



## **Principles of Selection Procedure**

**to fill the positions of university teachers, the positions of  
researchers, the positions of professors  
and associate professors and senior staff**

## Art I. Introductory provisions

1. The Academic Senate of the Pavol Jozef Šafárik University in Košice in accordance with the provisions of § 9 par. 1 letter b) ust. § 15 par. 1 letter e) of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts as Amended (hereinafter referred to as the "Higher Education Act") professors and associate professors and the positions of senior employees at Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "Principles of Selection Procedure" or the "Principles"). The principles of the selection procedure as an internal regulation of the Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "UPJŠ" or the "University") are elaborated in accordance with the provisions of § 15 par. 1 letter d) of the Act on Higher Education Institutions and with Act no. 552/2003 Coll. on the performance of work in the public interest, as amended.
2. The principles regulate the manner and course of the selection procedure for filling the positions of university teachers, the positions of researchers, the positions of professors and associate professors and the positions of senior staff of the University. The filling of vacancies is carried out in connection with the approved number and structure of jobs at UPJŠ according to the provisions of § 15 par. 2 letter b) of the Act on Higher Education Institutions and in accordance with the provisions of Art. 23 pt. 1 (a) d) and Art. 39 point 3 of the Statute of UPJŠ in Košice (hereinafter referred to as the "Statute").
3. By the selection procedure at the University are filled the positions of university teachers, researchers and senior staff of the University specified in the Rules of Procedure of UPJŠ in Košice, Art. III. part B) point 2. The selection procedure also includes the posts of employees and heads of faculty employees specified in the UPJŠ Rules of Procedure in Košice, Art. III. Part C) point 2.

## Art II. Selection Procedure

1. The selection procedure shall verify the candidate's abilities and expertise which are necessary and appropriate with the regard to the nature of the duties to be performed by the staff member in the position or function for which the employer is issuing a selection procedure.
2. For the purposes of applying the provisions of the Directive, the faculties of the University pursuant to Art. 1 par. 2 of the Employment Regulations of UPJŠ.
3. In the selection procedure pursuant to Article II, point 1 of these Principles, the employer is obliged to observe the principle of equal treatment in employment relations established by Act no. 365/2004 Coll. on Equal Treatment in Certain Areas and on Protection against Discrimination and on Amendments to Certain Acts, as amended (Anti-Discrimination Act). In accordance with the principle of equal treatment, discrimination on grounds of marital or family status, color, language, political or other opinion, trade union activity, national or social origin, property, gender or other status shall also be prohibited.
4. The selection procedure in accordance with the provisions of § 77 par. 8 and § 79 of the Act on Higher Education Institutions **does not apply** to:
  - filling the positions of university teachers recruited for a maximum of one year for shorter working hours,
  - filling the positions of visiting professors, recruited for a period not exceeding two years,
  - filling the positions of researchers recruited for a maximum of one year for shorter working hours,
  - filling the positions of researchers whose salary costs are fully covered by funds intended for the solution of specific projects, by funds obtained from business activities and from other earmarked funds.

5. Jobs (functions) of senior staff who, on the basis of a contract on the establishment of a specialized teaching facility and practical training of public university students, simultaneously conclude an employment relationship in a specialized medical teaching facility as a senior employee at the employer where a specialized teaching facility is established. on the basis of a selection procedure carried out in accordance with a bilateral agreement on the establishment of a specialized teaching facility and practical training of public university students (hereinafter referred to as the "agreement"). The method of the selection procedure is determined by the contract, which in the part concerning the filling of the positions of the heads is the internal regulation of UPJŠ according to § 15 par. 1 letter d) and is subject to approval by the Academic Senate of UPJŠ.

