



Principles of the Selection Procedure

**to Fill the Positions of University Teachers, Researchers, the
Functional Positions of Professors and Associate Professors,
and the Positions of Senior Staff
at Pavol Jozef Šafárik University in Košice**

February 2025

Article I

Recitals

1. The Academic Senate of Pavol Jozef Šafárik University in Košice (the “Academic Senate of UPJŠ”) in accordance with the provisions of Section 9(1)(a)(1) and the provisions of Section 15(1)(d) of Act No. 131/2002 on Higher Education Institutions and on Amendments to Certain Acts, as amended (the “Higher Education Act”), approved at its meeting on 27 February 2025 the following Principles of the Selection Procedure to Fill the Positions of University Teachers, Researchers, the Functional Positions of Professors and Associate Professors, and the Positions of Senior Staff at Pavol Jozef Šafárik University in Košice (the “Principles of the Selection Procedure” or the “Principles”). The Principles of the Selection Procedure as an internal regulation of Pavol Jozef Šafárik University in Košice (“UPJŠ” or the “University”) are developed in accordance with the provisions of Section 15(1)(d) of the Higher Education Act.
2. These Principles regulate the manner and course of the selection procedure for filling the positions of university teachers, researchers, the functional positions of professors and associate professors, and the positions (functions) of senior staff of the University. Positions are filled dependent on the approved number and structure of positions at UPJŠ in accordance with the provision of Section 15(2)(b) of the Higher Education Act and in accordance with the provisions of Article 29(1)(e) and Article 53(2) of the Statute of Pavol Jozef Šafárik University in Košice (the “Statute”).
3. The selection procedure at the University fills the positions of university teachers, researchers, and senior staff of the University specified in the Work Regulations of Pavol Jozef Šafárik University in Košice, (the “Work Regulations of UPJŠ in Košice”) Article III, Part B) point 2. The selection procedure also fills the positions of employees and senior staff of faculties specified in the Work Regulations of UPJŠ in Košice, Article III, Part C) point 2.
4. For the purpose of applying the provisions of these Principles, the University and the faculties of the University are in the position of a higher education institution or employer in relation to the respective positions and functional positions assigned to the faculty in accordance with the provision of Article 1(2) of the Work Regulations of UPJŠ in Košice.

Article II

Selection Procedure

1. The selection procedure verifies the fulfilment of the set criteria, requirements and other prerequisites set by the University for filling the position or functional position to be satisfied by the candidate for a position or function for which the employer has announced the selection procedure.
2. In the preparation and implementation of selection procedures, the employer takes into account the application of the OTM-R policy (open-transparent-merit-based recruitment), with an emphasis on the following areas:
 - a) Publication of the vacancy
 - b) Selection and evaluation of candidates
 - c) Evaluation of the selection procedure
3. The Principles of the Selection Procedure, following the provisions of Article II, point 2 hereof, are based on the following principles:
 - a) Openness. The publication of a call for job vacancies is transparent, provides as brief and clear information as possible about the job position, conditions, and selection

method, and is accessible to the widest possible range of applicants. The information is published in the Slovak language or in a foreign language on suitable portals according to the nature of the position being filled and the requirements for the range of applicants to obtain the most suitable candidates. It can be published within the EURAXESS portal for research organizations, on employment portals in Slovakia or abroad, or in a periodical newspaper with local or national coverage. For more information it is possible to attach links to the lists of jobs that contain comprehensive information, to lists of research programs, characteristics of workplaces, etc.

