

On 7 March 2017, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Tender Regulations of the Czech University of Life Sciences Prague under no. MSMT-5788/2017.

.....
Mgr. Karolína Gondková
Director of the Higher Educational Institutions Section



TENDER REGULATIONS
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 7 MARCH 2017

UNOFFICIAL TRANSLATION

This internal regulation was published on 9 March 2017 on the public part of the CULS website.

Tender Regulations of the Czech University of Life Sciences Prague dated 7 March 2017

Article 1 Introductory Provisions

(1) The Tender Regulations of the Czech University of Life Sciences Prague (hereinafter the “Regulations”) are an internal regulation of the Czech University of Life Sciences Prague (hereinafter “CULS”) pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended, (hereinafter the “Act”), and set out the details of the procedure during a tender on filling of job positions of CULS academic staff pursuant to Section 77 of the Act, and on filling of job positions of other CULS employees.

(2) The following job positions are principally filled at CULS via a tender:

- a) Academic staff ¹⁾;
- b) Graduates of the doctoral programme of study included in the academic job position of “scientific, research and development employee”, with the establishment of employment within three years from the completion of studies in the respective doctoral programme;
- c) Bursar;
- d) Faculty Secretaries;
- e) Director of a university institution;
- f) Secretary of a university institution;
- g) Senior staff managing other worksites specified in the Statute of the Czech University of Life Sciences Prague (hereinafter the “other worksites”);
- h) Director of the University Farm;
- i) Director of the University Forest Enterprise;
- j) Heads of Departments;
- k) Other senior staff based on the rector’s decision.

(3) A tender may be waived in the event of repeated negotiation on employment with an academic employee, if this is about the occupation of his or her current post.

(4) In accordance with Section 77, paragraph 1 of the Act, a tender shall not be carried out when filling the post of extraordinary professor, if such a job position is established at CULS; the procedure for filling the post of extraordinary professor is set out by the Extraordinary and

¹⁾ Pursuant to Section 70, paragraph 1 of the Act, academic staff are those professors, associate professors, special professors, professional assistants, assistants, lecturers and scientific, research and development staff who are employees of CULS that carry out teaching, scientific, research and development, innovation or artistic or other creative activities as part of their employment according to the agreed type of work.

Visiting Professor Statute of the Czech University of Life Sciences Prague as an internal regulation of CULS.

(5) In accordance with Section 77, paragraph 1 of the Act, a tender may be waived when filling the job position of the academic employee mentioned in paragraph 2, letter b), when negotiating the duration of employment for a maximum period of three years.

(6) In accordance with Section 77, paragraph 1 of the Act, a tender may be waived when filling the job position of the “scientific, research and development academic employee”, whose salary is financed from a project or grant financed from CULS revenues pursuant to Section 18, paragraph 2, letter f) of the Act, or from CULS revenues other than contributions pursuant to Section 18, paragraph 2, letter a) of the Act, or grants pursuant to Section 18, paragraph 2, letter c) of the Act, and this applies for negotiating the duration of employment for a maximum period of three years.

(7) An announcement of a tender for filling academic staff job positions is at least published on the public part of the CULS website at least 30 days before the end of the period for submitting applications.

(8) An announcement of a tender for filling other job positions is published on the basis of the requirements of the person authorized to announce the tender, and it is at least published on the public part of the CULS website.

(9) The tender announcement contains:

- a) Designation of the worksite where the job position will be filled (hereinafter the “relevant worksite”);
- b) Designation of the place (places) of work;
- c) Expected date of beginning of work;
- d) Designation of the job position (determination of the agreed type of work);
- e) Determination the field of teaching for academic staff;
- f) Qualification requirements for the relevant job position in accordance with the Internal Salary Regulation of the Czech University of Life Sciences Prague;
- g) Required experience and the length thereof;
- h) Required expectations for holding the filled job position, competences;
- i) Place, deadline and method for submitting applications;
- j) List of required annexes to an application.

(10) The applicant shall be obliged to attach the following annexes to the tender application:

- a) Structured CV (basic personal data, overview of education, professional experience, overview of teaching experience, other knowledge, abilities and skills, or membership in professional organizations);
- b) overview of publication activities for academic staff;
- c) copies of documents on completion of education, scientific-teaching titles, scientific ranks and academic titles;
- d) other documents according to the person authorized to announce a tender.

