Internal regulation
University of Ss. Cyril and Methodius in Trnava
41/2021

Principles of the selection procedure for filling positions of university teachers, researchers, professors, associate professors, and posts of senior employees of the University of Ss. Cyril and Methodius in Trnava

These Principles of the selection procedure for filling positions of university teachers, researchers, professors, associate professors, and posts of senior employees of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as the "Principles"), according to § 15 par. 1 letter d) Act no. 131/2002 Coll. on higher education institutions and on amendments to certain laws as amended (hereinafter referred to as "the Higher Education Institutions Act"), part of the internal regulations of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "UCM"), which is approved by the Academic Senate of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "AS UCM"). These principles are part of the Internal Quality Assurance System of UCM higher education and contain rules for determining requirements for the selection of higher education teachers according to a special regulation[1].

§1
Basic provisions

1) These principles establish the procedure for the recruitment process:
   a) jobs and at the same time the posts of university teachers, with the exception of jobs in the posts of visiting professors,
   b) jobs of researchers with a second and third university education degree, with the exception of those researchers with a second- and third-degree university education who work together on projects for part-time and fixed-term employment,
   c) posts of senior employees,
2) Selection procedures at UCM are carried out in accordance with Act no. 552/2003 Coll. about work performance in the public interest, as amended (hereinafter referred to as the "Work Performance Act") and other internal UCM regulations.
3) The selection of employees through the selection procedure at UCM is carried out for the purpose of quality improvement management, educational, pedagogical, scientific and other activities of the UCM in order to ensure that on jobs and posts according to par. 1 professionally and morally competent people worked.
4) These principles regulate the procedure for filling jobs and posts according to par. 1 on all divisions and workplaces of UCM.
5) Basic principles of the selection procedure for filling positions of senior employees, including preparation of the minutes of the selection procedure are governed by § 14 and § 32 of the Act on Higher Education and § 5 and § 6 of the Act about work performance.
6) Basic principles of the selection procedure for filling university jobs of teachers are governed by § 77 of the Act on Higher Education, with the exception of § 77 par. 8 of the Act on Higher Education.

§2
Announcer of the selection procedure

1) The announcer of the selection procedure (hereinafter referred to as the "announcer") is an academic official or senior employee who is authorized to decide on the filling of a job or position.

[1] § 3 par. 3 letters k) Act no. 269/2018 Coll. on ensuring the quality of higher education and amending Act no. 343/2015 Coll. on public procurement and on the amendment of certain laws, as amended

2) The announcer at UCM is:
   a) Rector of the UCM for jobs and posts:
      - bursar,
      - director of the institute,
      - heads of separate UCM workplaces (workplaces with university-wide scope),
      - mentioned in § 1 par. 1. letter a) and b) of these principles at separate UCM workplaces (workplaces with university-wide scope) according to § 21 par. 1 letter b) and c) of the Higher Education Institution Act,
   b) dean of the faculty for jobs and posts at the faculty listed in § 1 par. 1. letter a) and b) of these principles and the positions of senior employees with a place of work at the faculty.
3) In the event that the dean of the faculty is a job applicant for the position of university teacher or researcher in his own faculty, the announcer of such selection procedure is the rector of UCM.
4) If the announcer of the selection procedure is the rector of UCM, the course of the selection procedure is organized and technically ensured by the Personnel and Legal Department of UCM.
5) If the announcer of the selection procedure is the dean of the faculty, the course of the selection procedure is organized and technically ensured by the secretary of the faculty and the result is forwarded to the Personnel and Legal Department of UCM.