- b) Transparency. The selection procedure and evaluation method are clear and understandable, and information is made available to all candidates when the selection procedure is published. The university's own employees are not privileged in access to information.
 - c) Merit based evaluation of the degree of fulfilment of the requirements and criteria for filling the position, evaluation of the results achieved and the expected contribution of each candidate individually. The process of establishing selection committees is clearly defined, the conditions for the appointment of members of selection committees are observed.
 - d) Equal opportunities and non-discrimination. The principles of equal opportunities in access to jobs and participation in selection procedures are respected.
 - e) Gender balance. For all positions, gender-independent texts of the announcement of selection procedures are published. The principle of non-discrimination on the grounds of sex, race, ethnic origin, religion, belief, disability, age or sexual orientation is also observed in scientific research activities.
 - f) Efficiency. The selection procedure takes into account the minimization of the administrative burden on the part of the employer, the selection committee, and the candidates. The possibilities of electronic communication and electronic forms of documents are used.
 - g) Protection of candidates' rights in selection procedures. Candidates are informed of the method and procedure for protecting their rights in the selection procedure. This Policy is without prejudice to the protection of rights arising from generally applicable legal regulations or internal regulations of the employer.
- 4. In the selection procedure, the employer is obliged to comply with the principle of equal treatment in employment relationships laid down in Act No. 365/2004 on Equal Treatment in Certain Areas and on Protection against Discrimination and on Amendments to Certain Acts, as amended (the "Anti-Discrimination Act"). In accordance with the principle of equal treatment, discrimination on the grounds of marital or family status, colour of skin, language, political or other opinion, trade union activity, national or social origin, property, gender or other status is also prohibited.
 - 5. Section 77 of the Higher Education Act applies to selection procedures to fill the positions of university teachers, researchers, the functional positions of professors and associate professors.
 - 6. The selection procedure to fill the functional position of professor or the functional position of associate professor is also a selection procedure to fill the position of a university teacher.
 - 7. In accordance with the provisions of Section 77 (12) of the Higher Education Act and in accordance with the internal regulations of the University, the selection procedure **does not apply** to:
 - filling the positions of university teachers recruited for a maximum period of one year on a part-time basis,

- filling positions of researchers recruited for a period of up to one year on a part-time basis;
 - filling the positions of researchers whose salary costs are fully covered from funds intended for specific projects, from funds obtained from business activities and from other earmarked funds,
 - concluding agreements on work performed outside the employment relationship.
8. Selection procedures to fill the positions of senior staff members are subject to Section 5 of Act No. 552/2003 on the Performance of Work in the Public Interest, as amended (the "Act on the Performance of Work in the Public Interest").
 9. Positions (functions) of senior staff who, on the basis of a contract on the establishment of a specialized teaching facility and practical training of University students, simultaneously enter into an employment relationship in a specialized medical teaching facility in the position of a senior staff member with an employer where a specialized teaching facility is established, are filled on the basis of a selection procedure conducted in accordance with the bilateral contract on the establishment of the specialized teaching facility and practical training of students of the University (the "Contract"). The method of the selection procedure is determined by the Contract, which in the part concerning the filling of the positions of heads is an internal regulation of UPJŠ according to Section 15(1) (d) of the Higher Education Act and is subject to approval by the Academic Senate of UPJŠ.
 10. Each bilateral contract under point 9 of this Article is subject to approval by the Academic Senate of UPJŠ before its conclusion.

Article III

Announcement of the Selection Procedure

1. The selection procedure is announced, carried out, and cancelled by the Rector or the Dean of the faculty in the case of a position or functional position assigned to the faculty (the "announcer")
 - *when filling the positions of university teachers and when filling the functional positions of professors and associate professors*
the University publishes the announcement of the selection procedure on the website designated by the Ministry of Education and on the University's official notice board or the official notice board of the faculty if the position or function is assigned to the faculty. The requirements for filling the position of a university teacher and for filling the functional position of associate professor or the functional position of professor in the field of pedagogical activities and in creative activities will be specified by the announcer in the notice of the announcement of the selection procedure and are also used to verify fulfilment thereof. Information on the announcement of the selection procedure may also be published in the local or national daily press.
 - *when filling the positions of senior staff of the University or the faculty*, the announcement of the selection procedure is published on the website and on the official notice board of the University or faculty that announced the selection procedure. Information about the announcement of the selection procedure may also be published in the local or national daily press.
 - *when filling the positions of researchers*, the announcement of the selection procedure is published on the website and on the official notice board of the University or faculty that announced the selection procedure. Information on the announcement of the selection procedure may also be published in the local or national daily press.

