
The Ministry of Education, Youth and Sports has registered, pursuant to Section 36, Para 2 of Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), under No. MSMT-6069/2025-4, the Rules of Selection Procedure at the University of Chemistry and Technology, Prague on the date the registration was signed.

*Mgr. Vojtěch Tomášek
Director of the Department of Higher Education*

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

Full text Rules of Selection Procedure at the University of Chemistry and Technology, Prague of 17 March 2025

PART ONE Introductory provisions

Article 1 Posts to be filled

- 1) The Rules of Selection Procedure at the University of Chemistry and Technology, Prague (hereinafter referred to as the 'Rules') regulate the procedures for selection and filling of positions at all constituent parts of the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague'), in accordance with the provisions of the internal standard 'Organisational Rules of the University of Chemistry and Technology, Prague', Article 15 'Selection and categorisation of employees' (hereinafter referred to as 'OR').
Selection procedures (hereinafter referred to as 'SP') are conducted in a transparent manner and ensure equal non-discriminatory treatment with respect to nationality, ethnic origin, age, gender, religion, political opinion, language, sexual orientation, health, social or economic background or other differences, in accordance with the principles of OTM-R (open-transparent-merit-based recruitment). Adequate gender balance shall also be taken into account in the composition of the SP Committees.
- 2) Pursuant to Section 77 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter referred to as the 'Act'), and pursuant to Article 28 of the Statute of the University of Chemistry and Technology, Prague, the following academic staff positions are filled at UCT Prague:
 - a) Professor,
 - b) Associate Professor,
 - c) Assistant Professor,
 - d) Assistant,
 - e) Lecturer,
 - f) scientific, research and development staff involved in teaching activities, ie Researcher–Academic and Academic Assistant
- 3) The positions of the Bursar, secretaries of faculties, head of the Internal Audit Department, director of AUF, director of Technopark, heads of the Central Laboratories, Computer Centre, Centre for Information Services, Counselling and Career Centre, Department of Lifelong Learning and heads of departments and units of the Rector's Office referred to in Art. 3, Para 5, letters d) to s), with the exception of letters e) and j) of OR, are filled by selection procedures for heads of workplaces.
- 4) The positions of heads of departments and heads of all-university departments specified in OR, Article 3, Para 6, letters c) to f), are filled by selection procedures resulting in appointment.

- 5) The following posts of researchers not involved in teaching are filled by selection procedures:
 - a) Researcher,
 - b) Research Assistant.
- 6) Other positions not listed above may also be filled by selection procedures.
- 7) These Rules do not apply to the posts of Extraordinary Professors¹.

Article 2

Announcement of selection procedure

- 1) A selection procedure for an **academic worker** position defined in Art. 1, Para 2 of these Rules is announced by the Dean of the faculty upon the proposal of the relevant head of department or other workplace (hereinafter referred to as the 'advertiser'). In matters of an all-university department, a Rector's Office department, a university facility or a university institute, the selection procedure is announced by the Rector upon the proposal of the relevant Vice-Rector or director of the university institute (hereinafter referred to as the 'advertiser').
- 2) The Rector shall be the advertiser of the selection procedures for filling the positions of **heads of workplaces, departments and all-university departments** as defined in Art. 1, Paras 3 and 4.
In the case of filling the position of head of Rector's Office department (with the exception of all-university departments), proposals for the announcement of a selection procedure are submitted by the relevant senior employee according to OR.
In the case of appointments to the post of heads of departments and all-university departments, proposals for the announcement of a selection procedure are submitted by the Dean or the relevant Vice-Rector according to OR.
- 3) The Dean of the faculty, upon the proposal of the head of department, is the advertiser of a selection procedure for filling the positions of **scientific staff not involved in teaching activities**. In the case of an all-university department, a Rector's Office department, a university facility, the Rector is the advertiser of the selection procedure upon the proposal of the relevant Vice-Rector. In the case of a university institute, the director is the advertiser of the selection procedure upon the proposal of the head of the expert group.
- 4) For **all the other posts** not referred to in Art. 1, Paras 2 to 5, the advertiser of the selection procedure is the senior employee².

