

THE INTERNAL REGULATION OF JANÁČEK ACADEMY OF MUSIC AND PERFORMING ARTS IN BRNO

as of 22 June 2017

Recruitment and Selection Code of Practice

The Academic Senate approves the following internal regulation of Janáček Academy of Music and Performing Arts in Brno (hereinafter referred to as “JAMU”), on a proposal from His Magnificence Mister Rector prof. Ing. MgA. Ivo Medek, Ph.D.:

PART ONE LEGAL REGULATION

Article 1

Legislation and Recruitment and Selection Code of Practice

(1) The procedure of recruitment and selection of academic employees is regulated by Section 77 of Act No. 111/1998 Sb., on higher education and on amendments and supplements to certain other acts (the Act on Universities), as amended (hereinafter referred to as the “Act”). The procedure prior to the creation of employment is also regulated by Section 16 and 17¹ and Sections 30 to 32 of the Labour Code.

(2) The Recruitment and Selection Code of Practice regulates the details about the selection procedure for posts (hereinafter referred to as the “post”) of the academic employees of JAMU and for some other posts.

PART TWO SELECTION PROCEDURE

Article 2

Conduct of a selection procedure

(1) In JAMU, a selection procedure is required to fill the posts of:

- a) academic employees;
- b) Bursar;
- c) employees heading the units of JAMU, except for the faculties.

(2) Other posts than those referred to in paragraph (1) may be filled without a selection procedure; however if a person authorized to do so decides that such posts shall be filled following a selection procedure, a selection procedure in compliance with this internal regulation shall take place.

Article 3

Waiver of a selection procedure

The selection procedure for the posts of academic employees may be waived if

- a) employment is negotiated with an academic employee repeatedly provided the employee should occupy the same post;

¹ the provisions mentioned above refer to Act No. 198/2009 Coll., on equal treatment and on the legal remedies for protection against discrimination and on amendments to certain other acts (the Anti-Discrimination Act), as amended

- b) an academic employee is to be promoted to a post of academic employee classified as the next higher salary level.
- c) an academic employee is to be transferred within a unit of JAMU or between units of JAMU;
- d) employment is negotiated with a hosting professor.

Article 4

Procedure prior to the commencement of a selection procedure

A decision about the announcement of a selection procedure is made by such unit of JAMU (hereinafter referred to as the “Announcer”) which instructs the Human Resources Department of the Rectorate to publish a call for applications (hereinafter referred to as the “Call”).

Article 5

Selection Committee

(1) The Selection Committee (hereinafter referred to as the “Committee”) has 5 members appointed by the Announcer, with the same appointing the Chairperson among them, prior to the commencement of the selection procedure.

(2) The Chairperson chairs the meetings and activities of the Committee. The Chairperson may authorize another member of the Committee to chair the meeting.

Article 6

Selection procedure commencement

(1) The selection procedure is commenced upon the publishing of the Call. The Call shall include (without limitation):

- a) the name of JAMU and its respective unit;
- b) the type of job;
- c) in case of academic employees, the tutorial facility;
- d) qualification and other requirements;
- e) the method to verify in practice that the applicant fulfils the requirements for the performance of the job, if verification in practice is done;
- f) the expected or required day of commencement of employment;
- g) the expected weekly working hours;
- h) the expected duration of employment;
- i) the deadline for filing applications;
- j) the email address for filing applications;
- k) a list of required annexes.

(2) The Call shall be posted in the public section of the JAMU website at least 30 days prior to the deadline for filing applications; the Call may be published in another manner as well.

Article 7

Decision-making

(1) Decisions by the Committee shall require the approval of the majority of all members of the Committee. A member does not approve a proposal unless the same expresses

approval. The vote shall be public unless a member of the Committee requests voting by secret ballot.

(2) The vote by secret ballot shall use ballot papers in which options are pre-printed. Each member of the Committee votes by circling the option of their choosing; otherwise the ballot paper shall not be valid.

(3) The Chair shall announce whether a decision has been accepted immediately after ascertaining the result of the vote.

Article 8

Filing applications

Applications are filed by the deadline to the email address indicated in the Call. No applications arrived after the deadline shall be taken into account.