2. The announcement of the selection procedure may be published by the announcer on the EURAXESS portal, professional periodicals, and also on employment portals in the Slovak Republic or abroad.
3. The selection procedure is announced at least three weeks before its start. The date of publication of the notice of selection procedure is the day on which it is announced.
4. The notice of selection procedure contains in particular the following:
 - a) **the name of the employer and its registered office**, i.e. the name and registered office of the University, the designation and registered office of the part of the University announcing the selection procedure;
 - b) **the designation of the position, functional position, or function** to be filled via the selection procedure;
 - c) **the qualifications and specific qualifications** required for the position or function;
 - d) **general criteria for filling the functional positions of professors and associate professors and specific conditions for filling the functional positions of professors** in the case of functional positions of professors and associate professors at the faculty (issued by the University or the relevant faculty in accordance with the provision of Section 15(1) (n) of the Higher Education Act);
 - e) **requirements for filling the position of university teacher** in the areas of pedagogical activities and creative activities;
 - f) **other criteria** determined by the internal regulation of the University or the relevant faculty;
 - g) **a list of required documents**, proving in particular the fulfilment of qualification requirements, professional experience, acquired experience, and integrity;
 - h) **the expected date of commencement of the position/functional position and, where applicable, the duration of the role**;
 - i) **the place to submit the application and the deadline for accepting the application for participation in the selection procedure**.
5. The notice of the announcement of the selection procedure may contain references to the organizational structure of the workplaces of the affected vacancies, to lists of related research programs, projects, etc.
6. A scientific-pedagogical degree or an artistic-pedagogical degree may not be a condition in the selection procedure for filling the functional position of professor or the functional position of associate professor.
7. The qualification prerequisite for filling the functional position of professor is the fulfilment of the criteria for obtaining the title of Professor issued by the University or the relevant faculty; compliance with the conditions under Section 76(4) and (6)(a) of the Higher Education Act is not required. The qualification prerequisite for filling the functional position of associate professor is the fulfilment of the criteria for obtaining the title of Associate Professor issued by the University or the relevant faculty; compliance with the conditions under Section 76(3)(b) and (5)(a) of the Higher Education Act is not required. The qualification prerequisite for filling the functional position of professor and the functional position of associate professor is also the fulfilment of the general criteria for filling the functional positions of professors and associate professors and the specific conditions for filling the functional positions of professors of the University or the relevant faculty.
8. The announcer has the right to cancel the selection procedure with a reason at any time during the process from the announcement of the selection procedure to the announcement of the result.

Article IV
Selection Committee
to Fill the Functional Positions of Associate Professor or Professor

1. The selection committee for the selection procedure to fill the functional position of associate professor or the functional position of professor has five members.
2. Members are appointed for the individual programmes of study corresponding to the positions to be filled as follows:

For the selection procedure announced by the Rector

- a member appointed by the Rector - teaches in the functional position of associate professor or in the functional position of professor, in the case of a selection procedure to fill the functional position of associate professor, or in the functional position of professor, in the case of a selection procedure to fill the functional position of professor,
- a member appointed by the Rector - teaches in the functional position of associate professor or in the functional position of professor, in the case of a selection procedure to fill the functional position of associate professor, or in the functional position of professor, in the case of a selection procedure to fill the functional position of professor,
- a member appointed by the Rector,
- a member appointed by the Rector; the Rector appoints the members of the selection committee in such a way that at least one of them is not an employee of the relevant higher education institution,
- a member appointed by the Rector, where the member is decided by the employee representative.

