



Guarantor: Department of Organization and HR, Rectorate of UPJŠ

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## **Principles of the selection process**

**for Filling Posts of University Teachers, Researchers,  
Professors and Associate Professors and Management  
Positions at Pavol Jozef Šafárik University in Košice.**

May 2022

## **Article I.**

### **Recitals**

1. The Academic Senate of Pavol Jozef Šafárik University in Košice, in accordance with the provisions of Section 9(1)(a) and the provisions of Section 15(1)(d) of Act no. 131/2002 on Higher Education and on Amendments and Supplements to Certain Acts, as amended (the "Higher Education Act"), at its meeting on 19.05.2022 approved the following Principles for the Selection Process for Filling Posts of University Teachers, Researchers, Professors and Associate Professors and Management Positions at Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "Selection Principles" or "Principles"). The Selection Principles are prepared as an internal regulation of Pavol Jozef Šafárik University in Košice ("UPJŠ" or the "University") in accordance with Section 15(1)(d) of the Higher Education Act.
2. The principles govern the method and conduct of the selection process for filling posts of university teachers, posts of researchers, posts of professors and associate professors and positions of management employees of the University. The filling of posts is carried out in connection with the approved number and structure of posts at UPJŠ under Section 15(2)(b) of the Higher Education Act and in accordance with Article 23(1)(d) and Article 39(3) of the Statute of UPJŠ in Košice (the "Statute").
3. The selection process is used to fill the posts of university teachers, researchers and management employees of the University specified in the Working Regulations of Pavol Jozef Šafárik University in Košice, (the "Working Regulations of UPJŠ in Košice") Article III.(B)(2). The selection process is also used to fill the post for employees and managers of faculties specified in the Working Regulations of UPJŠ in Košice, Article III.(C)(2).

## **Article II.**

### **Selection Process**

1. The selection process verifies the fulfilment of the set criteria, requirements and other prerequisites set by the University for filling a job or a post that the applicant must fulfil in order to be eligible for the job or position for which the employer announces a selection process.
2. During the selection process under Article II, point 1 of these Principles, the employer is obliged to comply with the principle of equal treatment in employment relations established by Act no. 365/2004 on equal treatment in certain areas and on protection against discrimination and on the amendment of certain acts, as amended (the "Anti-Discrimination Act"). In accordance with the principle of equal treatment, discrimination shall also be prohibited on grounds of marital and family status, colour of skin, language, political or any other opinion, trade union activity, national or social origin, property, birth or other status.
3. Selection processes to fill posts of university teachers, researchers, professors and associate professors are covered by Section 77 of the Higher Education Act.
4. A selection process for filling the post of professor or the post of associate professor is also a selection process for filling the post of university teacher.

5. In accordance with the provisions of Section 77 (13)(a) of the Higher Education Act the selection process is **not applicable** to:
  - filling posts of university teachers recruited for a maximum period of one year on a part-time basis,
  - filling posts of researchers recruited for a maximum period of one year on a part-time basis,
  - filling the posts of III. (researchers whose salary costs are fully covered by funds earmarked for specific projects, funds derived from entrepreneurial activities and other earmarked funds,
  - the conclusion of agreements on work performed outside of an employment relationship.
6. Selection processes for management posts are covered by Section 5 of Act No 552/2003 on the performance of work in the public interest, as amended.
7. Posts (functions) of management employees who, on the basis of a contract for the establishment of a specialised teaching facility and practical training of University students, simultaneously conclude employment in a specialized medical teaching facility in the position of management employee at an employer where the specialized teaching facility is established, are filled on the basis of a selection process conducted in accordance with a bilateral contract on the establishment of the specialised teaching facility, and practical training of students of the University (the "Contract"). The method of the selection process is determined by the Contract, which, in the part concerning the filling of posts of managers, is an internal regulation of UPJŠ under Section 15(1)(d) and is subject to approval by the Academic Senate of UPJŠ.
8. For the purpose of applying the provisions of these Principles, University and also the faculty of the University are in the position of higher education institution or employer under Article 1(2) of the Working Regulations of UPJŠ in relation to the respective jobs and posts classified at the faculty, until the entry into force of the Statute of the UPJŠ in Košice approved under the regulations effective from 25 April 2022.

