

Measure of the Dean of the Faculty of Medicine of Masaryk University No. 3/2023**Rules of selection procedures at FM MU**

Article 1

Subject matter

- (1) This measure sets out the rules of selection procedures at the Faculty of Medicine of Masaryk University (hereinafter referred to as the "Measure") in accordance with Article 8 of the Masaryk University Selection Procedure Regulations, as in effect on 1st January 2023 (hereinafter referred to as the "MU Selection Procedure Regulations"), and regulates in more detail the rules for the selection of employees at the Faculty of Medicine (hereinafter referred to as the "MU Selection Procedure Regulations").

Article 2

Principles of selection procedures

Selection procedures (hereinafter referred to as "SP") are conducted in accordance with OTM-R (Open, transparent, merit-based recruitment), which includes the following principles:

- a) Openness: reaching out to the widest possible range of applicants,
- b) Transparency: equal access to information for all applicants,
- c) Merit-based evaluation: objective evaluation of applicants based on formal requirements and selection criteria by a trained selection committee,
- d) Equal opportunities: all applicants have the same opportunity; specific requirements of applicants resulting from disabilities or other disadvantages are taken into account (see the Teiresias MU documents "Specific requirements of applicants in MU selection procedures" and "Ensuring accessibility of MU for persons with disabilities"),
- e) Efficiency: minimum administrative burden for the applicants and the committees, preference for the use of electronic communication,
- f) Gender balance: gender balance of committees, elimination of gender stereotypes,
- g) Protection of rights: control mechanisms for selection procedures, all protection of rights under MU legislation and regulations applies unconditionally.

Article 3

Announcement of selection procedures

- (1) SP are always announced on:
- a. academic staff positions (academic positions),
 - b. scientific positions (researcher, postdoc¹),

¹ Catalogue of job positions: [document server MU \(muni.cz\)](https://muni.cz)

- c. management positions,
 - d. other staff positions (non-academic positions) classified at salary grade 7 and above.
- (2) Selection procedures for academic staff positions are announced by the Dean. The Secretary announces the selection procedures for other staff positions (including scientific positions).
- (3) All selection procedures, job advertisements, are published on the MU and LF MU website, usually in Czech. Advertisements for academic and scientific positions are always (also) published in English. Advertisements in English are also published on the foreign portal Euraxess², or on other portals³.

Article 4

Waiver of the selection procedure

- (1) In justified cases, the selection procedure may be abandoned under the conditions set out in Article 7 of the MU Selection Procedure Regulations.
- (2) The exception referred to in Article 7(1)(e) (on the proposal of the head of the relevant department, the SP may be waived for the purpose of appointing a specific applicant) applies only to cases where the specific applicant to be appointed is a significant expert in the field and where the time-consuming nature of the selection procedure would cause a risk of losing that applicant. A request for an exception is submitted by the Head of Department to the Dean via the Personnel Department.

Article 5

Formal conditions and selection criteria

- (1) Formal conditions are set by the hiring person⁴ in cooperation with the Personnel Department. They generally include: required qualifications, experience, language skills, foreign experience, delivery of all required documents.
- (2) The selection criteria are proposed by the Personnel Department in cooperation with the hiring person and approved by the Selection Committee. Selection criteria usually include: professional skills and experience, scientific achievements/experience, teaching experience, team management skills/experience, etc.
- (3) Each criterion is evaluated on the basis of the documents submitted by the applicant, a personal interview, and optionally a practical task, psychodiagnostics or other tests. The individual methods are always chosen with regard to the specific position.

Article 6

Committee for selection procedures

- (1) The committee is appointed by the announcer on the basis of a proposal from the head of the relevant department.
- (2) For academic and scientific positions, the committee shall always have at least three members and have an odd number of members:

²This is not a requirement for academic positions in clinical departments - the condition for filling the position is the existence of an employment relationship in the relevant hospital

³ The list of advertising portals and social networks that can be used is specified in the internal selection procedures manual. At the time of publication of this regulation, automatic transfer to THEuniJobs is set up.