### **Art III Announcement of the Selection Procedure**

1. The selection procedure is announced by the Rector or the Dean of the Faculty (hereinafter referred to as the "Announcer") within the scope of the powers defined in Article 23 para. 1 letter d) of the Statute:
  - *when filling the positions of university teachers and in filling the 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 its official notice board or the official notice board of the faculty, if it is a job or function assigned to the faculty. Requirements for filling the position of university teacher in the field of pedagogical activity and in the field of creative activity shall be stated by the university in the notice of the announcement of the selection procedure, within which it also verifies their fulfillment. Information on the announcement of the selection procedure may also be published in the periodical daily press with local or national scope.
  - *when filling the positions of senior staff of the University or the Faculty (provisions of Section 14, Paragraph 1 of the Act on Higher Education)*  
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 periodical daily press with local or national scope,
  - *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 periodical daily press with local or national scope.
2. The selection procedure is announced at least three weeks before its start. The day of publication of the call is the day of its announcement.
3. Notice of invitation to selection procedure shall contain in particular the following:
  - a) **the name of the employer and his registered office**, i.e. the name and seat of the University, the designation and registered office of the part of the university announcing the selection procedure;
  - b) **the name of the position or function** to be filled in the competition;
  - c) **qualification prerequisites** (eg according to the provisions of Section 75, Paragraphs 4, 6, 7, 8 of the Act on Higher Education Institutions) **and special qualification prerequisites** (eg specialization in the relevant field) for filling a job or function;

- d) **other criteria and requirements** in relation to the position or function to be filled (eg knowledge of a foreign language, previous experience, etc.);
- e) **a list of required documents** proving in particular the fulfillment of qualification requirements, professional experience, acquired experience and integrity;
- f) **expected date of starting work;**
- g) **place of submission of the application and the last date of acceptance of the application for participation in the selection procedure.**

#### **Art IV Selection Committee**

1. The selection procedure is carried out by a selection committee (hereinafter referred to as "the committee"), which has three, five or seven members, including the chairman of the selection committee. The selection committee is set up and its chairman and members are appointed by the rector or the dean (if the selection procedure is announced by the dean). At least one member of the selection committee shall be appointed in writing by a representative of the University or Faculty staff during the selection procedure for the position (position) of the senior employee (if the selection procedure is announced by the dean). Instead of a member of the commission appointed by the employee representative, the rector or the dean of the faculty may only appoint a deputy appointed by the employee representative. The representative of the employees of the University or the faculty may appoint a member of the selection committee during the selection procedure to fill the position of the senior employee and his deputy for all selection procedures in the calendar year at the beginning of the calendar year.
2. When compiling the committee, the announcer is obliged to pay attention to the high professional level, personal and professional ethical credit and integrity of the members of the commission and their ability to comprehensively assess the professional, qualification and personal prerequisites of candidates.
3. When announcing the selection procedure for the position of a *senior employee* of the University, the announcer is obliged to respect the requirements for the composition of the selection committee stipulated in § 5 par. 4 of the Act on the Performance of Work in the Public Interest.
4. In the selection procedure for the positions of university teachers, the positions of associate professors, professors and the positions of researchers, at least one member of the selection committee must be a recognized expert from the relevant field outside UPJŠ. The selection procedure for the position of professor and associate professor is also a selection procedure for filling the position of university teacher.
5. The Rector and the Dean of the Faculty are not members of the selection committee.
6. If a member of the commission feels biased, e.g. by reason of a close family relationship, a confidential friendly or hostile relationship or a service relationship with the members of the committee, he/she shall notify the Rector or Dean immediately after his appointment so that the announcer may appoint another member of the selection committee instead.
7. Applicants who meet the conditions laid down in Article III. point 3 (a) c), d) and e) of these Principles, the Commission shall invite to a selection procedure at least seven days before its commencement (procedure). Applicants who do not meet the conditions laid down in Article III. point 3 of these Principles, the selection committee will notify the non-compliance and return the submitted documents.
8. The invitation to selection procedure shall contain the date, place, time of the selection procedure and notice of the form of the selection procedure pursuant to Article V, point 1 of these Principles.
9. Selection procedure starts at the earliest three weeks after its announcement (publication).