For the selection procedure announced by the Dean

- a member appointed by the Rector - teaches in the functional position of associate professor or in the functional position of professor, in the case of a selection procedure to fill the functional position of associate professor, or in the functional position of professor, in the case of a selection procedure to fill the functional position of professor,
 - a member appointed by the Rector; the Rector appoints the members of the selection committee in such a way that at least one of them is not an employee of the relevant higher education institution,
 - a member appointed by the Dean – teaches in the functional position of associate professor or in the functional position of professor in the case of a selection procedure to fill the functional position of associate professor, or in the functional position of professor in the case of a selection procedure to fill the functional position of professor,
 - a member appointed by the Dean;
 - a member appointed by the Dean, where the member is appointed by the employee representative.
3. The list of vacant functional positions of associate professors and the functional positions of professors is prepared and submitted by the announcer to the Rector together with the application for the appointment of members of the selection committees. The members of the selection committees and, if applicable, their substitutes are appointed by the Rector within 30 days of receipt of the application. The appointment of members of selection committees may be issued for one or a group of selection procedures for individual programmes of the positions to be filled and may be valid for all selection procedures for the functional positions to be filled in the relevant study programme within the period

specified at the time of appointment. The Rector or the Dean have the right to cancel their appointment of members of selection committees and their substitutes at any time, stating a reason and with the obligation to appoint new members without delay.

4. A student representative designated by the student part of the Academic Senate of UPJŠ or the relevant faculty also participates in the selection procedure. The student representative is determined according to the following procedure: the announcer submits a list of the vacant functional positions of associate professors and the functional positions of professors to the Chairperson of the Academic Senate of UPJŠ or the relevant faculty together with a request for the appointment of student representatives from the student part of the relevant Academic Senate of UPJŠ, including the definition of the validity period. The Chairperson of the Academic Senate of UPJŠ notifies the opinion of the student part to the announcer, as a rule, within 30 days of receiving the application. The student part of the Academic Senate of UPJŠ has the right, through the Chairperson of the Academic Senate of UPJŠ, to cancel the appointment of its representatives and their substitutes at any time, stating a reason and with the obligation to appoint new representatives without delay. The appointment of student representatives may be issued for one or a group of selection procedures for individual programmes of the positions to be filled and may be valid for all selection procedures for the functional positions to be filled in the relevant programme in the period specified at the time of appointment.
5. The selection committee recorder is appointed by a majority of the selection committee members.
6. The committee, from among the appointed members under point 2 of this Article, is established by the Rector or the Dean (if the selection procedure is announced by the faculty), who designates its chairperson. The appointment of the selection committee and the date of the selection procedure shall be communicated in writing to all members of the selection committee.
7. If a member of the committee feels biased, for example due to a close family relationship, a trusted friendly or hostile relationship, or a professional relationship with the participants in the selection procedure, he or she shall notify the Rector or the Dean of this fact immediately after his/her appointment as a member, so that the announcer can appoint another member of the selection committee in his/her place.
8. The processing, administration and organization of the selection procedure is performed by the personnel department of the announcer.
9. The announcer invites candidates who meet the requirements and conditions specified in the notice of announcement of the selection procedure to the selection procedure in writing at least seven days before its commencement. Candidates who do not meet the above conditions are notified of their failure to meet the conditions and the submitted documents are returned to them.

Article V

Selection Committee

to Fill the Positions of University Teachers and Researchers

1. A selection procedure for positions of university teachers and researchers is performed by a selection committee of three, five or seven members.
2. The selection committee is established and its chairperson and members are appointed by the Rector or the Dean (if the selection procedure is announced by the faculty).
3. When creating the committee, the announcer is obliged to pay attention to the high professional level, personal and professional ethical credit and integrity of the committee

members and their ability to competently and comprehensively assess the professional, qualification and personal characteristics of the candidates.

4. The establishment of the selection committee and the date of the selection procedure is announced by the announcer in writing to all members of the selection committee.
5. If a member of the committee feels biased, for example due to a close family relationship, a trusted friendly or hostile relationship, or a professional relationship with the participants in the selection procedure, he or she shall notify the Rector or the Dean of this fact immediately after his/her appointment as a member, so that the announcer can appoint another member of the selection committee in his/her place.
6. The processing, administration and organization of the selection procedure is performed by the personnel department of the announcer.
7. The announcer shall invite candidates who meet the requirements and conditions specified in the notice of announcement of the selection procedure to the selection procedure in writing at least seven days before its commencement. Candidates who do not meet the above conditions are notified of their failure to meet the conditions and submitted documents are returned to them.
8. Selection procedures for the positions of university teachers and researchers are usually held at the University on one date of the year, in June.

