

The Ministry of Education, Youth and Sports registered the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín in compliance with § 36 Paragraph 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-1809/2026-2 on the date of signing the registration.

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Mgr. Vojtěch Tomášek
Director of the Higher Education Department

RULES GOVERNING SELECTION PROCEDURES FOR ACADEMIC STAFF POSITIONS AT Tomas Bata University in Zlín

The Academic Senate of Tomas Bata University in Zlín has agreed to adopt the following Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín in compliance with § 9 Paragraph 1 Letter b) Clause 3 and § 17 Paragraph 1 Letter f) of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended:

Article 1 Basic provisions

(1) The Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín (hereinafter referred to as “the Rules”) are issued in accordance with § 17 Paragraph 1 Letter f) of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, (hereinafter referred to as “the Act”), and establish procedures for filling academic positions at faculties and other component parts of Tomas Bata University in Zlín (hereinafter referred to as “TBU”). The goal of the Rules is to standardise the hiring process and establish rules to ensure the selection of candidates who are best suited to perform the duties of an academic staff member (Article 34 of the TBU Statute).

(2) The number of academic staff in accordance with § 6 Paragraph 1 Letter h) of the Act and the structure of the academic staff in compliance with TBU internal regulations shall be set by the Rector following consultation with the Deans.

(3) Vacancies for members of the academic staff at TBU shall be filled through competitive selection procedures (§ 77 of the Act), while following the recommendation by the European Commission with regard to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

(4) A selection process may be waived when renewing an employment contract with an academic staff member to fill the position they currently hold. A selection process may also be waived in the event of a change in the academic staff member’s organisational placement within TBU or its component parts.

(5) These Rules shall not apply to filling vacancies of a TBU Adjunct Professor, which is regulated by the Rules Governing Habilitation Procedures, Professorial Appointment Procedures and Procedures for Appointment of Adjunct Professors at TBU in Zlín.

Article 2

Announcement of a selection procedure

(1) A selection procedure to fill a position at a faculty is announced by the Dean; at a university institute, following prior consultation with the Rector, by the head of the component part; in other cases, by the Rector (hereinafter referred to as the “Organiser”).

(2) The Organiser must publish the announcement of the selection procedure through the TBU Human Resources in the public section of the TBU website at least 30 days before the deadline for submitting applications for the selection procedure.

(3) The announcement of the selection procedure shall include, in particular:

- a) the name of the TBU component part where the position is to be filled,
- b) a description of the position to be filled (in particular the name of the constituent part, required duties, and, where applicable, salary conditions),
- c) qualification requirements and other conditions that the person applying for the position (hereinafter referred to as the “applicant” or “candidate”) must meet (in particular, required education, academic degrees, scientific degrees, scientific-pedagogical degrees, length, type, and field of experience, language skills, etc.),
- d) requirements for the application for the selection procedure (in particular, documents certifying the applicant’s eligibility to hold the position, statutory declaration of integrity, information pursuant to § 70 Paragraph 5 of the Act), the deadline for submission, and the method of submission,
- e) the expected date of commencement of employment.

Article 3

Selection Committee

(1) The selection procedure is conducted by the Selection Committee (hereinafter referred to as the “Committee”), appointed in writing by the Organiser (Appendix 1) no later than seven working days after the expiration of the deadline for submitting applications for the selection procedure (hereinafter referred to as the “application deadline”).

(2) The Committee consists of a Chairperson and other members. The total number of members must be odd, with a minimum of five. The Organiser may not serve as the Chairperson or a member of the Committee.

(3) The Chairperson and other members of the Committee are appointed by the Organiser. When forming the Committee, the Organiser is required to ensure, in particular, a high level of expertise among its members and to avoid any potential conflict of interest on the part of a Committee member due to their professional or personal relationship with an applicant.