10. The selection committee is quorate if all its members are present. In order to ensure the quorum of the committee, the announcer will provide alternate members of the selection committee.

## **Art V Conduct and evaluation of the Selection Procedure**

1. The content of the selection procedure is:
  - a) interview in person with each candidate,
  - b) a written form of the selection procedure at the discretion of the selection committee,
  - c) evaluation of the interview with the candidates, the submitted documents and other materials, the information obtained, or the results of the written form of the selection procedure,
  - d) decision on the result of the selection procedure.
2. The selection committee decides on the most suitable candidate by secret ballot. Each member of the committee has one vote. In his internal decision-making, each member of the committee will primarily assess whether the candidate meets the qualification or special qualification prerequisites, prerequisites for personal and professional ethical credit and other criteria and requirements that were required when announcing the competition to fill the relevant job or position.
3. Committee shall vote by secret ballot on each candidate individually. Applicants 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 gives his vote.
4. If the committee decides on one candidate, the candidate will become successful if he obtains an absolute majority of all votes. Achieving less than an absolute majority of all votes means that the candidate did not comply. The announcer will announce a new selection procedure.
5. In the event that more than one candidate participates in the selection procedure, each member of the committee shall mark on the ballot paper by circling the serial number only one candidate whom he/she considers to be the most suitable candidate to fill the position, resp. function.
6. After evaluating the vote, the selection committee will draw up the order of the candidates according to the number of votes obtained. A candidate who has obtained an absolute majority of votes shall be successful. The candidate who received the most votes, but not an absolute majority, shall be re-voted by the selection committee. If several candidates have obtained the most, but at the same time the same number of votes, the committee votes on them once again by repeated voting, so that each member of the committee assigns a vote to only one candidate. The one who obtains an absolute majority of all votes will become successful.
7. The selection committee will evaluate the result of the selection procedure and determine the order of the candidates on the basis of the voting results. The decision of the selection committee is binding for the announcer.
8. The announcer shall notify all candidates in writing of the result of the selection procedure no later than ten days after its end. The announcer will return the submitted documents to the candidates who were not selected to fill the position in the selection procedure. The committee will shred the other submitted documents of the candidates. A candidate who feels harmed as a result of non-compliance with the conditions in the selection procedure may claim his or her rights in court.
9. The selection committee will draw up minutes on the course of the selection procedure, on voting and its result. The minutes of the selection procedure and its outcome shall be signed by all its members. If any of them has reservations about the course of the competition or its outcome, it shall attach them to the signature. Chairman of the selection

committee submits the minutes to the announcer of the selection procedure (rector or dean) without undue delay.

10. If the successful candidate does not fill the position, it is possible to fill the position with the second candidate.
11. In accordance with para. § 5 par. 9 of the Act on the Performance of Work in the Public Interest, the vacancy for a senior staff may be filled without a selection procedure only until the appointment after the successful completion of the selection procedure, for a maximum of six months.

## **Art VI Common and Final provisions**

1. These Principles of the Selection Procedure were approved at the meeting of the Academic Senate of UPJŠ in Košice on 13 December 2018 as an internal regulation of the University and shall enter into force on 01 January 2019.
2. As of the effective date of these Principles, the Principles of the Selection Procedure for the Filling of Jobs for University Teachers, Jobs for Researchers, the Positions of Professors and Associate Professors and the Positions of Senior Staff no. j. REK1161 / 2017 approved by the Academic Senate of UPJŠ on 01. 01. 2018.
3. The faculties and other parts of the University shall bring their internal regulations governing the selection procedures into line with these Principles of the Selection Procedure within two months from the date of their entry into force. Those parts of the internal regulations of the faculties and parts of the University which are in conflict with the provisions of these Principles are invalid after the expiry of this period.

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Chairman of AS UPJŠ

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Rektor of UPJŠ