Article 2

Tender for Filling the Job Position of Professor and Associate Professor

(1) A tender for filling the job position of professor or associate professor at the relevant faculty shall be announced by its dean upon the proposal of the department head. A tender for filling the job position of professor or associate professor at a university institution or other worksites shall be announced by the rector upon the proposal of the director of the university institution or head employee of a different worksite. If a dean intends to take part in a tender as an applicant, the tender shall be announced by the rector.

(2) The Academic Senate of the Czech University of Life Sciences Prague (hereinafter “AS CULS”), or the academic senate of the relevant faculty, delegate representatives to the tender committees (hereinafter the “committees”) in accordance with paragraphs 5 and 6.

(3) A committee at a relevant faculty is established by its dean. A committee at a university institution and other worksites is established by the rector. If a dean takes part in a tender as an applicant, the committee shall be established by the rector.

(4) The committee at the relevant faculty shall be chaired by its dean or vice dean authorized by the dean, by a vice rector authorized by the rector at a university institution and other worksites, or by the director of a university institution or his or her authorized representative of the director, or a senior employee that manages a different worksite, or his or her authorized employee of a different worksite. If the dean, director of university institution or senior employee managing a different worksite takes part in a tender as an applicant, the committee shall always be chaired the vice rector authorized by the rector or vice dean of the relevant faculty authorized by the dean.

(5) The members of committees at the relevant faculties are:

- a) Committee chairman;
- b) Head of the relevant worksite or his or her authorized employee of the relevant worksite;
- c) Professor or associate professor – recognized expert from another university or other scientific institution;
- d) Member of the academic senate of the relevant faculty.

A committee may include the following:

- a) Dean the relevant faculty;
- b) Other recognized expert from another scientific institution.

(6) Members of committee’s university institution and other worksites are:

- a) Committee chairman;
- b) Head of the relevant worksite or his or her authorized employee of the relevant worksite;
- c) Professor or associate professor – recognized expert from another university or other scientific institution;
- d) Member of AS CULS.

A committee may include the following:

- a) Director of a university institution or senior employee managing a different worksite;
- b) Recognized expert from another scientific institution.

(7) Within two weeks after the end of the deadline for submitting applications, the committee will do an overall evaluation of the submitted applications and disqualify the applications of the applicants who do not meet the conditions announced in the tender. Applicants whose applications were disqualified will be informed in writing about being disqualified by the Department of Human Resource Management of the Rectorate on the basis of a written decision of the committee with reasoning for disqualifying the applicant. If no applications are submitted during the tender, or if a committee disqualified all of the applications, the committee shall propose to repeat or cancel the tender to the person authorized to announce the tender pursuant to paragraph 1.

(8) Applicants who were not disqualified pursuant to paragraph 7 shall be included by the committee in the next stage of the tender. The tender may occur in several stages based on the decision of the committee chairman and upon consultation with the person authorized to announce the tender pursuant to paragraph 1. If an applicant fails to cooperate during any part of the tender, this shall constitute a reason for his or her disqualification from the tender. The applicant shall be informed about such disqualification by the Department of Human Resource Management of the Rectorate.

(9) The committee shall evaluate the results achieved by the applicants in all of the stages of the tender and shall take into account the documents attached to the tender application. On the basis of an overall evaluation, through a secret vote, the committee shall set the order of applicants according to rules agreed to in advance.

(10) The chairman of the committee shall submit the record containing the order of the applicants proposed for filling the job position and signed by all of the present members of the committee and person authorized to announce the tender pursuant to paragraph 1 to the Department of Human Resource Management of the Rectorate at the latest within six weeks after the end of the deadline for submitting applications. The Department of Human Resource Management of the Rectorate shall immediately ensure that this record is submitted to the person authorized to announce the tender pursuant to paragraph 1.

(11) Through his or her statement in the record from the tender, the person authorized to announce the tender pursuant to paragraph 1 shall approve or not approve acceptance of any of the proposed applicants for employment within 14 days from the date the record from the tender is received; if, pursuant to paragraph 1, the person authorized to announce the tender does not find any of the proposed applicants to be suitable for being hired, he or she shall make a decision via a statement in the record from the tender about repeating or cancelling the tender.

(12) The Department of Human Resource Management of the Rectorate shall take over the record from the tender from the person authorized to announce the tender pursuant to paragraph 1, and the Department shall inform the applicants who were not disqualified about the results of the tender, and pursuant to paragraph 1, together with the person authorized to announce the tender, they shall take steps to hire the selected applicant in accordance with the relevant CULS internal regulation.