⁴ usually the head of the relevant department

- a. The head of the department or his/her deputy is the chairman of the committee, unless the LF MU internal regulations stipulate otherwise⁵.
 - b. The dean or his/her deputy is a member of the committee.
 - c. A representative of the Academic Senate of LF MU is a member of the committee.
 - d. At least one member of the committee is from a different department than the one the selection procedure is announced for.
- (3) In addition, the following rules apply to the positions of Associate Professor, Professor, Research Fellow III and Research Fellow IV:
- a. The committee shall be composed of at least five members.
 - b. The committee includes an internationally renowned expert.⁶
 - c. The Rector or the Deputy Rector is a member of the committee.
- (4) The rules referred to in paragraph 3 also apply to the positions of heads of academic departments (except for the positions of heads of joint departments of the MU Faculty of Medicine and a medical facility - hereinafter referred to as "clinical departments").
- (5) In accordance with the agreement between the Rector and the Dean of the MU Faculty of Medicine⁷, the following committee has been appointed for the positions of the heads of clinical departments:
- a. the dean or his/her deputy;
 - b. representative of the Academic Senate of LF MU;
 - c. an expert in the field selected by the Dean in agreement with the Rector;
 - d. an internationally recognised expert who is not working at MU or at the relevant medical institution;
 - e. three representatives from the relevant medical facility.
- (6) For non-academic positions, the committee has always at least two members.
- a. The chairman of the committee is the head of the department.
 - b. The member of committee is a representative of the Personnel Department.
- (7) The committee shall be composed so that its members have relevant professional and practical knowledge to assess the applicants and shall reflect a balanced gender balance wherever possible.
- (8) The members of the committee are trained in the general principles of interviewing applicants (one-off e-learning, possibly refresher training).

Article 7

Committee deliberations and decision-making

- (1) A quorum of the Committee shall consist of a majority of all members, including the Chairperson, who must be present at all times. The Committee takes its decisions by a majority of the members present; voting shall be by show of hands. In the case of equality of votes, the chairman of the Committee has a casting vote.
- (2) Unless otherwise specified by the announcer, the Committee's deliberations are closed to the public. The announcer may invite another person to the committee meeting without voting rights (with an advisory vote).
- (3) In the case there is a single applicant for the advertised position who meets the formal conditions of the SP, the Committee vote only on whether the applicant meets the conditions of the SP and is successful in the selection procedure. A applicant is successful if a majority of all members present agrees. Voting may be carried out

⁵ e.g. LF MU Directive 4/2021 - Internal Grant Agency of LF MU,

⁶ See MU Selection Procedure Regulations, Article 5(2)(c)

⁷ Agreement on the scope of matters discussed in labour relations concluded on 1st November 2019.

electronically (by e-mail). In this case an absolute majority of all members of the selection board must agree.

- (4) If there are more applicants than positions advertised, the selection criteria are used to select the successful applicants. The individual members of the selection committee will rate each applicant on a scale of 1-5 for each selection criterion. After the points have been counted together, the result is the overall ranking of the applicants. The Committee will vote to determine which applicants are successful (set a score threshold).
- (5) The Committee could decide that no applicant is successful.
- (6) If the applicant is unsuccessful, the Committee will specify the specific reason(s) (for feedback purposes).
- (7) The members of the Committee are bound by confidentiality with regard to the facts which have come to their knowledge in connection with the selection procedure.

Article 8

Selection procedure and information for applicants

- (1) Applicants' applications are primarily accepted in electronic form via the MU website. Applicants are informed of the acceptance of their application by automatic e-mail.
- (2) If the application is submitted in other way (e-mail or paper), the applicant will be informed of the acceptance of the application without undue delay.
- (3) The assessment and selection of applicants will always take place in at least two rounds.
- (4) In the administrative round (1st round), the chairman of the committee will assess the applications of all applicants to ensure that they meet the formal requirements. If they do, these applicants are invited to the next round. If not, his/her application will be rejected (the chairman of the committee will state the specific reason for the rejection).
- (5) If too many applicants meet the formal requirements, the Chairman of the Committee could narrow down the applicants invited to the next round based on a comparison of their relevance to the position. In the case of uninvited applicants, the Chairman has to give a specific reason. The shortlisting must be approved by an absolute majority of the Committee and could be done electronically.
- (6) Applicants are informed whether they have been successful in the Administrative Round as soon as possible; no later than 10 days after applications close.
- (7) Applicants are informed of the result electronically to the e-mail address provided in the application form. The email to the unsuccessful applicant will include the reason for the rejection of their application. The e-mail to the successful applicants shall serve as an invitation to the next round of the selection procedure and shall also contain information on the composition of the selection board.
- (8) The next round of the selection procedure is a personal interview, which can be in person or online, or a combination.
- (9) Selection criteria are used to evaluate the relevancy of applicants, resulting in an overall ranking of applicants.
- (10) In the case of a single applicant who meets the conditions of the SP, the interview may be conducted by the chairman of the committee or by a member of the committee delegated by the chairman. In this case, no scoring according to the selection criteria will be carried out; the interview will verify that the criteria have been sufficiently fulfilled.

- (11) The Committee could decide to hold further rounds of the selection procedure. Applicants may be asked to complete a practical assignment, take a vocational test to verify their knowledge, undergo psychodiagnostic tests, or have a second round of personal interviews.
- (12) The result of the committee's deliberations in the final round is always the final ranking of the applicants.

