



Selection Procedure Code for Academic Staff Positions

The Ministry of Education, Youth and Sports registered pursuant to Section 87(1)(a), Section 36(2) and (4) and Section 41(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, on March 8, 2023, under Ref. No. MŠMT-23356/ 2021-7 Selection Procedure Code for Academic Staff Positions at Moravská vysoká škola Olomouc, o.p.s. (Moravian Business College Olomouc)

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Mgr. Karolína Gondková
Director of the Higher Education Department

SELECTION PROCEDURE CODE FOR ACADEMIC STAFF POSITIONS

MORAVIAN BUSINESS COLLEGE OLOMOUC



Article 1

General Provisions

1. This Selection Procedure Code (hereinafter referred to as "the Code") of Moravian Business College Olomouc (hereinafter referred to as "MVSO") regulates the rules and conditions for filling academic staff positions at MVSO.
2. The provisions of this Code apply to the selection of candidates for the following academic positions:
 - a) Professors,
 - b) Associate Professors,
 - c) Assistant Professor,
 - d) Lecturers.
3. All recruitment and hiring processes must follow the principles of the HR Excellence in Research Award (hereinafter referred to as "HR Award") defined by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter & Code) is ensured and MVSO Code of Ethics is followed.
4. MVSO ensures respect for applicants' personal rights, equal access, openness, transparency, and merit-based assessment. Expertise is the main criterion for selection. Gender equality and balance are strictly respected. Unacceptable are any forms of discrimination, harassment, mobbing, or bossing, whether based on gender, age, nationality, political or religious affiliation, sexual orientation, disability, or social and economic background. All processing of personal data complies with the EU General Data Protection Regulation, pursuant to Regulation 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), effective from May 25, 2018 - (hereinafter referred to as "GDPR").

Article 2

Academic Staff Positions and Qualification Requirements

1. Academic staff are categorised into the following five qualification and pay classes. At MVSO, each advertised academic position specifies its characteristics and the required qualification level.



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	Lecturer	Assistant Professor 1	Assistant professor 2	Associate Professor	Professor
	1	2	3	4	5
Qualification requirements	Higher education degree	Higher education degree + enrolment in a doctoral programme	Higher education PhD (or equivalent: CSc., DrSc.) + min. 3 years' experience	Higher education Associate professorship procedure completed + min. 5 years' experience	Higher education Appointment procedure completed + min. 7 years' experience
Job description	Teaching aimed at acquiring and consolidating students' knowledge. Participation in and contribution to seminars and other teaching activities, documentation of professional and scientific literature.	Comprehensive fostering and development of the cognitive and creative abilities of university students and graduates, conducting seminars, tutorials, excursions, and lectures independently, ongoing monitoring of studies, and providing consultations. Participation in research and development tasks with specified inputs and outputs. Independent processing of partial outputs. Active publishing activity.	Applied and basic research, creative solutions to scientific, research, and development tasks, creative application of basic research results, creative activity in the field of science. Lecturing, expert, publishing, and reviewing activities, supervision and evaluation of research papers. Supervision of research training.	Specialized, creative and systematic work involving monitoring key trends in research and development, creative application of research findings in university teaching and in the training of young researchers, lecturing and teaching, and creating conditions conducive to the relevant field of research. Creative coordination of research projects at the international level. Supervision of research training.	

Article 3 Announcement of the Selection Procedure

1. The announcement of the selection procedure is decided by the MVSO management.¹
2. The MVSO management sets the requirements that applicants must fulfil to be included in the selection procedure, as well as the application deadline.
3. The HR specialist ensures that the selection procedure is published in an appropriate manner, primarily in the publicly accessible section of the MVSO website and other communication channels.

Article 4 Selection Committee

1. Upon announcing a vacancy, the management establishes a Selection Committee (hereinafter referred to as "committee") and appoints its members.
2. Committee members may include MVSO employees and members of the MVSO academic community:
 - a) HR specialist,
 - b) Vice-rectors,
 - c) Heads of departments or expert/academic guarantor of the relevant unit/department.
3. External experts or academics with recognised expertise may also be invited to strengthen impartiality and merit-based assessment.

¹ Article 2 paragraph 2 of the Charter of MVSO.



Article 5

Selection Procedure

1. The HR specialist manages all administrative tasks of the recruitment process.
2. The Committee (or a delegated member) screens applications and excludes those not meeting the formal requirements outlined in the announcement. The HR specialist informs excluded applicants.
3. The Committee evaluates eligible applicants based on submitted documents, interviews, and other assessment methods at the committee's discretion consistent with OTM-R principles.
4. In line with the HR Award principles, the committee considers applicants' merits, length of professional experience, and experience with international (research) mobility. The committee also considers time off for maternity or parental leave.
5. Selection criteria include:
 - a) academic degree,
 - b) length of professional experience,
 - c) research outputs and their quality,
 - d) student theses supervision,
 - e) membership in professional bodies,
 - f) academic leadership roles,
 - g) mentoring activities,
 - h) international research mobility,
 - i) consideration of career breaks.
6. The committee shall decide on the ranking of candidates based on an assessment of the supporting documents in accordance with the specified selection criteria. The resolution, together with a brief justification, shall be submitted by the HR specialist to the rector for approval, unless the rector is a member of the committee.
7. The HR specialist presents the proposed ranking of successful applicants with the proposed selected candidate to the Director, who may confirm or revise the proposal according to their decision.
8. The committee may decide that no candidate is suitable for the position. The HR specialist shall notify the management of this fact without undue delay, and the management shall decide on the next steps.
9. The committee may determine that a candidate identified in the selection procedure is suitable for a position other than the one currently being filled. The HR specialist shall notify the MVSO management of this fact without undue delay, and they may propose the following directions:
 - a) an employment relationship with the candidate shall be negotiated for a position other than the one being filled,
 - b) further discussions shall be held with the candidate regarding future arrangement of an employment relationship for a position other than the one being filled (without the need to announce a new selection procedure),
 - c) a different approach shall be taken.
10. The HR specialist informs unsuccessful applicants of the outcome.
11. Employment negotiations and issuing employment contracts fall within the responsibility of the Director. It is administered by the HR specialist in accordance with MVSO governing documentation.

Article 6

Repeal of Previous Regulations

This Code repeals and replaces the previous version of the Selection Procedure Regulations registered on 28 March 2017 (Ref. MSMT-4914/2017-1) by the Ministry of Education, Youth and Sports.



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Article 7

Validity and Effectiveness

This Code enters into force and effect on the day following the date of its registration by the Ministry of Education, Youth and Sports, in accordance with § 36(4) and § 41(2) of Act No. 111/1998 Coll. on Higher Education.

RNDr. Josef Tesařík
Director

Ing. Štefan Kumber, Ph.D.
Rector