The Competitive Hiring Process Code of Charles University of
14 December 2016

Under sections 9 (1) (b) and 17 (1) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended, the Academic Senate of Charles University has adopted the following Competitive Hiring Process Code of Charles University as an internal regulation:

Article 1 Introductory Provisions

1. Vacancies for members of the academic staff at Charles University (“the University”) are filled through a competitive hiring process (section 77 (1) of the Higher Education Act). 1
2. Other vacancies (for posts or offices) at the University are also filled through a competitive hiring process if stipulated in an internal regulation of the University or a faculty, or if determined by the Rector or a dean at a faculty.
3. This Code does not apply to posts of extraordinary professors (professores extraordinarii).

Article 2 Launching a Selection Procedure

1. A selection procedure is launched by the Rector, or by a dean for a vacancy at a faculty.
2. The vacancy notice must detail the eligibility criteria, in particular:
   a) the designation of the workplace and the post;
   b) qualifications and other requirements;
   c) the date on which the vacancy is to be filled;
   d) the place and deadline for the submission of applications;
   e) the list of documents to be submitted by the applicant.
3. The vacancy notice must be published on the publicly accessible part of the website and the official notice board of the University or a faculty (if the procedure was launched by a dean) no later than thirty days before the deadline for the submission of applications.

Article 3 Selection Commission

1. Within the deadline for the submission of applications, the person launching the selection procedure establishes a selection commission (“the Commission”) and a chair thereof. The chair is a member of the Commission; the chair convenes its meetings.
2. The Commission must have an 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. When establishing the Commission, the person launching the selection procedure must seek to ensure a high professional level and moral integrity of the members of the Commission. A delegated representative of the academic senate, with an advisory voting right, may participate in the work of the Commission.
4. The Commission may, at its discretion, invite an applicant for an interview, and in the case of a vacancy for a member of the academic staff, the Commission may invite the applicant to give a public lecture at the University or a faculty.

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1 Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural and words in the plural include the singular.
5. Within six weeks of the deadline for the submission of applications, the Commission will evaluate the applicants based on the materials available. In justified cases, the Rector may extend this time limit at the request of a dean or a director of another unit.

6. The Commission takes a decision by secret ballot; a resolution is adopted if an absolute majority of all members of the Commission voted in its favour. Each member of the Commission has one vote.

7. The Commission will draw up a report about its meeting and the results. The report includes a ranking of applicants, with a justification. The report will be signed by the chair and other members of the Commission; if any of them objects to the course of the selection or its outcome, they will indicate their objections next to their signatures.

8. The Commission may conclude that some or all applicants are unsuitable for the vacancy. This conclusion and a justification thereof are part of the report.

9. The chair of the Selection Commission will submit the results of the meeting to the person launching the selection procedure.

Article 4 Decision Taken by the Person Launching the Selection Procedure

1. Within thirty days of the date on which the Commission adopted its decision under Article 3 (6) and (8), the person launching the selection procedure will inform the applicant of whether or not he was successful. Within the same time limit, the person launching the selection procedure will publish the decision about the selection of an applicant in the procedure, or about not selecting any applicant, on the publicly accessible part of the website and the official notice board (Article 2 (3)).

2. If there is no suitable applicant, the person launching the selection procedure will decide to hold a new selection procedure.

Article 5 Common Provision

The Rector or a dean will agree, with a body competent to launch a selection procedure under a special regulation, on the selection procedure for vacancies to be filled in accordance with that special regulation.

Article 6 Transitional Provision

Selection procedures commenced under the previous regulation, the Competitive Hiring Process Code of Charles University in Prague registered by the Ministry of Education, Youth and Sports on 26 April 1999, will be completed under this Code.

Article 7 Final Provisions

1. The Competitive Hiring Process Code of Charles University in Prague registered by the Ministry of Education, Youth and Sports on 26 April 1999 is hereby repealed.

2. This Code was approved by the Academic Senate of the University on 25 November 2016.

3. This Code comes into force on the date of registration by the Ministry of Education, Youth and Sports.

4. This Code becomes effective on the first day of the calendar month following the date of coming into force.

PhDr. Tomáš Nigrin, Ph.D.,
President of the Academic Senate

Prof. MUDr. Tomáš Zima, DrSc.,
Rector

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2 For example, Act No. 372/2011 Sb., to regulate healthcare services.
3 S. 36 of the Higher Education Act. The registration was completed on 14 December 2016.