Article 3

Conditions of selection procedure

- 1) The announcement of selection procedure for filling a position of academic worker is regulated by Section 77, Para 2 of the Act.
- 2) Selection procedures for filling academic positions, for filling positions of heads of workplaces and for the appointment of heads of departments and all-university departments shall be announced in accordance with the instructions of the advertiser at least 30 days before the end of the period for submitting applications.
- 3) Selection procedures for filling positions of researchers not involved in teaching activities as defined in Art. 1, Para 5, letters a) and b) of these Rules shall be announced in accordance with the instructions of the advertiser at least 10 days before the end of the period for submitting applications.
- 4) The duration of the publication of a vacancy as defined in Art. 1, Para 6 of these Rules shall be fully within the competence of the advertiser.
- 5) The announced selection procedure will be published in the public section of the UCT Prague website, or in other places according to the instructions of the advertiser. The vacancies are advertised in such a way that the widest possible range of potential applicants may learn about them.
- 6) The required qualification requirements and brief characteristics of activities for individual salary groups are defined by the internal directive 'Job Catalogue of UCT Prague', the internal standard 'Atestace akademických pracovníků Vysoké školy chemicko-technologické v Praze' (Attestation of Academic Workers of the University of Chemistry and Technology, Prague) and the internal standard 'Atestace a periodické hodnocení vědeckých, odborných a technických pracovníků Vysoké školy chemicko-technologické v Praze' (Attestation and Periodic Appraisal of Scientific, Research, and Technical Workers of the University of Chemistry and Technology, Prague).
- 7) UCT Prague takes care to maintain equal opportunities when filling positions.
- 8) There shall be no discrimination or unequal treatment in the application of these Rules.
- 9) The announcement of selection procedure shall include in particular:

¹ Directive No. A/S/961/8/2019

² Organisational Rules, Art. 6, Para 2

- a) the designation of the position to be filled, the amount of FTE and the name of the workplace or department/all-university department,
 - b) the required qualifications and other requirements on the applicants,
 - c) the method and deadline for submitting the application,
 - d) a list of documents required from the applicant, eg a brief CV with contact details, an overview of previous (professional) activities, copies of documents on the highest education attained/on the acquisition of academic, scientific and scientific-pedagogical degrees; for senior positions – a requirement for a written proposal of the applicants' conceptual ideas on the management of the relevant workplace or department/all-university department.
- 10) Applicants must submit the required documents for the selection procedure to the Personnel Department of UCT Prague:
- a) in electronic form – to the contact e-mail address indicated in the announced selection procedure. After the end of the selection procedure, the successful candidate will submit or submit for inspection these documents in the original or a certified copy;
 - b) in paper form in person at the Personnel Department of UCT Prague – Building B, 2nd floor, Zikova 1903/4, 166 28 Prague 6 – Dejvice.

