and the minutes to the rector.
- (4) The rector shall decide and notify all candidates in writing of the results of the selection procedure. This decision is final.
- (5) If the committee concludes that none of the candidates are suitable for the academic position, the rector shall decide to repeat the selection procedure.

Article 5
Common provisions

- (1) The selection procedure may be waived in the case of repeated negotiations on the employment of an academic staff member to fill the position he or she holds.
- (2) The administration of the selection procedure shall be ensured by the bursar's office.

Article 6
Final provisions

- (1) The Selection Procedure Rules for Filling Academic Positions at VŠTE, registered by the Ministry of Education, Youth and Sports on 22 December 2006 under Ref. No. 26 328/2006-30, as amended, are hereby repealed.
- (2) These selection procedure rules were approved in accordance with Section 9(1)(b)(3) of the Act by the Academic Senate of the University of Science and Technology of Moravia on 30 May 2017.
- (3) These selection procedure rules shall enter into force pursuant to Section 36(4) of the Act on the date of their registration by the Ministry of Education, Youth and Sports.
- (3) These selection procedure rules shall take effect on the date of their entry into force.

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Rector