§3
Selection procedure for positions of senior employees

1) The selection procedure for the positions of senior employees at UCM is carried out according to § 5 and § 6 of the Act on the performance of work and according to § 14 and § 32 of the Higher Education Institution Act.
2) The positions of leading employees specified in the UCM Work Regulations are filled through a selection procedure.
3) Announcement of the selection procedure for filling positions according to par. 2 must be published at least three weeks before its commencement on the UCM website.
4) The announcement of the selection procedure contains the requirements set out in § 5 par. 1 of these principles.
5) The selection procedure is carried out by a selection committee, which usually has five members, but at least three members.
6) The selection committee is established and appointed by the announcer.
7) The selection committee will invite an applicant who meets the prerequisites for performing work in the public interest in writing, or electronically (if the job seeker has an electronic mailbox set up[2]), for the selection procedure at least seven days before its start, indicating the date, place and time of the selection procedure, or details for the online procedure.
8) The selection procedure is carried out by personal interview or online.

[2] § 11 of Act no. 305/2013 Coll. on the electronic form of the performance of the powers of public authorities and on the amendment and supplementation of certain laws (the e-Government Act), as amended

9) The selection committee will assess the submitted documents for the selection procedure and evaluate the presentations applicants.
10) Based on the results of the selection procedure, the order of applicants will be determined.
11) The selection committee does not have to select a single applicant, if based on the interview requirements no one will comply.

§4

Selection procedure for filling jobs as well as positions of university teachers and positions of researchers

1) Selection procedure for filling the positions of university teachers in the posts of professor, associate professor, assistant professor, assistant and lecturer, positions of researchers with a second- and third-level university education, the candidate's skills and professional knowledge are verified, which are necessary or appropriate given the nature of the duties that the employee has to perform in the specified workplace and function.
2) At UCM, the selection procedure for filling the positions of university teachers is also a selection procedure for filling the positions of professors, associate professors, assistant professors, assistants and lecturers.
3) All applicants who applied for the selection procedure to fill the positions of university teachers in the positions of professor, associate professor, assistant professor, assistant and lecturer must meet the prerequisites for performing work in the public interest.
4) Applicants for the position of professor, in addition to fulfilling the prerequisites for performing work in the public interest, must meet the general criteria approved by the Scientific Board of the UCM. In the case of filling a position as a professor at the faculty, general criteria approved by the Scientific Board of the UCM on the proposal of the scientific Board of the faculty.
5) The functional position of professor can also be filled by an applicant, usually an associate professor, whose academic and scientific career is compatible with the position of professor in the given field of study and meets the criteria for appointment as a professor approved by the Scientific Board of the UCM. As regards the position of professor, for which the UCM does not have the right of appointment, the criteria of another university that has the right of appointment for the given field of study will be used (as a rule, these are the criteria used by the faculty).
6) Applicants for the position of associate professor, in addition to fulfilling the prerequisites for performing work in the public interest, must meet the general criteria approved by the Scientific Board of the UCM. In the case of filling a position as an associate professor at the faculty, general criteria approved by the Scientific Board of the UCM on the proposal of the scientific Board of the faculty.
7) The position of associate professor can also be filled by an assistant professor whose academic and scientific career is compatible with the position of associate professor in the given field of study and meets the criteria for appointment as associate professor approved by the Scientific Board of the UCM. Regarding the position of associate professor for which the UCM does not have the right of habilitation procedure, the criteria will be used

according to another university that has the right of habilitation procedure for the given field of study (as a rule, these are the criteria used by the faculty).

8) An applicant for the position of assistant professor or scientific researcher, in addition to meeting the prerequisites for performing work in the public interest, must have completed a third-level university education; at the same time, his professional qualification must be compatible with the subject(s) of the accredited study program(s) for which the selection process is open and he must demonstrate scientific research activity documented by outputs and responses for the last 6 years at the B evaluation level according to the standards of the Slovak Accreditation Agency for higher education.[3]
9) In the case of an applicant for the job position of a professional assistant, the time since the end of the doctoral studies is adequately taken into account so that the prerequisites for meeting the SAAVS standards are at the level of evaluation B within 6 years of employment.
10) Announcement of a selection procedure for the filling of jobs and posts according to par. 1 The UCM publishes on the UCM website or on the faculty website, if it is a job and at the same time a position assigned to the faculty, at least three weeks before it starts.
11) To carry out the selection procedure, the announcer appoints a selection committee. In the event that the selection process is for a job and at the same time the position of a university teacher or the job of a researcher with a second and third university education degree at individual UCM workplaces, or at the workplaces of its members, the announcer may appoint as the chairman of the selection committee, as a rule, a senior employee of the relevant workplace.
12) The selection committee will evaluate the course of the selection procedure and determine the order of applicants. The order of applicants is determined by the selection committee by secret ballot. The order of applicants is not binding for the advertiser when filling jobs and positions.
13) The selection committee notifies the declarant of the recommendation or non-recommendation of the candidate for employment in the form of minutes.

