



# **SELECTION PROCEDURE RULES AT BUT**

## **HEADING**

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## **Registration**

Pursuant to Section 36(2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, the Ministry of Education, Youth and Sports has registered these Selection Procedure Rules at BUT under Ref. No. MSMT-32177/2022-2.

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## **PART ONE**

### **GENERAL PROVISIONS**

#### **Article 1**

##### **Scope**

1. The Selection Procedure Rules (hereinafter the “Rules”) are an internal regulation of the Brno University of Technology (hereinafter “BUT”).
2. In accordance with Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts (Higher Education Act), as amended, (hereinafter the “Act”), the Rules govern the rules for filling positions if a position is to be filled by an employee in an employment relationship.

#### **Article 2**

##### **Policy**

1. When filling positions, BUT treats all candidates equally.
2. When filling positions, BUT observes the prohibition of any kind of discrimination, particularly discrimination on the grounds of sex, sexual orientation, racial or ethnic origin, nationality, citizenship, social origin, gender, language, health, age, religion or belief, property, marital and family status and relationship or obligations to the family, political or other opinion, membership and activity in political parties or movements, trade unions or employers’ organisations.
3. When filling positions, BUT protects the personal data of candidates and maintains confidentiality about the selection procedure.

## **PART TWO**

### **ANNOUNCER**

#### **Article 3**

1. The announcer of the selection procedure is:
  - a) the Dean in the case of filling a position at a faculty;
  - b) the Director in the case of filling a position at a higher education institution;
  - c) the Director of a unit in the case of filling a position at another unit, except for the Rectorate;
  - d) the Rector in the case of filling a position at the Rectorate, if the position is under the Rector’s authority, otherwise it is the Bursar.
2. The Announcer of the selection procedure for the position of the Director of a higher education institution and the Director of another unit is the Rector.

## **PART THREE**

### **SELECTION PROCEDURE**

#### Article 4

1. A selection procedure is required to fill a position if the position is to be filled by an employee in an employment relationship with no further specification.
2. A selection procedure is not required when reappointing a staff member to a position held by them.
3. A selection procedure is not required when a staff member transfers within the workplace or from one workplace to another within BUT.
4. A selection procedure is not required when filling the position of Associate Professor.
5. A selection procedure is not required when filling a non-academic staff position in such a research and development project that already at its preparation stage requires the specific identification of future staff or their positions.
6. A selection procedure is not required when filling a position of a technical and economic staff member or a blue-collar worker classified in pay grades T1 to T6 under the Wage Regulations.
7. A selection procedure is not required if the selected candidate refuses to take up the job or if their employment ends during the trial period; the next candidate in line may be approached in such a case. If there is no next candidate or the next candidate refuses to take up the job, a new selection procedure will be held.
8. In addition, a selection procedure is not required when filling a position of a staff member who is
  - a) sick on a long-term basis for the duration of the incapacity for work;
  - b) on maternity or parental leave for the duration of the leave;
  - c) absent on a long-term basis for other reasons on the part of the staff member.
9. If the project researcher or a key member of the project research team intends to employ on the project a PhD student, of whom they are the supervisor, then a selection procedure for filling such a research position with a PhD student is not required.

## Article 5 Organisation

1. The Announcer shall organise the selection procedure so that its duration does not exceed 60 days from its launch.
2. The Announcer shall set out the conditions to be fulfilled by the candidates and any means of demonstrating their fulfilment (e.g. using standardised methods of personnel diagnostics, testing of candidates, reference to R&D databases, etc.).
3. It is recommended to use standardised methods of personnel diagnostics when filling the positions of managers and other staff members expected to coordinate the activities and directly or methodically manage other staff members. The use of methods of personnel diagnostics shall be decided by the Announcer of the selection procedure prior to its publishing. Candidates must be informed of the use of these methods through the terms and conditions of the selection procedure pursuant to paragraph 2.
4. In line with the Announcer's instructions, actions are carried out by the Personnel Department that also maintains the documentation for the selection procedure in accordance with the Rules of Records Management.