PART TWO

Selection procedures for academic positions

Article 4

Course of the selection procedure for academic positions

- 1) The Committee must have an odd number of members, but at least five (hereinafter referred to as the "Committee"). The head of the workplace is a member of the Committee, other members are recruited from academic workers of UCT Prague or other universities or leading outside experts.
- 2) The Chair of the Committee is the Dean or the relevant Vice-Rector according to OR.
- 3) The Committee for filling academic positions defined in Art. 1, Para 2, letters a) to f) shall be appointed by the Dean or the Rector according to the conditions specified in Art. 2, Para 1 of these Rules. In the event that the Dean or the relevant Vice-Rector is an applicant according to OR, the Rector shall propose and appoint the Committee, including its Chair, in accordance with the provisions of Art. 4, Para 4 of these Rules.
- 4) The applicant, a person close to the applicant or a person whose impartiality is compromised for any reason cannot become a member of the Committee. The member of the Committee or the person to whom the advertiser has notified their intention to appoint them as a member of the Committee is obliged to notify the advertiser in writing without delay of the facts according to the previous sentence. For the purposes of these Rules, a person close to the applicant is understood to be a person close to them within the meaning of the provisions of Section 22, Para 1 of Act No. 89/2012 Coll., the Civil Code, as amended.
- 5) The Personnel Department of UCT Prague ensures the announcement of the selection procedure, registration of applicants, preparation of materials for the work of the Committee and invitation of all Committee members and applicants. Employees of this department participate in the Committee meetings with an advisory vote.
- 6) The Committee's deliberations, including the interview with the applicant, may be conducted in person, in a hybrid or distance form using electronic means of communication and documentation. The form of the meeting shall be decided by the Chair of the Committee. The meeting shall be closed to the public and all members of the Committee and the staff of the Personnel Department responsible for the selection procedure shall respect the confidentiality of the information they have learned in connection with the selection procedure.
- 7) Multiple rounds of selection procedure can be carried out. Applicants may be shortlisted and, if necessary, participate in several rounds of a given selection procedure.
- 8) On the basis of the submitted materials and an interview with the candidates, the Committee will assess their suitability and may request additional information. The Committee shall rank the candidates and will make minutes of the procedure. If the Rector or Dean of the relevant faculty is not a member of the Committee, the Rector's or Dean's decision as to whether or not they agree with the Committee's conclusions shall be part of the minutes. In the event of disagreement, a written justification shall be given. The minutes of the selection procedure shall include the date of the selection procedure, the names and signatures of the members of the Committee, the names of all the applicants and the ranking of those who did not comply with the terms of the selection procedure. The minutes shall not be public.
- 9) Within 14 days after the conclusion of the selection procedure, the advertiser shall publish in the public section

of the UCT Prague website via the Personnel Department of UCT Prague its decision to the effect that the selection procedure has been concluded with the selection of a successful candidate or that no candidate has been selected. A statement on the result of the selection procedure will be sent by the Personnel Department of UCT Prague in writing or electronically within 14 days after the end of the selection procedure to all applicants. The procedure shall be closed no later than 6 weeks after the deadline for submission of applications.

- 10) If no suitable candidate is found, the advertiser may decide to repeat the selection procedure.

Article 5

Waiver of the selection procedure for academic position

- 1) When renegotiating an employment relationship with an academic worker pursuant to Section 77, Para 1 of the Act, the selection procedure may be waived if it concerns filling the position currently held by the academic worker. Consent to the waiver may be given in writing on the waiver request form or via the personnel information system (Workflow application).
- 2) A selection procedure to fill an academic position is not required if the amount of FTE is changed compared to the amount of FTE originally advertised.

PART THREE

Selection procedures for senior management posts

Article 6

Course of selection procedure for senior management posts

- 1) The Committee must have an odd number of members, but not less than five.
- 2) The Rector is the Chair of the Committee for filling the posts of Bursar, director of AUF, director of Technopark and head of department and unit of the Rector's Office directly subordinate to the Rector.
- 3) The relevant Vice-Rector or the Bursar is the Chair of the Committee for filling the posts of heads of departments and units of the Rector's Office (except for departments directly subordinate to the Rector) and central university departments (except for all-university departments).
- 4) The Dean of the relevant faculty is the Chair of the Committee for the appointment of heads of departments and faculty secretaries. In the case of a selection procedure for the appointment of head of department for which the Dean of the relevant faculty is an applicant, another representative of the faculty, usually the Vice-Dean, will serve as the Chair of the Committee.
- 5) The Vice-Rector in accordance with OR is the Chair of the Committee for the appointment of heads of all-university departments.
- 6) The Rector appoints the Committee, including its Chair; in the case of the post of faculty secretary, they do so on the basis of a written proposal from the Dean of the relevant faculty, and in the case of the post of head of department of the Rector's Office (except for departments and units directly subordinate to the Rector) and of central university departments (except for all-university departments), on the basis of a written proposal from the relevant Vice-Rector according to OR or the Bursar. In the case of the post of head of department, they do so on the basis of a written proposal from the Dean of the relevant faculty, and in the case of the post of head of all-university department, on the basis of a written proposal from the relevant Vice-Rector according to OR. In the event that the Dean of the relevant faculty or the relevant Vice-Rector according to OR is an applicant, the Rector shall propose and appoint the Committee, including its Chair, in accordance with the provisions of Art. 6, Para 7 of these Rules.
- 7) The applicant, a person close to the applicant or a person whose impartiality is compromised for any reason cannot become a member of the Committee. The member of the Committee or the person to whom the advertiser has notified their intention to appoint them as a member of the Committee is obliged to notify the advertiser in writing without delay of the facts according to the previous sentence. For the purposes of these Rules, a person close to the applicant is understood to be a person close to them within the meaning of the provisions of Section 22, Para 1 of Act No. 89/2012 Coll., the Civil Code, as amended.
- 8) The Personnel Department of UCT Prague ensures the announcement of the selection procedure, registration of applicants, preparation of materials for the work of the Committee and invitation of all Committee members and applicants. Employees of this department participate in the Committee meetings with an advisory vote.
- 9) The Committee's deliberations, including the interview with the applicant, may be conducted in person, in a hybrid or distance form using electronic means of communication and documentation. The form of the meeting shall be decided by the Chair of the Committee. The meeting shall be closed to the public and all

