

*On 21 February 2022, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Tender Regulations of the Czech*



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**Czech University  
of Life Sciences Prague**

**TENDER REGULATIONS  
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE  
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]**

**DATED 21 FEBRUARY 2022**

*These Internal Regulations have been published in the public section of the website of the Czech University of Life Sciences Prague on 1 March 2022.*

# **Tender Regulations of the Czech University of Life Sciences Prague dated 21 February 2022**

## **Article 1 Introductory Provisions**

- (1) The Tender Regulations of the Czech University of Life Sciences Prague (hereinafter the “Regulations”) constitute an internal regulation of the Czech University of Life Sciences Prague (hereinafter “CZU”) pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended (hereinafter the “Act”), setting out the details of the procedure during a tender (hereinafter as the “tender”) on filling of job positions of CZU academic staff pursuant to Section 77 of the Act, and on filling of job positions of other CZU employees.
- (2) Whenever these Regulations designate or refer to a person in the masculine gender, the use of such terms shall include any person (of any gender) in the given capacity.
- (3) The following job positions are principally filled at CZU via a tender:
  - a) Academic staff <sup>1)</sup>;
  - b) Graduates of the doctoral programme of study included in the academic job position of the academic “scientific, research and development employee - a postdoctoral researcher”;
  - c) Bursar;
  - d) Faculty Secretaries;
  - e) Director of a university institution;
  - f) Secretary of a university institution;
  - g) Senior staff managing other worksites specified in the Statute of the Czech University of Life Sciences Prague (hereinafter the “other worksites”);
  - h) Director of the University Farm;
  - i) Director of the University Forest Enterprise;
  - j) Heads of Departments;
  - k) Other senior staff based on the rector’s decision.
- (4) A tender may be waived in the event of repeated negotiation on employment with an academic employee, if the tender should consist in the occupation of his or her current post.
- (5) In accordance with Section 77, paragraph 1 of the Act, a tender shall not be carried out when filling the post of extraordinary or visiting professor, if such a job position is established

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*<sup>1)</sup> Pursuant to Section 70, paragraph 1 of the Act, academic staff shall be understood as those professors, associate professors, special professors, professional assistants, assistants, lecturers and scientific, research and development staff who are employees of CZU who carry out teaching, scientific, research and development, innovation or artistic or other creative activities as part of their employment according to the agreed type of work.*

at CZU; the procedure for filling the post of extraordinary or visiting professor is set out by the Extraordinary and Visiting Professor Statute of the Czech University of Life Sciences Prague as an internal regulation of CZU.

(6) In accordance with Section 77, paragraph 1 of the Act, a tender may be waived in the case of academic staff currently employed at CZU, provided that there is a change of the workload corresponding to the more senior position, and, in addition, the relevant scientific and teaching rank has been achieved, e.g. in the case of a research assistant who may be reassigned to the post of an associate professor after habilitation where such vacant post is available.

(7) In accordance with Section 77, paragraph 1 of the Act, a tender may be waived when filling the academic vacancy in the job position “scientific, research and development academic employee” or “scientific, research and development employee - a postdoctoral researcher” hired to work on a scientific project, whose salary is financed from an external project funded from CZU revenues pursuant to Section 18, paragraph 2, letter f) of the Act, or from CZU revenues other than contributions pursuant to Section 18, paragraph 2, letter a) of the Act, or grants pursuant to Section 18, paragraph 2, letter c) of the Act, specifically in the case of concluding the employment for the maximum duration of the specific project.

(8) An announcement of a tender for filling academic staff job positions is at least published on the public part of the CZU website, in Czech, and as applicable, also in English, specifically at least 30 days before the end of the period for submitting applications. The announcement of a tender for all academic posts shall further be published in the English language on the EURAXESS server.

(9) An announcement of a tender for filling other job positions is published based on the requirements of the person authorized to announce the tender.

(10) The tender shall be published on the basis of a signed Request for Tender on a prescribed form, the current version of which is available at all times on the intranet of CZU.