§5
Common provisions on the announcement and course of the selection procedure

1) The announcement of the selection procedure must contain, in particular:
   a) full name and registered office of UCM; if the dean of the faculty is the announcer, it also contains the name and seat of the UCM faculty,
   b) designation of the job or function that is filled through the selection procedure,
   c) prerequisites for performing work in the public interest according to § 3 of the Act on the Performance of Work,
   d) in the case of applicants for the position of professor and associate professor other requirements according to § 4 par. 4 to par. 7 of these principles,
   e) in the case of applicants for the position of senior employee, additional requirements for occupation of the position,
   f) expected start date,

[3] Regulation of the Slovak Accreditation Agency for Higher Education: Methodology for evaluating standards as amended from February 18, 2021.

g) starting salary (basic salary component),
h) date and place of submission of the application for participation in the selection procedure,
i) list of required documents for the selection procedure.

2) UCM can in pre-contractual relations, i.e. within the selection process, process personal data only on the basis of the Act on the Protection of Personal Data Protection[4], special laws (Act No. 311/2001 Coll. Labor Code as amended, Higher Education Institution Act, Act on the Performance of Work), or on the basis of the consent of the person concerned.
3) As a rule, the members of the selection committee are:
   a) rector, vice-rector, bursar, director of an institute or institute for job positions at the rectory, institutes and university-wide departments;
   b) the dean of the faculty, the vice-dean of the faculty authorized by the dean for job positions at the faculty,
   c) the person responsible for the design, implementation, monitoring and evaluation of the study program, if it is about filling the functional position of a university teacher in the position of professor, associate professor and specialist assistant,
   d) the head of the department, if it concerns the filling of a functional position in the department,
   e) a person designated by employee representatives, usually from the ranks of a trade union; delegate for the Basic Organization of UCM employees in Trnava OZPŠaV is nominated by the Basic Committee organizations;
   f) other persons established by the announcer of the selection procedure according to their competence.
4) The selection committee can work if at least three of all its members are present. The number of members of the selection committee is odd.
5) The selection committee will familiarize itself with the applicants' submitted documents before the selection procedure.
6) He can draw up a record of their evaluation and notify the applicants of the decision to include them in the selection process. At the same time, it informs unqualified applicants which conditions of the tender procedure they do not meet and returns the documents submitted to the tender procedure.
7) Applicants who meet the prerequisites for performing work in the public interest and other requirements set out in the selection procedure will be invited by the selection committee in writing to the selection procedure at least seven days before its start, indicating the date, place and time of the selection procedure, or details of the online procedure.
8) The selection committee conducts personal interviews with applicants who meet the conditions of the selection procedure and, if necessary, also instructs them to process brief thematic tasks, requests the submission of works solved by the applicant, or verifies their eligibility to perform the function listed in the selection procedure or to fill the job using other methods.
9) The selection committee decides on the ranking of applicants based on the consent of the majority of its members; in case of equality of votes, the voting on the contested place is

[4] Act No. 18/2018 Coll. on the protection of personal data on the amendment of certain laws, as amended

repeated; in the event that none of the applicants in the selection procedure is successful, the selection committee does not compile the order of applicants.