### Article III Announcement of Selection Process

1. The selection process is announced, carried out and cancelled by the Rector, or the Dean of a faculty if it concerns a job or function at the faculty (the "announcer")
  - *when filling posts of university teachers and when filling posts of professors and associate professors:*

The University publishes the announcement of the selection process on the website designated by the Ministry of Education and on its official notice board or the official notice board of the faculty in the case of a job or function assigned to the faculty. The requirements for filling the post of a university teacher and for filling the post of associate professor or the post of professor regarding pedagogical and creative activities shall be specified by the announcer in the announcement of selection process, within which he also verifies their fulfilment. Information on selection processes may also be published in local or national daily newspapers.
  - *when filling the positions of management employees of the University or Faculty, the announcement of the selection process is published on the website and on the official notice board of the University or Faculty that announced the selection process.* Information about the selection process may also be published in local or national daily newspapers;
  - *when filling research posts, the announcement of the selection process is published on*

*the website and on the official notice board of the university or of the faculty that announced the selection process. Information on selection processes may also be published in local or national daily newspapers.*

2. The selection process shall be announced at least three weeks before the start of the selection process. The date of publication of the announcement of the selection process shall be the date on which it is issued.
3. The announcement of the selection process shall contain, in particular, the following particulars:
  - a) ***the name of the employer and its registered office, i.e., the name and registered office of the University, the designation and address of the part of the University announcing the selection process;***
  - b) ***an indication of the job, post or function to be filled by the selection process;***
  - c) ***qualification prerequisites (e.g., under the provisions of Section 75 (4), (6), (7), (8) of the Higher Education Act) and specific qualification requirements (e.g., specialization in the relevant field) to fill a job or function;***
  - d) ***general criteria for filling posts of professors and associate professors and minimum criteria for teaching, research, development or artistic activity under Section 77(3) of the Higher Education Act with regard to filling posts of professors and associate professors;***
  - e) ***requirements for filling the post of a university teacher regarding pedagogical activity and creative activity;***
  - f) ***other criteria and requirements in relation to the job or post to be filled (e.g., knowledge of a foreign language, previous experience, etc.);***
  - g) ***a list of documents required, proving in particular compliance with qualifications, professional experience, acquired experience and good character;***
  - h) ***the expected date on which the post will start and, where applicable, the duration of the post filled;***
  - i) ***the place where the application is to be submitted and the final date for receipt of the request to participate in the selection process.***
4. A scientific-pedagogical title or an artistic-pedagogical title cannot be a condition in a selection process for filling the post of professor or the post of associate professor.
5. The requirements and conditions for filling the posts of university teachers and researchers are determined by the University. The University determines the requirements for filling the posts of professors and associate professors regarding pedagogical and creative activities in accordance with the provisions of Section 77(3) of the Higher Education Act so as to take into account the minimum criteria for pedagogical, research, development or artistic activity issued by the Ministry of Education. If “minimum criteria of pedagogical, research, development or artistic activity” are not issued by the Ministry of Education (after discussion with the bodies of higher education representation and prior approval of SAAHE), this does not constitute a legal obstacle to the implementation of selection processes for the posts of professors and associate professors at the University.
6. The announcer reserves the right to cancel the selection process stating reasons at any time during its course.

**Article IV**  
**Selection committee**  
**to fill the post of associate professor or post of professor**

1. The selection committee for the selection process for the post of associate professor or for the post of professor consists of five members.
2. All members of the Selection committee must meet the qualifications for filling the post in question and are appointed for the individual study programmes of the posts to be filled as follows:
  - a member appointed by the Rector - is not an employee of the University
  - a member appointed by the Rector - on a proposal from the employee representative
  - a member appointed by the head of the relevant department of the University or faculty at which the post classified under the organizational order is filled, the member must be teaching in the relevant programme
  - member appointed by the Scientific Council of the UPJŠ - is not an employee of the University
  - a member appointed by the Dean, if the vacancy is assigned to a faculty, or by the Rector, if the post to be filled is placed at a university workplace, the member must be teaching in the relevant programme.
3. The list of posts of associate professors and post of professors to be filled shall be prepared and, together with the application for appointment of members of selection committees, submitted by the announcer to the authorities competent for the appointment of the members of the selection committees under point 2 of this Article, normally in the month of February for the period of the following academic year. The letters of appointment of the members of the selection committees and their alternates shall be forwarded by the competent authorities to the announcer, as a rule within 30 days of receipt of the application, but no later than the end of May of the calendar year concerned. Letters of appointment of members may be issued for one or a group of selection processes for individual programmes to be filled and may be valid for all selection processes for posts to be filled in the relevant programme during the period specified at the time of appointment. The bodies referred to in (2) of this Article have the right to revoke their appointments of members of selection committees and their alternates at any time, giving reasons and obliging them to appoint new members without delay.
4. The selection process is also attended by a student representative designated by the student section of the Academic Senate of UPJŠ or the relevant faculty determined by the following procedure: the announcer submits the list of occupied posts of associate professors and functional posts of professors to the Chairman of the Academic Senate of UPJŠ in Košice or the relevant faculty together with the request for the appointment of student representatives of the student section of the respective academic senate, including the definition of the period of validity. The chairman of the academic senate communicates the opinion of the student section to the announcer usually within 30 days of receipt of the application. The student section of the Academic Senate has the right, through the President of the Academic Senate, to cancel the appointment of its representatives and their alternates at any time, stating the reason and with the obligation to appoint new representatives without delay.
5. The registrar of the selection committee is appointed by a majority of the members of the selection committee.
6. The committee from among the appointed members referred to in paragraph 2 of this Article shall be established by the Rector or Dean (if the selection process is announced by the faculty) and shall designate its chairman. It shall notify all members of the Selection committee in writing of the establishment of the Selection committee and of the date of the