Article 9

Termination of the selection procedure

- (1) The selection procedure is closed by the decision of the announcer with the result of the SP. In making its decision, the announcer is bound by the conclusions of the committee on the selection of successful and unsuccessful applicants.
- (2) Applicants are informed with the outcome of the SP as soon as possible, no later than 10 days after the final round.
- (3) In the case of the SP for the position of heads of academic departments, the applicants are informed with the result in person at the end of the final round.

Article 10

Lodging of complaints

Complaints about the process or result of the selection procedure are received and handled by the announcer of the selection procedure by submitting them to the email address dekan@med.muni.cz / tajemnik@med.muni.cz; the regulation governing the protection of rights at MU⁸ applies to the handling of such complaints.

Article 11

Documentation of the selection procedure, evaluation

- (1) For each selection procedure, the Personnel Department will provide documentation containing the text of the advertisement, the platforms used for the advertisement, the composition of the selection committee, the list of applicants, the reason for the elimination of the application or not inviting the applicant to the next round, a record of the individual rounds, including the identification of the successful applicants, the final ranking of the applicants, and the final decision of the announcer on the acceptance of the employment contract or change of job classification.
- (2) In the case of personal interviews for academic and scientific positions, a representative of the Personnel Department will provide a record that includes the names of the members of the committee, the names of the applicants, the reasons for the elimination of applicants in the first round, the scores of the applicants in each criterion and the final ranking of the applicants. The minutes shall be signed by the committee members present. In the case of online meetings, the minutes shall be signed by the chairman of the selection board.
- (3) Documentation related to selection procedures is stored in the Personnel Department archives in accordance with the time limits set out in the MU Records and Shredding Regulations. The documentation could be seen by the dean, the secretary, members of the committee and staff of the Personnel Department.

⁸ Masaryk University Directive No. 3/2008 Handling and recording complaints, suggestions and petitions

Article 12

Reporting and applicant feedback

- (1) In order to improve the quality of the recruitment process:
 - a. an anonymous feedback questionnaire is sent to applicants who have been interviewed in person;
 - b. regular reporting on recruitment is carried out based on data stated in Annex 1.

Article 13

Final provisions

- (1) The entire selection procedure is administered by the Faculty's Personnel Department.
- (2) The other rights and obligations set out in the MU Selection Procedure Regulations are not affected by these Measure.
- (3) Head of the Personnel Department is delegated to interpret this Measure and its individual provisions.
- (4) Compliance with this Measure is monitored by the Secretary of the Faculty.
- (5) Annex 1 Recruitment Reporting for Quality Assurance under OTM-R is part of this Measure.
- (6) This Measure shall enter into force and effect on the date of its promulgation.

Annex 1: Reporting on recruitment for quality assurance according to OTM-R

Recruitment statistics obtained from INET (tracked on an annual basis):

Number of advertised positions:

- academic and non-academic,
- by position category,
- positions suitable for graduates, postdoc positions, newly created positions and the number of unsuccessful SPs.

Advertising according to portals (Euraxess, other foreign media, social networks, Jobs.cz/Práce.cz).

Reporting of selection committees:

- the number of selection committees,
- the number of committees with at least 1 woman on them,
- the average representation of women among the members of the committee,
- number of SP which a woman was chairman in,
- the number of external members on selection committees,
- the number of internationally recognised experts on selection committees,
- the qualifications of the committee members can be documented for each SP,
- the number of members of selection committees trained.

Number of applicants:

- by position (academic/non-academic),
- by gender,
- by relationship to MU (internal/external),
- by nationality,
- for particular case, it is possible to check on number of applicants more in detail (e.g. differentiation of female applicants into internal/external, by nationality, etc.).

Applicant success rates for academic and non-academic positions:

- number of successful applicants in the final round,
- number of successful women in the final round,
- number of successful international applicants,
- number of successful external applicants,
- number of successful applicants who did not accept the job offer,
- number of selection procedures no one has applied for,
- number of selection procedures no suitable applicant was selected in.

Recruitment statistics obtained outside INET (tracked on an ongoing basis):

- the number of complaints about the process or outcome of the selection procedure,
- the satisfaction of the applicants with the process of SP.

Annex 2:

REQUEST FOR EXEMPTION FROM THE SELECTION PROCEDURE

On the basis of the Annex to the Measure LF MU 3/2023, part 2(b)(5), I would like to request the selection procedure is waived.

Name:	
MUNI ID (UČO):	
Workplace:	

I'm asking for an exemption for the selection procedure:

Position:	
Name of the applicant:	
Reason:	

I declare on my honour that the above-named applicant is an expert in the field and is fully qualified to hold this position. A structured CV of the applicant is attached to this application.

In Brno on:

Signature of the applicant:

STATEMENT BY THE PERSONNEL DEPARTMENT: agree/disagree

Comment:

In Brno on:

Signature of the PD representative:

In Brno on:

Signature of the Dean of LF MU: