

The Ministry of Education, Youth and Sports registered the Selection Procedure Code for the Employment of Academic Staff in accordance with Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendments to Other Acts (the Higher Education Act), on 25 July 2017 under reference No. MSMT-20295/2017.

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Mgr. Karolína Gondková

Director of the Department of Higher Education Institutions

The Academic Senate of the Academy of Arts, Architecture & Design in Prague, In accordance with Section 9 Paragraph 1(b) point 3 and Section 17 Paragraph 1(k) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendments to Other Acts (the Higher Education Act), as amended, has made a resolution on the following internal regulation of the Academy of Arts, Architecture and Design in Prague:

THE SELECTION PROCEDURE CODE FOR THE EMPLOYMENT OF ACADEMIC STAFF

Article 1

Introductory Provisions

- (1) The Selection Procedure Code for the Employment of Academic Staff of the Academy of Arts, Architecture and Design in Prague (hereinafter 'Code') is the internal regulation of the Academy of Arts, Architecture and Design in Prague (hereinafter 'AAAD') in accordance with Section 17 Paragraph 1 point f) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendments to Other Acts (the Higher Education Act), as amended, (hereafter 'Act').
- (2) The Code sets out the procedure for the selection of the AAAD's academic staff. An academic staff member is a person in accordance with Section 70 of the Act. The AAAD employs academic staff on the basis of a selection procedure under this Code.
- (3) The selection procedure under this Code may be omitted in the case of repeated negotiation of employment with the academic member of staff in regards to a job position already held by him/her.
- (4) This Code does not apply to visiting professors.

Article 2
The Selection Procedure

- (1) The Rector calls the selection procedure (hereinafter 'Caller').
- (2) The selection procedure is initiated by the publication of a notice of the selection procedure on the public section of the AAAD's website at least 30 days before the end of the deadline for submitting applications for this selection procedure.
- (3) The notice of the selection procedure shall include in particular:
 - a) the specification of the offered position;
 - b) the qualification and other skills required;
 - c) the deadline and the place for submitting the application form; and,
 - d) a list of documents requested from the applicant.
- (4) The Caller shall appoint a Selection Committee (hereinafter 'Committee') by the end of the deadline for submitting applications for this selection procedure.
- (4) The Committee must have at least five members where at least one member of the Committee is not a member of the AAAD's academic community.
- (5) The first meeting of the Committee is called by the Caller. The Committee shall elect its chairman from among its members. The Chairman convenes further meetings to make sure the deadlines for the selection procedure are met. The Committees' meetings are conducted by the Chairman or by an authorized member of the Committee. The Committee is quorate in the presence of an absolute majority of all members. A resolution to the Committee is adopted if an absolute majority of the members present has voted for it. Each member of the Committee has one vote.
- (7) The Committee shall examine all applications received from the applicants, in particular with regard to their completeness, formal accuracy and the fulfillment of qualifying criteria. The incomplete, formally incorrect applications or applications of candidates who do not meet the qualification or other required criteria, will be immediately exclude from the selection procedure and the Committee will inform the Caller of this fact. If, on the basis of his reasoned decision, the Caller does not decide to not exclude an application, he shall notify the applicant that his/her application has been excluded from the selection procedure and then return the documents submitted by the applicant.
- (8) Candidates' applications for the selection procedure, which were delivered after the prescribed period will be disregarded. The deadline for submitting an application for the selection procedure is deemed to be maintained if the application is provably delivered to the AAAD to the place specified in the notification of the selection procedure.

- (9) The Committee shall evaluate objectively the applicant's qualifications for the vacant position, in particular with regard to the current creative activities of the candidate, the results of his/her professional activities, published papers, research reports, studies, books, realized works and existing pedagogical practice. When assessing the applicant's eligibility, the Committee may ask the applicant to submit other supporting documents than those requested in the notice of the selection procedure.
- (10) The Committee organizes and conducts personal interviews with the invited candidates, or public lectures by the candidates, in order to assess their pedagogical skills. The Committee is obliged to inform the Caller about these event well in advance to enable the Caller to attend them.
- (11) Based on the results of the evaluation, the Committee will recommend to the Caller one or more suitable candidates. If the Caller decides to admit a candidate other than those recommended, s/he must give reasons in the decision. The Caller will then inform the other candidates of the fact that they were not recommended and at the same time return their submitted documents to them.
- (12) The Committee will take minutes of its proceedings and its outcome. The minutes shall also include the order of applicants and reasoning. The Chairman and another Committee members shall sign the minutes; if any of them has objections to the selection procedure or its outcome, s/he will add them to his/her signature. The Chairman of the Committee will submit the minutes to the Caller.
- (13) The Committee can also conclude its negotiations by finding that some or all of the candidates are not suitable for the position offered. This conclusion and its reasoning are part of the minutes.
- (14) The Committee's deliberations are not public and its members shall maintain confidentiality of this information.

Article 3 The Caller's Decision

- (1) The Caller shall notify the applicant whether s/he has been accepted on the basis of the selection procedure.
- (2) The decision that the selection procedure has been completed by the selection of an applicant or that no applicant has been selected shall also be published by the Caller in the public section of the AAAD's website within 30 days of the date of issue of the decision.
- (3) If there is no suitable candidate, the Caller will decide to repeat the selection procedure.
- (4) The total length of the selection procedure shall not exceed 4 calendar months from

the publication of the notice of the selection procedure in accordance with Art. 2 par. 2. The Caller may extend this period by a reasoned decision if it is in the AAAD's interest.

Article 4
Final Provisions

- (1) This Code refers also to the employment of the AAAD's staff members for non-academic positions.
- (2) The selection procedure under this Code is administratively supported by the AAAD's HR department.
- (3) Hereby the Selection Procedure Code for the Employment of Academic Staff of the AAAD registered by the Ministry of Education, Youth and Sports on 10 December 1999 under ref. No. MSMT-33 712/99-30 is repealed.
- (4) Selection procedures commenced before the effective date of this Code shall be completed in accordance with the internal regulations, on the basis of which it was initiated.
- (5) This Code was approved according to Section 9 Paragraph 1b) point 3 of the Act by the AAAD's Academic Senate on 26 June 2017.
- (6) This Code comes becomes valid in accordance with Section 36 Paragraph 4 of the Act on the day of its registration by the Ministry.
- (7) This Code comes into force on 1 September 2017.

Prof. ak. arch. Jindřich Smetana, in his own hand

Rector