10) The announcer announces the selection procedure if:
    a) the selection committee will not select the candidate for the job based on the selection procedure position or position because no applicant is suitable,
    b) does not select any of the applicants proposed by the committee,
    c) no one applied for the selection procedure.
11) The committee shall make a record of the results and progress of the selection procedure, which shall be signed by all its members present. The entry includes:
    a) meeting date,
    b) composition of commission members (and other invited representatives),
    c) names of those registered for the selection procedure,
    d) forms of work of the selection committee when selecting applicants,
    e) evaluation of the results of the selection procedure with determination of order and recommendation, or not recommending for employment.
12) The members of the selection committee are obliged to maintain confidentiality regarding the course of the procedure and the results of the selection procedure in accordance with the Act on the Protection of PD[5].
13) The record of the selection procedure, which contains personal data on all applicants, including their order in the selection procedure, is subject to the protection of personal data in accordance with the Act on the Protection of the PD[4]. The candidate who participated in the selection procedure can read the entry, or take extracts from it, or request a copy of it, while the personal data of other applicants must not be made available, except if the publisher has been given written consent for making it available. Making copies of the registration with access to all personal data of all applicants, except for the needs of the court, or the labor inspectorate is prohibited.
14) The results of the selection procedure will be notified to the applicants in writing by the announcer no later than 10 days after its end.
15) The announcer decides on the payment of costs associated with the selection process.
16) Documents and materials submitted by the applicant for employment at the end of the selection process proceedings were not accepted into the employment relationship, they will be returned to them without delay.
17) The return of materials is considered a form of liquidation of personal data.
18) The recommendation opinion of the selection committee, with which the announcer agrees, is the basis for drawing up an employment contract. The employment contract is signed by the applicant, the dean of the faculty in the case of a job at the faculty and rector of UCM. The employment contract with the applicant for employment at the faculty is not concluded and the employment relationship will not be established if the employment contract is not signed by the dean of the faculty, the rector of UCM or the applicant for employment.
19) In justified cases, the UCM rector has the right not to conclude an employment contract. Such cases are:

[5] § 79 of Act no. 18/2018 Coll. on the protection of personal data on the amendment of certain laws, as amended

a) if the selection procedure did not take place in accordance with the Higher Education Institution Act, the Act on the Performance of Work, these principles, other generally binding legal regulations and internal regulations of the UCM,
b) financial distress of the university resulting from a reduced or insufficient budget, or the situation before the restructuring of the university,
c) employment of a close person[6] in a directly subordinate position[7],
d) failure to meet the provisions on the qualification conditions for hiring an employee.

§6
Final provisions

1) Announcers according to § 2 of this internal regulation of UCM and senior employees of UCM at all levels of management are responsible for observing these principles.
2) The Rector of UCM may, after discussion in the Board for Internal Quality Assessment, in exceptional cases grant an exception to the observance of these principles (a top foreign or domestic expert, a new study program, etc.), which cannot be in conflict with generally applicable legal regulations.
3) Any changes and additions to these principles can only be made by written amendments approved by the UCM Academic Senate.
4) Principles of the selection procedure for filling positions of university teachers, researchers, professors, associate professors, and posts of senior employees of the University of Ss. Cyril and Methodius in Trnava, which entered into force on 8 April 2014 and came into force on 14 April 2014.
5) These policies are effective on 29 June 2021 and effective 1 July 2021.
6) An integral part of these principles is Annex no. 1 – Protocol of the selection procedure for the position of university teacher.

In the university town of Trnava, on 29 June 2021

prof. Ing. Roman Boča, DrSc.
mim. prof. rector of UCM

doc. PhDr. Ján Višňovský, PhD.,
chairman of AS UCM

Principles of the selection procedure for filling positions of university teachers, researchers, professors, associate professors, and posts of senior employees of the University of Ss. Cyril and Methodius in Trnava, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.

[6] § 116 of Act no. 40/1964 Coll. Civil Code as amended
[7] § 7 of the Act on the performance of work