Article 9

Assessment of applications

(1) The Human Resources Department of the Rectorate shall give all the applications received to the Chairperson of the Committee without any delay. The Chairperson shall call the Committee in order to assess the applications no later than one week after the expiry of the deadline for filing applications.

(2) The assessment of application shall include the verification whether the application is complete and whether the applicant formally fulfils the requirements. Incomplete or formally inaccurate applications shall be excluded by the Committee and the relevant applicants shall be informed accordingly with the indication of the reason for their exclusion.

Article 10

Interviews

(1) Applicants whose applications have not been excluded shall be invited for an interview which shall take place at a meeting of the Committee in the second week following the expiry of the deadline for filing applications. The venue and time of the interview shall be notified to the applicants in good time.

(2) Applicants who fail to arrive without excuse shall be deemed to have withdrawn their applications. If an applicant is excused from the interview for good reasons, the Committee may schedule an alternative time of the interview by the end of the third week after the expiry of the deadline for filing applications, or waive the interview provided the interview does not involve the verification in practice that the applicant fulfils the requirements for the performance of the job as stated in the Call and the Committee may evaluate such applicant on the basis of his/her application only, and/or his/her answers to questions.

Article 11

Evaluation of applicants

(1) The Committee shall evaluate the eligibility of the applicant for the job. While doing so, the Committee shall take account of the applicant's previous experience and results achieved by the applicant; the eligibility of the applicant may be verified in another manner

by the Committee, in particular by the verification in practice that the applicant fulfils the requirements for the job, or by requesting the applicant to submit other documents.

(2) Following the evaluation of the applicants, the Committee shall make a shortlist of three candidates for the Announcer. The Committee may decide not to recommend any of the applicants; the Committee does not recommend any of the applicants unless it makes a decision that it recommends at least one of the applicants.

Article 12

Minutes

(1) Minutes shall be taken of each meeting of the Committee, which shall be verified by the Chair and signed by the members of the Committee present in the meeting without undue delay.

(2) The minutes shall indicate when and where the meeting took place, who was present and who chaired the meeting, the result of the votes, exact wording of the decisions made and date of the minutes. The members of the Committee may request their opinions be included in the minutes.

(3) The Chairperson of the Committee shall send the minutes to the members of the Committee and the Announcer without delay after the end of the meeting.

Article 13

Decision on employment

The Announcer shall decide on employment of any of the applicants recommended by the Committee or about the cancellation of the selection procedure, each within one week from the decisive event. The decisive event shall be the day on which the Announcer received the minutes of the meetings of the Committee from the Chairperson with the recommendation of the applicants, or the day on which it turned out that the selected applicant would not enter into an employment contract.

Article 14

Closing a selection procedure

(1) The selection procedure is closed upon the entering into an employment contract with the selected applicant or upon the selection procedure is cancelled.

(2) The Announcer shall cancel a selection procedure if:

- a) no application was filed;
- b) the Committee did not recommend any of the applicants;
- c) the Announcer decided not to employ any of the applicants recommended by the Committee; or
- d) none of the recommended applicants entered into an employment contract.

PART THREE COMMON, TRANSITIONAL AND CONCLUDING PROVISIONS

Article 15

Common provisions

(1) In this internal regulation, the Recruitment and Selection Code of Practice means this internal regulation.

(2) Selection procedures are administratively provided for by the Human Resources Department of the Rectorate which shall, on the Announcer's instruction:

- a) publish the Call for filing applications;
- b) gather the applications and related documents;
- c) communicate with the applicants, in particular, they will inform the applicants that
 1. their application has been excluded;
 2. they were/were not selected.
- d) record any and all documents related to the selection procedure.

Article 16

Transitional provisions

The selection procedures which were not closed prior to the effective date of this internal regulation shall be completed in accordance with the previous internal regulations.

Article 17

Repealing provisions

The Recruitment and Selection Code of Practice for filling the posts of academic employees and other employees of Janáček Academy of Music and Performing Arts in Brno registered by the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry") on 1 July 2004 under Ref. No. 21 976/2004-3022 shall be repealed.

Article 18

Effective date

The present internal regulation shall come into force on the day of its registration by the Ministry, and it shall become effective on the second day of the second calendar month following the month in which it came into force.

prof. Ing. MgA. Ivo Medek, Ph.D., m.p.

Rector

prof. PhDr. Silva Macková, m.p.

Chairperson of the Senate

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