(11) The Request for Tender and the tender procedure as such shall contain as a minimum:

- a) Designation of the worksite where the job position will be filled (hereinafter the “relevant worksite”);
- b) Designation of the place (places) of work;
- c) Expected date of beginning of work;
- d) Required workload, with the option to change the same during the employment relationship as agreed between CZU and the employee;
- e) Designation of the job position (determination of the agreed type of work);
- f) Determination the field of teaching for academic staff;
- g) Qualification requirements and selection criteria for the relevant job position in accordance with the Internal Salary Regulation of the Czech University of Life Sciences Prague, a description of the required knowledge and skills of the applicant;
- h) Required experience and the length thereof;
- i) Conditions of work performance, employee benefits, and, as applicable, prospects for career growth;

- j) Requirement for mastering the Czech language if the academic employee is expected to participate in teaching in Czech study programmers or if the research employee is to work on a research project for which the knowledge of Czech is necessary;
  - k) Requirement for mastering the English language or other languages, or an explanation why the knowledge of a foreign language is not required in the given post;
  - l) Place, deadline and method for submitting applications;
  - m) List of required annexes to an application.
- (12) The costs of publishing the tender on selected websites and the costs of participation of a recognised expert from another university or another scientific institution in the selection committee (hereinafter referred to as the “committee”) shall be covered by the worksite announcing the tender.
- (13) The text of the job advertisement must comply with the obligation of CZU to ensure equal opportunities (Section 4 of Act No. 435/2004 Coll., on Employment, as amended) in terms of gender, i.e. the advertisement must be formulated in a non-discriminatory manner ensuring that job titles are at all times provided in both the feminine and masculine forms.
- (14) The text of the advertisement for vacant positions should not be specialized too narrowly so as not to discourage suitable applicants.
- (15) The applicant shall be obliged to attach the following annexes to the tender application:
- a) Structured CV (basic personal data, overview of education, professional experience, overview of teaching experience, other knowledge, abilities and skills, or membership in professional organizations);
  - b) overview of publication activities for academic staff;
  - c) copies of documents on completion of education, scientific-teaching titles, scientific ranks and academic titles;
  - d) other documents according to the person authorized to announce a tender.
- (16) CZU is committed to the principles of an open, transparent and substantive tender procedure in compliance with the Code of Conduct for the Recruitment of Researchers as recommended by the European Commission on 11 March 2005.

## **Article 2**

### **Tender for Filling the Job Position of Professor and Associate Professor**

- (1) A tender for filling the job position of professor or associate professor at the relevant faculty shall be announced by its dean especially upon the proposal of the department head or other faculty worksites. A tender for filling the job position of professor or associate professor at a university institution or other worksites shall be announced by the rector upon the proposal of the director of the university institution or head employee of a different worksite. If a dean intends to take part in a tender as an applicant, the tender shall be announced by the rector.
- (2) A committee at a relevant faculty is established by its dean. A committee at a university institution and other worksites is established by the rector. If a dean takes part in a tender as an applicant, the committee shall be established by the rector.

(3) The committee at the relevant faculty shall be chaired by its dean or vice dean authorized by the dean, by a vice rector authorized by the rector at a university institution and other worksites, or by the director of a university institution or his or her authorized representative of the director, or a senior employee that manages another worksite, or his or her authorized employee of that worksite. If the dean, director of university institution or senior employee managing another worksite takes part in a tender as an applicant, the committee shall always be chaired the vice rector authorized by the rector or vice dean of the relevant faculty authorized by the dean. The committee must be established with regard to its high professional standards and moral integrity.

(4) The members of committees at the relevant faculties are:

- a) Committee chairman;
- b) Head of the relevant worksite or his or her authorized employee of the relevant worksite;
- c) Recognized expert from another university or another scientific institution or from the private sector, with relevant experience to evaluate applicants;
- d) Member of the academic senate of the relevant faculty.