Article VI **Selection Committee** **to Fill the Positions of Senior Staff**

1. The selection procedure is carried out by a selection committee consisting of three, five or seven members, including the chairperson of the selection committee. The selection committee is established and its chairperson and members are appointed by the Rector or the Dean (if the selection procedure is announced by the faculty). At least one member of the selection committee in a selection procedure to fill the position of senior staff member shall be appointed in writing by a representative of the employees of the University or the faculty (if the selection procedure is announced by the faculty). Instead of a member of the committee nominated by the employee representative, the Rector or the Dean of the faculty may appoint only the substitute nominated by the employee representative. The representative of the employees of the University or the faculty may nominate a member of the selection committee in the selection procedure to fill the position of the senior staff member and his/her substitute for all selection procedures in the calendar year at the beginning of the calendar year.
2. When creating the committee, the announcer is obliged to pay attention to the high professional level, personal and professional ethical credit and integrity of the committee members and their ability to competently and comprehensively assess the professional, qualification and personal prerequisites of candidates.
3. When announcing the selection procedure for the position of a senior staff member at the University, the announcer is obliged to respect the requirements for the composition of the selection committee set out in Section 5(4) of the Act on the Performance of Work in the Public Interest.
4. If a member of the committee feels biased, for example due to a close family relationship, a trusted friendly or hostile relationship, or a professional relationship with the participants in the selection procedure, he/she shall notify the Rector or the Dean of this fact immediately after his/her appointment as a member, so that the announcer can appoint another member of the selection committee in his/her place.

5. The selection committee invites candidates who meet the requirements and conditions set out in the notice of selection procedure to the selection procedure in writing at least seven days before the selection procedure. Candidates who do not meet the above conditions are notified of their failure to meet the conditions and submitted documents are returned to them.

Article VII

Course and Evaluation of the Selection Procedure

1. The invitation to the selection procedure must contain the date, place, time of the selection procedure and the information about the form and method of the selection procedure. The selection committee may also enable remote participation in the selection procedure, both on the part of the members of the selection committee and candidates.
2. The selection procedure commences no earlier than three weeks after its announcement (publication).
3. The selection committee has a quorum if all its members are present. In order to ensure the quorum of the committee, the announcer shall provide substitute members of the selection committee.
4. The selection procedure to fill the position of university teacher and the selection procedure to fill the functional position of associate professor or the functional position of professor is public. The selection committee evaluates in particular the candidates' pedagogical activities, creative activities and responses to them, and other criteria determined by the internal regulations of the higher education institution.
5. The content of the selection procedure is:
 - a) a personal interview with each candidate;
 - b) a written form of the selection procedure at the discretion of the selection committee;
 - c) evaluation of the personal interview with candidates, submitted documents and other materials, information obtained, or results of the written form of the selection procedure,
 - d) decision on the result of the selection procedure.
6. The selection committee decides on the most suitable candidate by secret ballot. Each member of the committee has one vote. In his/her internal decision-making, each member of the committee shall in particular assess whether the candidate meets the prerequisites in terms of qualifications or specific qualifications, the prerequisites of personal and professional ethical credit and other criteria and requirements that were required when announcing the selection procedure to fill the relevant position or function.
7. When evaluating the quality of candidates on the basis of publication outputs, citations and involvement in projects for a candidate who had a period of maternity or parental leave, this period is not included in the evaluated period.
8. Candidates are listed on the ballot paper in alphabetical order, expressed numerically. When voting, a member of the committee circles the numerical designation of only one candidate to whom he/she gives a vote. In the event of remote participation on the part of one or more members of the selection committee, all members of the committee, including members of the committee participating in person, vote electronically.
9. If the committee decides on one candidate, the candidate is successful if he/she receives an absolute majority of all votes. Achieving less than an absolute majority of all votes means that the candidate has not been selected. The announcer will announce a new selection procedure.
10. In the event that more than one candidate participates in the selection procedure, each member of the committee marks the ballot paper by circling the serial number of only one

candidate whom he/she considers to be the most suitable candidate to fill the position or function. If multiple identical positions are being filled in a selection procedure, each member of the committee circles the appropriate number of serial numbers of the most suitable candidates to fill them.