members of the Committee and the staff of the Personnel Department responsible for the selection procedure shall respect the confidentiality of the information they have learned in connection with the selection procedure.

- 10) In the event that the Chair of the Committee wishes to make a shortlist of the candidates to be invited to the interview, the Personnel Department will arrange a meeting of the Committee members. Minutes of the meeting shall be taken, including a list of the shortlisted candidates. The minutes shall not be public.
- 11) In the case of a selection procedure for the appointment of head of department or head of all-university department, the Rector, the relevant Vice-Rector according to OR or the Dean of the relevant faculty may request the opinion of the academic community of the relevant department or all-university department, but no later than before the first meeting of the Committee.
- 12) Multiple rounds of selection procedure can be carried out. Applicants may be shortlisted and, if necessary, participate in several rounds of a given selection procedure.
- 13) Minutes of the selection procedure shall be taken, which shall include in particular the date of the selection procedure, the names and signatures of the members of the Committee, the names of all applicants and their ranking, with an indication of those who did not comply with the conditions of the selection procedure. If the Rector is not a member of the Committee, the Rector's decision on the outcome of the selection procedure shall become part of the minutes, accompanied by a justification in the event that the Rector does not respect the evaluation and ranking of the candidates set by the Committee. The minutes shall not be public.
- 14) Within 14 days after the conclusion of the selection procedure, the advertiser shall publish in the public section of the UCT Prague website via the Personnel Department of UCT Prague its decision to the effect that the selection procedure has been concluded with the selection of a successful candidate or that no candidate has been selected. A statement on the result of the selection procedure will be sent by the Personnel Department of UCT Prague in writing or electronically within 14 days after the end of the selection procedure to all applicants. The procedure shall be closed no later than 6 weeks after the deadline for submission of applications.
- 15) If the Rector has decided to fill the post of head of workplace for which the selection procedure was announced with a particular candidate, and this post should remain vacant on the date the post should be filled or it remains vacant for any reason, the Rector shall decide whether the originally announced selection procedure will be used to fill the post, whether a new selection procedure will be announced or whether a particular employee shall be assigned to temporarily fill the post of head of workplace. If the original selection procedure shall be used, the Rector will decide without undue delay to fill the vacant post of head of workplace with a candidate from among the candidates who have met the conditions of the selection procedure, namely the candidate ranked second (2) by the Committee, or to disregard this order of candidates. In both cases, the Rector will justify their decision in writing and forward it to the Personnel Department of UCT Prague for implementation.
- 16) If no suitable candidate is found, the Rector may decide to repeat the selection procedure.

Article 7

Period of filling the post of head of workplace and appointment of the head of department and all-university department

- 1) The post of head of workplace is filled for a definite or indefinite period in accordance with the Labour Code.
- 2) The Rector may decide to extend the employment relationship without a selection procedure in the case of a head of workplace who already holds this position and the period for which their employment relationship as head of workplace was agreed upon is ending.
- 3) The head of a department or all-university department is appointed for a period of up to 4 years.