A committee may include the following:

- a) Dean of the relevant faculty;
- b) Another recognized expert from another university or scientific institution, with relevant experience to evaluate applicants;
- c) Another employee of CZU as required by the person authorized to announce a tender;
- d) HR Officer from the Department of Human Resource Management of the Rectorate, without a voting right;
- e) Committee secretary, without a voting right, to arrange for administration related to the tender.

(5) Members of committee's university institution and other worksites are:

- a) Committee chairman;
- b) Head of the relevant worksite or his or her authorized employee of the relevant worksite;
- c) Recognized expert from another university or scientific institution or from the private sector, with relevant experience to evaluate applicants;
- d) member of the CZU academic senate.

A committee may include the following:

- e) Director of a university institution or senior employee managing a different worksite;
- f) Recognized expert from another scientific institution, with relevant experience to evaluate applicants;
- g) Another employee of CZU as required by the person authorized to announce a tender;
- h) HR Officer from the Department of Human Resource Management of the Rectorate, without a voting right;
- i) Committee secretary, without a voting right, to arrange for administration related to the tender.

(6) The gender balance shall be considered in establishment of the committee, unless prevented by serious reasons.

(7) No member of the committee may have any conflict of interest by reason of a personal connection with any of the applicants. If a member of the committee discovers that he or she has a conflict of interest, they shall report the situation to the committee chairman without undue delay.

(8) Within two weeks after the end of the deadline for submitting applications, the committee shall evaluate the submitted applications on an overall basis and disqualify the applications of the applicants who do not meet the conditions announced in the tender. Applicants whose applications have been disqualified shall be informed in writing in this respect by the Department of Human Resource Management of the Rectorate on the basis of a written decision of the committee, stating the reasons for disqualifying the applicant. If no applications are submitted during the tender, or if a committee has disqualified all of the applications, the person authorized to announce the tender shall decide on repeating or cancelling the tender.

(9) Applicants who have not been disqualified pursuant to the previous paragraph shall be included by the committee in the next stage of the tender. The tender may be held in several stages based on the decision of the committee chairman and upon consultation with the person authorized to announce the tender pursuant to paragraph 1. If an applicant fails to cooperate during any part of the tender, this shall constitute a reason for his or her disqualification from the tender.

(10) The committee has a right to decide on the form of the tender or its sub-phases, in particular whether the deliberations should be held outside the meeting by means of remote communication, either to the full extent (remote negotiations) or in part (hybrid negotiations). Detailed conditions for deliberating and voting outside the meeting by means of remote communication shall be established by the committee.

(11) The committee shall evaluate the results achieved by the applicants in all of the stages of the tender and shall take into account the documents attached to the tender application. On the basis of an overall evaluation by the committee through a vote, the committee shall set the order of applicants according to rules agreed to in advance.

### **Article 3**

#### **Tender for Filling the Job Positions of Other Academic Staff**

(1) A tender for filling the job positions of other academic staff at a relevant faculty shall be announced by the dean of the faculty upon the proposal of the head of the department or another faculty worksite. A tender for filling the job positions of other academic staff at a university institution shall be announced by its director, and by the rector at other worksites upon the proposal of a senior employee managing a different worksite. If the dean or director of a university institution intends to take part in the tender as an applicant, the rector shall announce the tender.

(2) A committee at a relevant faculty is established by its dean, by the director at a university institution and by the rector at other worksites. If the dean or director of a university institution takes part in a tender as an applicant, the rector shall establish the committee. The committee must be established with regard to its high professional standards and moral integrity.

(3) The committee at the relevant faculty shall be chaired by its dean or vice dean authorized by the dean, by the director or his or her authorized representative at a university institution, by the vice rector or senior employee managing a different worksite authorized by the rector at

another worksite, or their authorized employee of a different worksite. If the dean, director of university institution or senior employee managing a different worksite takes part in a tender as an applicant, the committee shall always be chaired by the vice rector authorized by the rector, or by the vice dean of the relevant faculty authorized by the dean, or representative of director authorized by the director of a university institution.