Article 3
Tender for Filling the Job Positions of Other Academic Staff

(1) A tender for filling the job positions of other academic staff at a relevant faculty shall be announced by the dean of the faculty, by the director at a university institution, and by the rector at other worksites upon the proposal of a senior employee managing a different worksite. If the dean or director of a university institution intends to take part in the tender as an applicant, the rector shall announce the tender.

(2) A committee at a relevant faculty is established by its dean, by the director at a university institution and by the rector at other worksites. If the dean or director of a university institution takes part in a tender as an applicant, the rector shall establish the committee.

(3) The committee at the relevant faculty shall be chaired by its dean or vice dean authorized by the dean, by the director or his or her authorized representative at a university institution, by the vice rector or senior employee managing a different worksite authorized by the rector at other worksite, or their authorized employee of a different worksite. If the dean, director of university institution or senior employee managing a different worksite takes part in a tender as an applicant, the committee shall always be chaired by the vice rector authorized by the rector, or by the vice dean of the relevant faculty authorized by the dean, or representative of director authorized by the director of a university institution.

(4) The committee members are:

- a) Committee chairman;
- b) Head of the relevant worksite or their authorized employee of the relevant worksite;
- c) A member of AS CULS or a member of the academic senate of the relevant faculty.

A committee may include a secretary of the relevant faculty, secretary of a university institution or of a different worksite, or other expert.

(5) Article 2, paragraphs 7 to 9 reasonably apply to the activities of a committee.

(6) The chairman of the committee shall submit the record containing the order of the applicants proposed for filling the job position and signed by all of the present members of the committee to the Department of Human Resource Management of the Rectorate at the latest within six weeks after the end of the deadline for submitting applications. The Department of Human Resource Management of the Rectorate shall immediately ensure that this record is submitted to the person authorized to announce the tender pursuant to paragraph 1.

(7) Through his or her statement in the record from the tender, the person authorized to announce the tender pursuant to paragraph 1 shall approve or not approve acceptance of any of the proposed applicants for employment within 14 days from the date the record from the tender is received; if, pursuant to paragraph 1, the person authorized to announce the tender does not find any of the proposed applicants to be suitable for being hired, he or she shall make a decision via a statement in the record from the tender about repeating or cancelling the tender.

(8) The Department of Human Resource Management of the Rectorate shall take over the record from the tender from the person authorized to announce the tender pursuant to paragraph 1, and the Department shall inform the applicants who were not disqualified about the results of the tender, and pursuant to paragraph 1, together with the person authorized to announce the tender, they shall take steps to hire the selected applicant in accordance with the relevant CULS internal regulation.

Article 4
Tender for filling the Job Position of Department Head

- (1) A tender for filling the job position of Department Head shall be announced by the dean of the department or director of a university institution. If the dean or director of a university institution intends to take part in the tender as an applicant, the rector shall announce the tender.
- (2) Tenders for filling the job positions of Heads of Departments of the relevant faculty or university institution must always be announced at the latest within six months from the date of the appointment of the relevant dean or director of a university institution.
- (3) A committee is established by the dean of a relevant faculty, or by a director at a university institution. If the dean or director of a university institution takes part in a tender as an applicant, the rector shall establish the committee.
- (4) The committee at a faculty shall be chaired by the dean of the faculty or his or her authorized vice dean, and by the director or a representative authorized by the director at a university institution. If the dean or director of a university institution takes part in a tender as an applicant, the committee shall be chaired by the vice rector authorized by the rector.
- (5) The committee members are:
 - a) Committee chairman;
 - b) Academic employee from the relevant worksite;
 - c) Relevant expert from another university or other scientific institution;
 - d) Member of AS CULS, or member of faculty academic senate;
 - e) Secretary of a faculty or university institution.
- (6) Article 2, paragraphs 7 to 9 reasonably apply to the activities of a committee.
- (7) The chairman of the committee shall submit the record containing the order of the applicants proposed for filling the job position and signed by all of the present members of the committee to the Department of Human Resource Management of the Rectorate at the latest within six weeks after the end of the deadline for submitting applications. The Department of Human Resource Management of the Rectorate shall immediately ensure that this record is submitted to the person authorized to announce the tender pursuant to paragraph 1.
- (8) Through his or her statement in the record from the tender, the person authorized to announce the tender pursuant to paragraph 1 shall approve or not approve acceptance of any of the proposed applicants for employment within 14 days from the date the record from the tender is received; if, pursuant to paragraph 1, the person authorized to announce the tender does not find any of the proposed applicants to be suitable for being hired, he or she shall make a decision via a statement in the record from the tender about repeating or cancelling the tender.
- (9) The Department of Human Resource Management of the Rectorate shall take over the record from the tender from the person authorized to announce the tender pursuant to paragraph 1, and the Department shall inform the applicants who were not disqualified about the results of the tender, and pursuant to paragraph 1, together with the person authorized to announce the tender, they shall take steps to hire the selected applicant in accordance with the relevant CULS internal regulation.
- (10) The tender for filling the job position of Department Head is also a tender for filling the corresponding job position of academic employee.