selection process. Selection processes for the post of associate professor or for the post of professor are usually held at the University on one date of the year, namely in June.

7. The processing, administration and organization of the agenda of selection processes is arranged by the personnel department of the announcer.
8. The announcer shall invite in writing s to the selection process candidate who meet the requirements and conditions specified in the announcement of the selection process at least seven days before the start of the selection process. It shall notify applicants who do not meet the above conditions of their non-fulfilment and return the documents they have submitted.

**Article V**  
**Selection committee**  
**to fill higher education teaching and research posts**

1. The selection process for university teaching posts and researchers is carried out by a selection committee comprising three, five or seven members.
2. The selection committee is established and its chairman and members are appointed by the rector or dean (if the selection process is announced by the faculty).
3. When forming the committee, the announcer is obliged to pay attention to the high professional level, personal and professional ethical credibility and integrity of the members of the commission and their ability to assess the professional, qualification and personal attributes of applicants competently and comprehensively.
4. The announcer shall notify all members of the Selection committee in writing of the establishment of the Selection committee and the date of the selection process.
5. The process, administration and organization of the selection process agenda is the responsibility of the announcer's personnel department.
6. The announcer shall invite in writing to the selection process candidates who meet the requirements and conditions set out in the announcement of selection process at least seven days before the start of the selection process. It shall notify applicants who do not meet the above conditions of their non-fulfilment and return the documents they have submitted.
7. Selection processes to fill the posts 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 management positions**

1. The selection process is carried out by a selection committee comprising three, five or seven members, including the chairman of the selection committee. The selection committee is established and its chairman and members are appointed by the rector or dean (if the selection process is announced by the faculty). At least one member of the selection committee in the selection process for filling the position (post) of a management employee shall be designated in writing by a representative of the employees of the University or Faculty (if the selection process is announced by the faculty). Instead of a member of the committee designated by a staff representative, the Rector or Dean of the faculty may appoint only an alternate designated by the staff representative. A representative of the employees of the University or Faculty may appoint a member of the selection committee in the selection process to fill the position (post) of management employees and their alternates for all selection processes in the calendar year at the

beginning of the calendar year.

2. When forming the commission, the announcer is obliged to pay attention to the high professional level, personal and professional ethical credibility and integrity of the members of the commission and their competence to assess the professional, qualification and personal qualifications of applicants competently and comprehensively.
3. When announcing a selection process for the post of a management employee of 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 prejudiced, for example because of a close relationship, a trusting friendship or hostility or a service relationship with the participants in the selection process, they shall notify the rector or dean immediately after his appointment as a member so that the announcer can appoint another member of the selection committee in their place.
5. The selection committee invites in writing to the selection process candidates who meet the requirements and conditions set out in the announcement of the selection process at least seven days before the selection process. It shall notify applicants who do not meet the above conditions of their non-fulfilment and return the documents they have submitted.