(4) The committee members are:

- a) Committee chairman;
- b) Head of the relevant worksite or his or her authorized employee of the relevant worksite;
- c) A member of the academic senate of CZU or a member of the academic senate of the relevant faculty.

A committee may include the following:

- a) Secretary of the relevant faculty, secretary of a university institution or of a different worksite;
- b) Another employee of CZU as required by the person authorized to announce a tender;
- c) HR Officer from the Department of Human Resource Management of the Rectorate, without a voting right;
- d) Committee secretary, without a voting right, to arrange for administration related to the tender.

(5) Article 2, paragraphs 6 to 11 shall apply to the activities of a committee accordingly.

#### **Article 4**

##### **Tender for Filling the Job Position of Department Head**

(1) A tender for filling the job position of Department Head shall be announced by the dean of the relevant department or director of a university institution. If the dean or director of a university institution intends to take part in the tender as an applicant, the rector shall announce the tender.

(2) Tenders for filling the job positions of Heads of Departments of the relevant faculty or university institution must always be announced at the latest within six months from the date of the appointment of the relevant dean or director of a university institution.

(3) A committee is established by the dean of a relevant faculty, or by a director at a university institution. If the dean or director of a university institution takes part in a tender as an applicant, the rector shall establish the committee.

(4) The committee at a faculty shall be chaired by the dean of the faculty or his or her authorized vice dean, and by the director or a representative authorized by the director at a university institution. If the dean or director of a university institution takes part in a tender as an applicant, the committee shall be chaired by the vice rector authorized by the rector. The committee must be established with regard to its high professional standards and moral integrity.

(5) The committee members are:

- a) Committee chairman;

- b) Academic employee from the relevant worksite;
- c) Recognized expert from another university or other scientific institution or from the private sector, with relevant experience to evaluate applicants;
- d) Member of the academic senate of the CZU or a member of the academic senate of the relevant faculty;
- e) Secretary of the Faculty or university institution.

A committee may include the following:

- f) HR Officer from the Department of Human Resource Management of the Rectorate, without a voting right;
- g) Another employee of CZU as required by the person authorized to announce a tender;
- h) Committee secretary, without a voting right, to arrange for administration related to the tender.

(6) Article 2, paragraphs 6 to 11 shall apply to the activities of a committee accordingly.

(7) The tender for filling the job position of Department Head is also a tender for filling the corresponding job position of academic employee.

#### **Article 5**

#### **Tender for Filling the Job Positions of Other Employees, excluding Technical and Economic Staff**

(1) The rector announces a tender for filling the job positions of bursar, director of a university institution, senior employee managing other worksites of CZU, director of the university farm and director of the university forest enterprise.

(2) The tender for filling the job position of faculty secretary or a university institution, or filling the job positions of heads of other worksites and institutions and institutions of a relevant faculty are announced by their dean or director.

(3) Filling of other job positions which are not academic staff job positions, and which are not specified in paragraphs 1 and 2 of this Article is regulated in Article 7.

(4) The composition of a committee shall be determined by an independent decision of the rector, dean or director of a university institution for each tender announced pursuant to paragraphs 1 and 2 of this Article.

(5) Article 2, paragraphs 6 to 11 apply to the activities of a committee accordingly.

(6) Pursuant to paragraphs 1 and 2, the committee may propose several applicants to the authorized person for a final interview.