## Article 6 Launch

1. The selection procedure is launched by its publishing.
2. The selection procedure is published by the Personnel Department in the public section of the website. The Personnel Department shall publish the selection procedure at least 30 days before the application closing date. In the case of a non-academic position, the selection procedure may be published in a shorter time before the application closing date, although even such period must be at least 10 days before the application closing date.
3. The selection procedure shall be published by the Personnel Department in Czech, and always in English in the case of an academic or managerial position.
4. In the case of a selection procedure for a scientific, research and development positions classified in the HR Award conditions as categories R1 to R4 with a fixed weekly working time of at least 24 hours and a duration of employment of at least one year, the Personnel Department also publishes the selection procedure always in English on [www.euraxess.cz](http://www.euraxess.cz).
5. In addition to paragraphs 3 and 4 the Personnel Department may publish the selection procedure elsewhere and in another language.

**Article 7**  
**Essentials**

1. The published selection procedure must include at least:
  - a) name and address of the institution where the position is to be filled;
  - b) title of the position to be filled, in accordance with the Wage Regulations;
  - c) characteristics of the position (brief description of the work activities), working conditions (working hours, difficult environment, etc.);
  - d) conditions that must be fulfilled by the candidates (education, qualifications, language skills, and length, type and field of experience, etc.);
  - e) length of the fixed weekly working time (amount of time worked);
  - f) application requirements (particularly the documents proving the candidate's eligibility for the position to be filled) and the deadline and method of its submission;
  - g) contact details for provision of information (particularly telephone number, email, etc.).
  
2. The published selection procedure may further include:
  - a) expected date of commencement of work and the employment relationship duration;
  - b) information on the application of methods of personnel diagnostics, especially when it comes to filling the position of managers and other staff members expected to coordinate the activities and directly or methodically manage other staff members.

**Article 8**  
**Application**

1. Applications received after the deadline shall not be taken into account.
  
2. If the application is deficient, the Personnel Department shall invite the candidate to remove the deficiencies, instruct the candidate in the invitation how to remove the deficiencies, and set a reasonable time limit for doing so. If the deficiencies are not removed, the application shall be rejected.
  
3. The Personnel Department shall notify the candidate in writing about the steps taken under paragraphs 1 and 2.

**Article 9**  
**Committee**

1. Members of the Committee and its Chair, who manages the activities of the Committee and acts on its behalf, shall be appointed by the Announcer. In making the appointment, the Announcer shall take account of the position to be filled and the gender neutrality of the Committee, if it is possible in relation to the position to be filled.
2. The Committee shall have at least three members.
3. A member of the Committee shall act in accordance with the principles set out herein.
4. The Announcer may also be a member of the Committee and its Chair.
5. The meetings of the Committee are closed to the public.
6. The administrative work of the Committee is carried out by the Personnel Department.

**Article 10**  
**Bias**

1. A biased member of the Committee is one who, given their personal relationship to the matter, might be interested in a decision regarding the matter.
2. If the biased member does not exclude themselves from the decision-making process, the Announcer shall do so and shall appoint a new one in their place if the number of the Committee members does not reach the prescribed number.
3. A biased person shall not decide in the matter.

**Article 11**  
**Communication**

1. If an interview is not conducted in person, the Committee usually communicates electronically via email.
2. If the Chair does not know the address for electronic communication, they shall communicate this fact to the Personnel Department, which shall provide the Chair with the address.



## **Article 12**

### **Quorum**

1. A quorum of the Committee shall be constituted if an absolute majority of all its members, including its Chair, are present at the meeting.
2. If a quorum is not constituted, the meeting shall not be held and the Chair shall call another meeting.

## **Article 13**

### **Voting**

1. The Committee shall vote publicly.
2. If the committee decides publicly that secret ballot is necessary, the voting shall be held by secret ballot. The secret ballot shall be conducted by the Chair.
3. The resolution is adopted if an absolute majority of the members present vote for it.