## **Article VII**

### **Conduct and evaluation of the selection process**

1. The announcement of the selection process shall contain the date, place, time and form and method of the announcement of the selection process. The Selection committee may also enable participation in the selection process remotely, both on the part of the members of the Selection committee and the candidates.
2. The selection process starts no earlier than three weeks after it has been announced.
3. A quorum shall exist when all the members are present. In order to ensure that there is a quorum for the Committee, the announcer shall make provision for alternate members of the Selection committee.
4. The selection process for a post of university teacher and the selection process for a post of associate professor or for a post of professor is public. The selection committee evaluates applicants' pedagogical activity, creative activity and responses to it and other criteria determined by the internal regulations of the higher education institution.
5. The content of the selection process shall be:
  - a) a personal interview with each candidate,
  - b) the written form of the selection process at the discretion of the selection committee,
  - c) evaluation of the personal interview with candidates, the submitted documents and other materials, the information obtained and, where applicable, the results of the written form of the selection process,
  - d) the decision on the outcome of the selection process.
6. The selection committee decides on the most suitable candidate by secret ballot. Each member of the Commission shall have one vote. In its internal decision-making, each member of the Committee shall evaluate in particular whether the candidate meets the qualifications or specific qualifications, the prerequisites for personal and professional ethical credibility and other criteria and requirements stated when the announcement of the selection process for the job or function in question was announced.
7. The Commission shall vote by secret ballot on each candidate individually. 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 they give their vote.

8. If the panel decides on one candidate, the candidate is successful they obtain an absolute majority of all votes. Reaching less than an absolute majority of all votes means that the candidate was not chosen and the announcer announces a new selection process.
9. Where several candidates participate in a selection process, each member of the committee shall indicate on the ballot paper by circling the serial number of only one candidate whom they consider to be the most suitable candidate for filling the post or post. Where multiple identical posts are filled in a selection process, each member of the panel shall circle the corresponding quantity of serial numbers of the most suitable candidates to fill them.
10. The announcer may combine the selection process to fill several posts and announce a joint selection process. In a joint selection process, applications, votes and evaluation of results are carried out separately for each post to be filled.
11. If the committee is deciding on several candidates, after evaluating the vote, it will rank the candidates based on the number of votes received. The candidate who obtains an absolute majority of the votes is successful. A candidate who received the most votes, but not an absolute majority, is voted on again by the selection committee. If several candidates received the most, but at the same time, the same number of votes, the committee shall vote on them again by repeated ballot, so that each member of the panel assigns a vote to only one candidate. The successful candidate will be the one who obtains an absolute majority of all votes.
12. The selection committee evaluates the outcome of the selection process and determines the ranking of the candidates based on the voting results. The decision of the Selection committee shall be binding on the announcer.
13. The announcer shall notify all candidates in writing of the result of the selection process no later than ten days after its completion. For candidates who have not been selected for a post in the selection process, the announcer returns the documents submitted. A candidate who feels aggrieved as a result of non-fulfilment of the conditions of the selection process may assert their rights in court.
14. Minutes shall be drawn up of the progress of the selection process, the vote and its outcome by the registrar of the selection committee designated by a majority of its members. The minutes of the selection process and its outcome shall be signed by all its members. If a member has reservations about the progress of the selection process or the outcome thereof, they add them to their signature. The chairman of the selection committee shall submit the minutes to the announcement of the selection process without undue delay.
15. On the course of the selection process **for filling the post of university teacher and the selection process for filling the post of associate professor or for the post of professor**, the registrar of the selection committee, designated by the majority of its members, shall draw up minutes indicating the evaluation criteria, the verbal evaluation of the candidates, their ranking and the justification of the result in relation to each candidate.
16. In order to verify the **outcome of the selection process for the post of university teacher and the selection process for the post of associate professor or professor**, the higher education institution publishes on its website within five working days from the selection process
  - a) a list of members of the selection committee, specifically first name and surname
  - b) information on the selected applicant and unsuccessful applicants who have given consent to the publication of their data, within the scope under Section 76 (10) (a) of the Higher Education Act,
  - c) the name of the programme in which the selected applicant is to work, and
  - d) the number of candidates.
17. In accordance with the provisions of Section 5(9) of the Public Work Act, the vacancy of a management employee may be filled without a selection process only temporarily until the

post is filled after the successful completion of the selection process, for a maximum period of six months.

### **Article VIII** **Common and final provisions**

1. These Principles of the Selection Process were approved at the meeting of the Academic Senate of UPJŠ in Košice on 19.05.2022 as an internal regulation of the University and they enter into force on 01.06.2022. They last for a transitional period until the entry into force of the Statute of the UPJŠ in Košice approved under the regulations effective from 25 April 2022.
2. As of the date these Principles come into effect, Selection Principles for filling posts of university teachers, researchers, professors and associate professors and management positions No. REK000026/2019- ÚPA/8872 approved by the Academic Senate of the UPJŠ on 13.12.2018 are repealed

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