

The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), on 29 May 2020 under Ref. No. MSMT-22752/2020-1, the Selection Procedure Code for Filling Academic Staff Positions at the Academy of Arts Architecture & Design in Prague.

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Pursuant to Section 9(1)(b)(3) and Section 517(1)(f) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), as amended, the Academic Senate of the Academy of Arts, Architecture & Design in Prague has adopted this Internal Regulation of the Academy of Arts, Architecture & Design in Prague:

Selection Procedure Code FOR FILLING ACADEMIC STAFF POSITIONS

Article 1 Introductory Provisions

1. The Selection Procedure Code for Filling Academic Staff Positions at the Academy of Arts, Architecture & Design in Prague (hereinafter referred to as the "Code") is an Internal Regulation of the Academy of Arts, Architecture & Design in Prague (hereinafter referred to as 'UMPRUM') pursuant to Section 17(1)(f) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the 'Act').
2. The Code stipulates the procedure for the selection of academic staff at UMPRUM. An academic staff is a person as defined in Section 70 of the Act. UMPRUM fills academic staff positions on the basis of a Selection Procedure in accordance with this Code for the following positions:
 - a) Studio Directors and their Assistants,
 - b) other academic staff.

The filling of positions for other staff is governed by the Directive for the Selection Procedure of Other Staff.

3. The Rector may, by his/her decision, waive the Selection Procedure under this Code in case of renewal of an employment contract with academic staff, if it concerns filling the position they currently hold. The Rector may also waive the Selection Procedure in the case of a candidate who has successfully completed the habilitation or professorial appointment procedure for the position they already hold.
4. This Code does not govern the acceptance of visiting professors.

Article 2 Selection Procedure

5. The Selection Procedure is announced by the Rector (hereinafter referred to as the "Announcing Authority").
6. The Selection Procedure is initiated by publishing an announcement of the selection procedure in the public section of the UMPRUM website at least 30 days before the deadline for submitting applications for this selection procedure.
7. The announcement of the Selection Procedure contains in particular:
 - a) specification of the position to be filled,
 - b) required qualification and other prerequisites,
 - c) the deadline and place for submitting the application,
 - d) list of documents required from the applicant.
8. The Announcing Authority shall appoint a Selection Committee (hereinafter referred to as the "Committee") no later than by the end of the deadline for submitting applications to the Selection Procedure.
9. For academic staff defined in Article 1, Paragraph 2, Letter a), the Committee must have at least five members, of whom at least two members are not members of the UMPRUM academic community. The Committee always has an odd number of members. The Academic Senate is entitled to nominate its representative to participate in the Committee meetings with an advisory vote.
10. For academic staff defined in Article 1, Paragraph 2, Letter b), the Committee must have at least 3 members. In addition to academic staff, other UMPRUM staff or other persons may be members of the Committee. The Committee always has an odd number of members. The Academic Senate is entitled to nominate its representative to participate in the Committee meetings with an advisory vote.
11. If the Selection Procedure is announced only for the position of the Studio Director Assistant, the Rector may decide on direct selection of the Assistant upon proposal of the Director of the given studio. Otherwise, the Committee is composed in the same way as for academic staff defined in Article 1(2)(b).
12. The first meeting of the Committee shall be convened by the Announcing Authority, who may participate in the meeting. The Chair of the Committee appointed by the Rector convenes any further meetings of the Committee to ensure compliance with the Selection Procedure deadlines. The Committee meeting is chaired by the Chair of the Committee or a Committee member authorised by them. The Committee has a quorum when more than half of all its members are present. The resolution of the Committee is adopted once a majority of the members present have voted in favour of it. Each member of the Committee has one vote.
13. The Committee shall examine all received applications of candidates, particularly with regard to their completeness, formal correctness and fulfilment of qualification requirements. Incomplete or formally incorrect applications, or applications from candidates who do not meet the qualification or other required prerequisites, shall be immediately eliminated from the Selection Procedure by the Committee, and the Announcing Authority shall be notified of this fact. Unless the Announcing Authority decides, based on their reasoned decision, that the application shall not be eliminated, they shall notify the applicant that their application has been eliminated from the Selection Procedure and return the documents submitted by the applicant.
14. Applications for the Selection Procedure received after the specified deadline shall not be considered. The deadline for submitting an application

for the Selection Procedure shall be deemed to have been met if the application is demonstrably delivered to UMPRUM at the location specified in the Selection Procedure notice.

15. The Committee shall objectively evaluate the candidate's qualifications for the position to be filled, particularly with regard to the candidate's previous creative activities, results of their professional work, published works, research reports, studies, textbooks, implemented works and previous pedagogical experience. When assessing the applicant's eligibility, the Selection Committee may request the applicant to submit documents or evidence other than those required in the announcement of the Selection Procedure.
16. The Committee organises and conducts personal interviews with invited applicants, or public lectures by applicants, in order to verify their pedagogical abilities. The Committee is obliged to inform the Announcing Authority of these sufficiently in advance so that the Announcing Authority can participate in them.
17. For academic staff defined in Article 1(2)(b), the Committee may decide whether the Selection Procedure for academic staff will be conducted with or without the personal attendance of the applicant.
18. Based on the evaluation results, the Committee will recommend one or more suitable applicants to the Announcing Authority. If the Announcing Authority decides to accept an applicant other than the recommended one, they must justify this in their decision. The Announcing Authority shall inform the other applicants that they were not recommended and, at the same time, their submitted documents will be returned to them.
19. The Committee shall prepare a record of its proceedings and their outcome. The record also includes the ranking of applicants along with justification. It is the duty of the Chair of the Committee to acquaint the other members of the Committee with the minutes. If any of them has objections to the course of the Selection Procedure or its outcome, they shall immediately notify the Chair and attach them to the minutes. The record shall be signed by the Chair of the Committee and handed over to the Announcing Authority.
20. The Committee may also conclude its proceedings by determining that some or all applicants are not suitable for the position in question. This conclusion and its reasoning are part of the record.
21. The meeting of the Committee is closed, and its members are bound by confidentiality.

Article 3

Decision of the Announcing Authority

22. The Announcing Authority shall inform the applicant whether they are accepted or not based on the Selection Procedure.
23. The decision stating that the Selection Procedure has been concluded by selecting an applicant, or that no applicant has been selected, shall also be published by the Announcing Authority in the public section of the UMPRUM website within 30 days of the date of issuing the decision.
24. If there is no suitable applicant, the Announcing Authority shall decide on repeating the Selection Procedure.
25. The total duration of the selection procedure shall not exceed 4 calendar months from the publication of the notice of the Selection Procedure pursuant to Article 2(2). This period may be extended based on a justified

decision of the Announcing Authority if it is in the important interest of UMPRUM.

Article 4
Final Provisions

26. The Selection Procedure according to these rules is administratively managed by the HR Department of UMPRUM.
27. The Selection Procedure Code for Filling Academic Staff Positions at UMPRUM, registered by the Ministry of Education, Youth and Sports on 18 November 2018 under ref. no. MSMT-37507/2018, are hereby repealed.
28. Selection Procedures initiated before the effective date of these regulations shall be completed in accordance with the Internal Regulation under which they were initiated.
29. This regulation was approved by the Academic Senate of UMPRUM on 19 March 2020.
30. This regulation comes into effect pursuant to Section 36(4) of the Act on the date of its registration by the Ministry.
31. This regulation shall enter into force on the date of its registration by the ministry.

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Rector