Other members of the Committee include:

- a) An academic or a researcher from the relevant constituent part,
- b) a representative of the academic senate of the relevant faculty deputed by its Chairperson in case of a selection procedure launched by the Dean, or a representative of the TBU Academic Senate deputed by its Chairperson in case of a selection procedure launched by the Rector,

- c) an academic from the relevant TBU component part,
- d) an expert from outside the relevant TBU component part.

(4) In general, a member of the TBU Human Resources staff participates in the meeting of the Committee in an advisory capacity.

(5) The Committee's meetings are closed to the public. All Committee members are bound by confidentiality regarding all important facts, in accordance with applicable legal regulations. The principles of personal data protection must be observed throughout the selection process.

(6) The Committee shall make resolutions by voting at the meeting, at which an absolute majority of its members including the Chairperson must be present. Votes are cast by secret ballot, unless the Committee agrees otherwise.

(7) A resolution adopted by the Committee is valid, if an absolute majority of the present members of the Committee vote in favour of it.

(8) Minutes shall be taken of each meeting of the Committee and of the resolution adopted by the Committee (Appendix 1 and 2), which shall be signed by the Chairperson and all the members of the Committee present to the meeting, and which shall be submitted by the Chairperson of the Committee to the Organiser of a selection procedure no later than three working days of the meeting of the Committee. The minutes shall be taken by the Chairperson of the Committee.

Article 4 **Selection process**

(1) No later than seven working days after the application deadline, the TBU Human Resources shall ensure that a notice regarding the number of applicants is published in the public section of the TBU website. It shall subsequently publish the dates of the Committee's meetings there.

(2) If at least one applicant has submitted an application for the selection procedure, the Committee shall conduct the first round of the selection procedure no later than 30 days after the application deadline, in which, based on the evaluation of the applicants' applications and, where applicable, personal interviews with the applicants, decide which candidates have met the conditions of the selection process pursuant to Article 2 Paragraph 3 Letter c) and d), and recommend to the Organiser:

- a) the hiring or rejection of individual candidates and the ranking of those candidates whose hiring it recommends, or
- b) the conduct of a second round of the selection process, to which the candidates selected by the Committee from the first round will advance and in which the Committee will decide on its recommendation pursuant to Letter a).

(3) In the second round of the selection process, which shall take place no later than 45 days after the application deadline, the Committee may require candidates to make a personal presentation and answer questions posed by Committee members.

(4) No later than seven working days after the Committee issues its recommendation regarding the ranking of candidates, the Organiser shall decide, based on the progress of the selection process and the Committee's recommendation, on the final selection and ranking of candidates for employment in the vacant position. The Organiser shall forward this decision to the TBU Human Resources.

(5) Within seven working days of the decision under Paragraph 4, the TBU Human Resources shall ensure the publication of the decision in the public section of the TBU website and shall notify each candidate of the relevant outcome. At the same time, it shall return certified copies of documents to candidates who were not selected for employment.

(6) The result of the selection process does not constitute a legal entitlement to employment.

Article 5 Appendices

The following appendices are included in the Rules:

- a) Appendix 1 - Selection Committee for the Position of Academic Staff Member,
- b) Appendix 2 - Minutes of the First Round of the Selection Process for the Position of Academic Staff Member,
- c) Appendix 3 - Minutes of the Second Round of the Selection Process for the Position of Academic Staff Member.

Article 6 Transitional provision

Selection procedures initiated prior to the effective date of these Rules shall be completed in accordance with the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín, as amended prior to the effective date of these Rules.

Article 7 Final provisions

(1) The Rules Governing Selection Procedures for Academic Staff Positions at TBU registered by the Ministry of Education, Youth and Sports under Ref. No. MSMT-2223-2017, as amended, are hereby revoked.

(2) These Rules were approved in accordance with § 9 Paragraph 1 Letter b) of the Act by the TBU Academic Senate on 13 January 2026.

(3) These Rules shall come into effect in accordance with § 36 Paragraph 4 of the Act on the date of their registration by the Ministry of Education, Youth and Sports.