Article 8

Temporary designation of management of department/all-university department/workplace

- 1) In event that the post of head of department, all-university department or head of workplace is vacant, another employee may be temporarily appointed as its head. This appointment is issued by the Rector. If the post of head of department, all-university department or head of workplace has not been filled for more than two years, the Rector shall announce a selection procedure for the post in accordance with Art. Para 2.

PART FOUR

Selection procedures for other positions

Article 9

Course of selection procedure for scientific staff not involved in teaching activities

- 1) The Committee for filling the posts of scientific staff not involved in teaching activities under Art. 1, Para 5, letters a) and b) is appointed by the Dean upon the proposal of the head of department, by the Rector upon the proposal of the relevant Vice-Rector, or by the director of the university institute upon the proposal of the head of the expert group.
- 2) The Committee must have an odd number of members, but not less than 3. The Committee is chaired by the administrator of the funding source/responsible researcher, other members may be academic workers of UCT Prague or other universities, or other employees of UCT Prague.
- 3) The applicant, a person close to the applicant or a person whose impartiality is compromised for any reason cannot become a member of the Committee. The member of the Committee or the person to whom the advertiser has notified their intention to appoint them as a member of the Committee is obliged to notify the advertiser in writing without delay of the facts according to the previous sentence. For the purposes of these Rules, a person close to the applicant is understood to be a person close to them within the meaning of the provisions of Section 22, Para 1 of Act No. 89/2012 Coll., the Civil Code, as amended.
- 4) The Personnel Department of UCT Prague ensures the announcement of the selection procedure, registration of applicants, preparation of materials for the work of the Committee and invitation of all Committee members and applicants. Employees of this department participate in the Committee meetings with an advisory vote.
- 5) The Committee's deliberations, including the interview with the applicant, may be conducted in person, in a hybrid or distance form using electronic means of communication and documentation. The form of the meeting shall be decided by the Chair of the Committee. The meeting shall be closed to the public and all members of the Committee and the staff of the Personnel Department responsible for the selection procedure shall respect the confidentiality of the information they have learned in connection with the selection procedure.
- 6) Multiple rounds of selection procedure can be carried out. Applicants may be shortlisted and, if necessary, participate in several rounds of a given selection procedure.
- 7) On the basis of the submitted materials and an interview with the candidates, the Committee will assess their suitability and may request additional information. The Committee shall rank the candidates and will make minutes of the selection procedure. If the Rector or Dean of the relevant faculty is not a member of the Committee, the Rector's or Dean's decision as to whether or not they agree with the Committee's conclusions shall be part of the minutes. In the event of disagreement, a written justification shall be given. The minutes of the selection procedure shall include the date of the selection procedure, the names and signatures of the members of the Committee, the names of all the applicants and the ranking of those who did not comply with the terms of the selection procedure. The minutes shall not be public.
- 8) Within 14 days after the conclusion of the selection procedure, the advertiser shall publish in the public section of the UCT Prague website via the Personnel Department of UCT Prague its decision to the effect that the selection procedure has been concluded with the selection of a successful candidate or that no candidate has been selected. A statement on the result of the selection procedure will be sent by the Personnel Department of UCT Prague in writing or electronically within 14 days after the end of the selection procedure to all applicants.
- 9) If no suitable candidate is found, the advertiser may decide to repeat the selection procedure.
- 10) The Dean of the relevant faculty, the Rector or the director of university institute may, upon a written request from the head of department, the head of all-university department, the head of workplace or the head of an expert group in the case of a university institute, decide to waive the selection procedure for filling a post by a specific candidate. The decision to waive the selection procedure will be made in writing in the request for waiving the selection procedure and sent to the Personnel Department of UCT Prague or consent will be granted via the personnel information system (Workflow application).

Article 10

Course of selection procedure for posts defined in Art. 1, Para 6

- 1) The filling of technical-administrative positions, manual worker positions or positions not yet introduced at UCT Prague is at the discretion of the relevant senior employee and within their competence. If it is filled

through a selection procedure, it will be carried out in the following manner.