11. The announcer may combine a selection procedure to fill several positions and launch a joint selection procedure. In a joint selection procedure, the application, voting and evaluation of results take place separately for each position to be filled.
12. If the committee decides on several candidates, after evaluating the vote, it compiles the order of the candidates according to the number of votes received. A candidate who received an absolute majority of votes is successful. A candidate who received the most votes, but not an absolute majority, is again voted on by the selection committee. If several candidates have received the most, but at the same time the same number of votes, the committee votes on them again by repeated voting in such a way that each member of the committee assigns a vote to one candidate only. The candidate who wins an absolute majority of all votes is successful.
13. The selection committee evaluates the outcome of the selection procedure and determines the order of the candidates based on the voting results. The order determined by the selection committee is binding for the announcer.
14. The announcer notifies all candidates in writing of the result of the selection procedure no later than ten days after its completion. Candidates may be informed of the reasons that led to their success in the selection procedure or of the strengths and weaknesses that emerged from the selection procedure following their application.
15. The documents submitted by candidates who have not been selected in the selection procedure to fill the position are returned by the announcer. A candidate who feels aggrieved as a result of non-compliance with the conditions of the selection procedure may assert his/her rights in court.
16. The minutes of the selection procedure are drawn up by the recorder of the selection committee, covering the form of the selection procedure, the method of voting, and its result. In the case of remote participation of one or more members of the selection committee, the content of the minutes is to be approved electronically by all members of the selection committee. The chairperson of the selection committee submits the minutes to the announcer of the selection procedure without undue delay.
17. The **minutes** of the selection procedure for the **position of university teacher, the selection procedure for the functional position of associate professor or the functional position of professor, and the selection procedure for the position of researcher**, are drawn up by the recorder of the selection committee, designated by a majority of its members, setting out, as a general rule, the evaluation criteria, the verbal evaluation of the candidates, the strengths and weaknesses of the candidates, their ranking and the reasons for the result in relation to each candidate.
18. The minutes of the selection procedure are signed by the chairperson of the selection committee and the recorder.
19. For the purpose of **verifying the result of the selection procedure for filling the position of university teacher and the selection procedure for filling the functional position of associate professor or the functional position of professor**, within five working days of the selection procedure, the higher education institution publishes on its website for a period of 90 days:
 - a) a list of members of the selection committee with their first name and surname,
 - b) the data on the selected candidate and unsuccessful candidates to the extent specified in Section 76(9)(a) of the Higher Education Act,
 - c) the name of the study programme in which the selected candidate is to work, and

- d) number of applicants.
20. In accordance with the provisions of Section 5(9) of the Act on the Performance of Work in the Public Interest, a vacant position of a senior staff member may be filled without a selection procedure only until the position is filled after the successful completion of the selection procedure, for a maximum period of six months.

Article VIII

Common and Final provisions

1. These Selection Procedure Principles were approved at the meeting of the Academic Senate of UPJŠ in Košice on 27 February 2025 as an internal regulation of the University and enter into force on 1 March 2025.
2. On the effective date of these Principles, the Principles of the Selection Procedure for Filling the Positions of University Teachers, Researchers, Professors and Associate Professors and the Positions of Senior Staff No. REK00561/2022-UPA/ 2182 approved by the Academic Senate of UPJŠ in Košice on 19 May 2022 are repealed.

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Prof. Jana Kaťuchová, MD, PhD., MBA
Chairperson of the Academic Senate of UPJŠ

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Prof. Daniel Pella, MD, PhD.
Rector of UPJŠ