## **Article 6**

### **Common Provisions for Tenders for the Job Positions of Professor, Associate Professor, Department Head, Other Academic Staff and Other Employees**

- (1) If a tender is announced for filling the job position within a scientific project, the selection committee shall be composed of the project researcher at all times, unless the project researcher has waived participation in the committee.
- (2) For each tender, at least one member of the committee must be trained in recruitment; ideally, all members of the committee should be trained in this respect.
- (3) The chairman of the committee shall submit the record containing the order of the applicants proposed for filling the job position according to the tender procedure criteria and signed by all of the present members of the committee to the person authorized to announce the tender, specifically no later than within six weeks of the closing date for the submission of applications.
- (4) In his or her statement in the record from the tender, the person authorized to announce the tender shall approve or disapprove the acceptance of any of the proposed applicants for employment within 14 days from the date the record from the tender is received; if, pursuant to paragraph 1, the person authorized to announce the tender does not find any of the proposed applicants to be suitable for being hired, he or she shall make a decision via a statement in the record from the tender about repeating or cancelling the tender.
- (5) The Department of Human Resource Management of the Rectorate shall take over the record from the tender from the person authorized to announce the tender, and subsequently, the above Department shall inform the applicants who were not disqualified about the results of the tender, and pursuant to paragraph 1, together with the person authorized to announce the tender, they shall take steps to hire the selected applicant in accordance with the relevant CZU internal regulation.
- (6) The Department of Human Resource Management shall notify all applicants who have been disqualified at any time during the tender procedure. If, within 14 days of such notification, the applicant requests an explanation of his or her disqualification from the tender, the Department of Human Resource Management of the Rectorate shall provide the applicant with the explanation on the basis of the record of tender.
- (7) The current version of the template of a tender record shall be available at all times on the intranet of the CZU.

## **Article 7**

### **Tender for Filling the Job Positions of Technical and Economic Staff**

- (1) The filling of job positions of technical and economic staff (hereinafter the “TES”) not referred to in Article 5, paragraphs 1 and 2, is within the responsibility of the rector, bursar, dean, director of the given university institutions, head of another worksite, in accordance with their competence within labour law relations.
- (2) Unless otherwise stipulated by the relevant component, the head of the respective worksite (department, division, section, etc.) shall propose the announcement of a tender for filling a job position of a TES.
- (3) Persons authorized to announce a tender as per paragraph 1 of this Article may also decide on an “internal tender”, meaning that the call for tender shall be posted on the intranet of CZU

as well as on the notice board in the premises of the Department of Human Resource Management of the Rectorate.

(4) A tender may be waived on filling a TES position in the framework a planned career growth of any current TES.

(5) There are no provisions establishing the length of a TES vacancy posting or the binding composition of a selection committee, which shall be entirely at the discretion of the person authorized to announce a tender under paragraph 1.

(6) A brief record of the tender shall be prepared. The template of a record of tender for filling a TES post shall be available at all times on the intranet of CZU.

### **Article 8**

#### **Cancellation of an announced Tender that has not yet been completed**

(1) In the event of changes in conditions under which a tender was announced, in particular due to organizational changes, operational reasons, staff changes, changes in the structure and number of employees, the authorized person may cancel a tender if the tender had not yet been completed. The chairman of the relevant committee shall submit written information, along with reasons for which the tender was cancelled, to the Department of Human Resource Management of the Rectorate.

(2) The Department of Human Resource Management of the Rectorate shall immediately inform in writing the applicants who have applied for the tender within the announced time period about the tender being cancelled, and the reasons for which it was cancelled.

### **Article 9**

#### **Special Provisions**

Another labour action leading to the creation of employment or change to an existing employee's employment shall also be considered as hiring for employment pursuant to these regulations.

### **Article 10**

#### **Temporary Provisions**

Tenders initiated before the date of effect of these regulations shall be completed pursuant to the existing tender regulations.

### **Article 11**

#### **Closing Provisions**

(1) The Tender Regulations of the Czech University of Life Sciences Prague registered by the Ministry of Education, Youth and Sports on 07 March 2017 under no. MSMT-5788/2017, are cancelled.

(2) These regulations were approved pursuant to Section 9, paragraph 1, letter b) of the Act by the CZU AS on 16 December 2021.

(3) These regulations shall become valid pursuant to Section 36, paragraph 4 of the Act on the date of registration by the Ministry of Education, Youth and Sports.

(4) These regulations shall become effective on the date they are published in the public part of the CZU website.

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