## **Article 14**

### **Special voting method**

1. If the nature of the matter does not prevent it, remote (absentee) or per-rollam voting shall be possible.
2. Paragraph 1 shall not apply if the vote is to be held by secret ballot.
3. The Chair shall send to the members the draft resolution to be voted on and shall set a time limit within which this is to be done. The Chair shall also send the supporting documents together with the draft resolution.
4. If a member fails to express their views within the time limit, they shall be deemed to have agreed to the draft resolution.
5. The resolution is adopted if an absolute majority of all the members vote for it.
6. Once the voting period has expired, the Chair shall inform the members of the results of the vote.
7. The documents on absentee voting are provided and recorded by the Personnel Department.

## Article 15

### Special way of meeting

1. If the nature of the matter does not prevent it, remote meetings shall be possible.
2. The Chair must ensure that the conditions for a remote meeting are such that no member of the Committee is deprived of their member rights.
3. During a remote meeting it is possible to vote publicly and, if technically secure, by secret ballot.
4. The documents on remote meeting and voting are provided and recorded by the Personnel Department.

## Article 16

### Minutes

1. The minutes of the meeting shall be taken and recorded by the Personnel Department (Recorder).
2. In addition to the date and place of the meeting, the minutes shall also include the substantive content of the meeting and the results of the vote.
3. A member shall have the right to have their opinion recorded in the minutes.
4. The minutes shall be signed by the Recorder and the Chair.

## Article 17

### Evaluation

1. At its meetings held as necessary, the Committee evaluates the candidates in relation to the conditions of the announced selection procedure (Article 7). If the submitted documents are not sufficient for the evaluation, the Committee may ask for additional ones.
2. It is also possible to evaluate only the application itself or to conduct an interview (in person or remotely) in one or more stages. Only the best candidates, based on the evaluation of their applications, may be invited for an interview.
3. The result of the evaluation is the Committee's recommendation to the Announcer.
4. The Committee may recommend to the Announcer only one candidate, or may make a list of the best candidates or recommend that no candidate be selected.

## Article 18

### Decision

1. The Announcer shall decide according to the recommendation of the Committee, otherwise they shall give their reasons in writing.
2. The Personnel Department shall notify the candidates of the Announcer's decision in writing.
3. If an unsuccessful candidate who has participated in an interview for an academic, scientific, research and development position requests an evaluation of their participation in the selection procedure within 7 days of the notification of the Announcer's decision, the Committee will provide it to them.

## Article 19

### Termination

The selection procedure may be terminated at any time until its end.

## Article 20

### End

The selection procedure shall end by its termination or if the Committee does not recommend any candidate and the Announcer agrees with the Committee's opinion, or by the selection of a candidate. The procedure referred to in Article 4(7) shall also be deemed to be the selection of a candidate.

## Article 21

### Return of documents

1. The Personnel Department shall return the documents to the candidate after the end of the selection procedure only if the candidate requests their return within 7 days of the notification of the Announcer's decision.
2. If the selected candidate agrees, their documents may be retained for the purposes of establishment of the employment relationship.
3. If the unsuccessful candidate agrees, their documents may be retained for the purposes of the procedure referred to in Article 4(7).

## **Article 22**

### **Costs**

The costs of participation in the selection procedure shall be borne by the candidates themselves.

## **PART FOUR**

### **TRANSITIONAL, REPEALING AND FINAL PROVISIONS**

## **Article 23**

### **Transitional provisions**

Selection procedures launched before these Rules become effective shall be completed in accordance with the existing regulations.

## **Article 24**

### **Repealing provisions**

The Rules for Selection Procedures at BUT, registered by the Ministry of Education, Youth and Sports on 3 October 2017 under Ref. No. MSMT-27316/2017, as amended, is repealed.

## **Article 25**

### **Final Provisions**

1. These Rules were approved pursuant to Section 9(1)(b)(3) of the Act by the Academic Senate of BUT on 11 October 2022.
2. These Rules shall come into force on the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36(4) of the Act.
3. These Rules shall become effective on the date of coming into force.