- 2) The composition of the Committee is not specified and is entirely at the discretion of the advertiser. The applicant, a person close to the applicant or a person whose impartiality is compromised for any reason cannot become a member of the Committee. The member of the Committee or the person to whom the advertiser has notified their intention to appoint them as a member of the Committee is obliged to notify the advertiser in writing without delay of the facts according to the previous sentence. For the purposes of these Rules, a person close to the applicant is understood to be a person close to them within the meaning of the provisions of Section 22, Para 1 of Act No. 89/2012 Coll., the Civil Code, as amended.
- 3) The selection procedure will include an interview with candidates who meet the conditions of the announced selection procedure. The interview may be conducted in person, in a hybrid or distance form using electronic means of communication and documentation. The form of the interview is at the discretion of the advertiser.
- 4) Multiple rounds of selection procedure can be carried out. Applicants may be shortlisted and, if necessary, participate in several rounds of a given selection procedure.
- 5) A statement on the result of the selection procedure will be sent by the Personnel Department of UCT Prague or the advertiser in writing or electronically within 14 days after the end of the selection procedure to all applicants who have participated in the selection procedure.
- 6) If no suitable candidate is found, the advertiser may decide to repeat the selection procedure.

PART FIVE

Transitional and final provisions

Article 11

Transitional provisions

- 1) Selection procedures for academic positions to which these Rules apply and which were initiated before these Rules came into effect, shall be completed in accordance with the Rules of Selection Procedure for Filling Academic Positions at the University of Chemistry and Technology, Prague.
- 2) Selection procedures for filling the positions of heads of workplaces at UCT Prague to which these Rules apply and which were initiated before these Rules came into effect, shall be completed in accordance with the Rules of Selection Procedure for Filling Positions of Heads of Workplaces at the University of Chemistry and Technology, Prague.
- 3) Selection procedures for filling the positions of heads of departments and all-university departments at UCT Prague to which these Rules apply and which were initiated before these Rules came into effect, shall be completed in accordance with the Rules of Selection Procedure for Filling Positions of Heads of Departments at the University of Chemistry and Technology, Prague.

Article 12

Final provisions

- 1) In justified cases, the advertiser may extend the deadline for submission of applications or to suspend or cancel the selection procedure. Cancellation of the selection procedure shall be possible only before the Committee has begun its work. The advertiser must inform the Committee about their decision, including the reasons for it, and publish it in the public section of the website.
- 2) In exceptional cases, the Chair of the Committee may, with the consent of the advertiser, additionally make changes to the already appointed Committee members in case one of the Committee members is unable to participate in the selection procedure due to health reasons. The change must be indicated in the minutes of the selection procedure.
- 3) The Rules of Selection Procedure for Filling Academic Positions at the University of Chemistry and Technology, Prague, registered by the Ministry of Education, Youth and Sports (hereinafter referred to as the 'Ministry') on 27 September 2019, ref. No. MSMT-25208/2017 and No. MSMT-32214/2019-1 are cancelled.
- 4) These Rules repeal the internal standard of UCT Prague No. 20.18./17 'Rules of Selection Procedure for Filling Positions of Heads of Workplaces at the University of Chemistry and Technology, Prague' as amended on 13/16 October 2017 and the internal standard of UCT Prague No. 20.05.14 'Rules of Selection Procedure for Filling Positions of Heads of Departments at the University of Chemistry and Technology, Prague' as amended on 1 July 2014.
- 5) These Rules were approved by the Academic Senate of UCT Prague pursuant to Section 9, Para 1, letter b) of the Act on 4 March 2025.

- 6) These Rules come into effect pursuant to Section 36, Para 4 of the Act on the date of registration by the Ministry of Education, Youth and Sports and they come into force on the first day of the first calendar month following registration by the Ministry of Education, Youth and Sports.

Prof. Ing. Milan Pospíšil, CSc., m. p.
Rector

Prof. Ing. Radek Cibulka, Ph.D., m. p.
Chair of the Academic Senate