Article 5
Tender for filling the Job Positions of other Employees

- (1) The rector announces a tender for filling the job positions of bursar, director of a university institution, senior employee managing a different worksite, director of the university farm and director of the university forest enterprise.
- (2) The tender for filling the job position of faculty secretary or filling the job positions of heads of other worksites and institutions and institutions of a relevant faculty are announced by their dean. The tender for filling the job position of secretary of a university institution is announced by its director.
- (3) Filling of other job positions which are not academic staff job positions, and which are not specified in paragraphs 1 and 2, is the responsibility of the rector, bursar, dean, director of a university institution and the senior employee managing a different worksite, pursuant to their powers in the labour relationships set out by the Statute of the Czech University of Life Sciences Prague in accordance with the law.
- (4) The composition of a committee shall be determined by an independent decision of the rector, dean or director of a university institution for each tender announced pursuant to paragraphs 1 and 2.
- (5) Article 2, paragraphs 7 to 9 reasonably apply to the activities of a committee.
- (6) The chairman of the committee shall submit the record containing the order of the applicants proposed for filling the job position and signed by all of the present members of the committee to the Department of Human Resource Management of the Rectorate at the latest within six weeks after the end of the deadline for submitting applications. The Department of Human Resource Management of the Rectorate shall immediately ensure that this record is submitted to the person authorized to announce the tender pursuant to paragraphs 1 and 2.
- (7) Pursuant to paragraphs 1 and 2, the committee may propose several applicants to the authorized person for a final interview.
- (8) Pursuant to paragraphs 1 and 2, after a final interview, in his or her statement in the record from the tender, the person authorized to announce the tender shall approve or not approve acceptance of any of the proposed applicants for employment within 14 days from the date the record from the tender is received; if, pursuant to paragraphs 1 and 2, the person authorized to announce the tender does not find any of the proposed applicants to be suitable for being hired, he or she shall make a decision via a statement in the record from the tender about repeating or cancelling the tender.
- (9) The Department of Human Resource Management of the Rectorate shall take over the record from the tender from the person authorized to announce the tender pursuant to paragraphs 1 and 2, and the Department shall inform the applicants who were not disqualified about the results of the tender, and pursuant to paragraphs 1 and 2, together with the person authorized to announce the tender, they shall take steps to hire the selected applicant in accordance with the relevant CULS internal regulation.

Article 6
Cancellation of an announced Tender that has not yet been completed

(1) In the event of changes in conditions under which a tender was announced, in particular due to organizational changes, operational reasons, staff changes, changes in the structure and number of employees, the authorized person may cancel a tender if the tender had not yet been completed. The chairman of the relevant committee shall submit written information, along with reasons for which the tender was cancelled, to the Department of Human Resource Management of the Rectorate.

(2) The Department of Human Resource Management of the Rectorate shall inform in writing the applicants who have applied for the tender within the announced time period about the tender being cancelled, and the reasons for which it was cancelled.

Article 7
Special Provisions

Another labour action leading to the creation of employment or change to an existing employee's employment shall also be considered being hired for employment pursuant to these regulations.

Article 8
Temporary Provisions

Tenders initiated before the date of effect of these regulations shall be completed pursuant to the existing tender regulations.

Article 9
Closing Provisions

(1) The Tender Regulations of the Czech University of Life Sciences Prague registered by the Ministry of Education, Youth and Sports on 25 October 2012 under no. MSMT-45585/2012-30, are cancelled.

(2) These regulations were approved pursuant to Section 9, paragraph 1, letter b) of the Act by AS CULS on 2 March 2017.

(3) These regulations shall become valid pursuant to Section 36, paragraph 4 of the Act on the date of registration by the Ministry of Education, Youth and Sports.

(4) These regulations shall become effective on the date they are published in the public part of the CULS website.

Prof. Ing. Jiří Balík, CSc., dr. h. c., in his own hand
Rector