(4) These Rules shall take effect on the date of their registration by the Ministry of Education, Youth, and Sports.

doc. Ing. Martin Sysel, Ph.D. m. p.
Chairman of the TBU Academic Senate

Prof. Mgr. Milan Adámek, Ph.D. m. p.
TBU Rector

This English version of the internal regulation is not legally binding; it is for informational purposes only and does not have to correspond to the Czech version of the document.

Appendix 1 to the Rules Governing Selection Procedures for Academic Staff Positions at TBU

Selection Committee for the Position of Academic Staff Member

Position to be filled:

In accordance with Article 3 of the Rules Governing Selection Procedures for Academic Staff Positions at Tomas Bata University in Zlín

I hereby appoint

a selection committee, composed of:

Chairperson:

Members: ... an academic or a researcher from the relevant constituent part (department, studio, etc.)

... a representative of the Faculty AS/TBU AS

... an academic from the relevant TBU component part (faculty, ...)

... an expert from outside the relevant TBU component part

.....
Organiser

In Zlín on ...

Appendix 2 to the Rules Governing Selection Procedures for Academic Staff Positions at TBU

**Minutes of the First Round of the Selection Process
for the Position of Academic Staff Member**

Position available:

Job posting published:

Date of the selection process:

Composition of the Selection Committee:

Chairperson:

Members: ...

...

...

...

HR officer: ...

Number of applicants:

Progress of the first round of the selection process:

The **Selection Committee** reviewed the applicants' applications and, based on:

- evaluation of the applicants' applications *
- evaluation of the applicants' applications and personal interviews with the applicants *

* Strike out as appropriate.

recommends to the Organiser:

a) hiring:

- **(name and surname)** starting on ..., ... -time position, to enter into a fixed-term employment contract for ..., i.e., until... 202...
- **(name and surname)** starting on ..., ... -time position, to enter into a fixed-term employment contract for ..., i.e., until... 202...

Alternate:

- **(name and surname)** starting on ..., ... -time position, to enter into a fixed-term employment contract for ..., i.e., until... 202...

b) rejection:

- (name and surname)
- (name and surname)

c) conducting the second round of the selection process with the candidates selected by the Committee from the first round:

Number of candidates selected by the Committee from the first round:

* Strike out as appropriate.

Signatures of the Committee members:

Chairperson

Member

Member

Member

Member

Decision of the Organiser:

I agree – I disagree with the proposal of the Selection Committee.

.....

Organiser

In Zlín on ...

Appendix 3 to the Rules Governing Selection Procedures for Academic Staff Positions at TBU

**Minutes of the Second Round of the Selection Process
for the Position of Academic Staff Member**

Position available:

Job posting published:

Date of the selection process:

Composition of the Selection Committee:

Chairperson:

Members: ...

...

...

...

HR officer: ...

Number of candidates selected by the Committee in the first round of the selection process:

Progress of the second round of the selection process:

The **Selection Committee** reviewed the applicants' applications and, based on:

- evaluation of the candidates' applications*
- evaluation of the candidates' applications and personal interviews with the candidates*

* Strike out as appropriate.

recommends to the Organiser:

a) hiring:

- **(name and surname)** starting on ..., ... -time position, to enter into a fixed-term employment contract for ..., i.e., until... 202...
- **(name and surname)** starting on ..., ... -time position, to enter into a fixed-term employment contract for ..., i.e., until... 202...

Alternate:

- **(name and surname)** starting on ..., ... -time position, to enter into a fixed-term employment contract for ..., i.e., until... 202...

b) rejection:

● (name and surname)

● (name and surname)

* Strike out as appropriate.

Signatures of the Committee members:

Chairperson

Member

Member

Member

Member

Decision of the Organiser:

I agree – I disagree with the proposal of the Selection Committee.

.....

Organiser

In Zlín on ...