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## **RULES OF THE SELECTION PROCEDURE FOR FILLING ACADEMIC STAFF POSITIONS AT THE POLICE ACADEMY OF THE CZECH REPUBLIC IN PRAGUE**

*Academic Senate of the Police Academy of the Czech Republic in Prague  
pursuant to Section 9(1)(b) and Section 17(1)(f) of Act No. 111/1998 Coll,  
on Higher Education and on Amendments and Additions to Other Acts (the Higher Education  
Act), as amended, has resolved as follows  
Regulations of the selection procedure for filling academic staff positions at the Police Academy  
of the Czech Republic in Prague,*

*as its internal regulation:*

### **Article 1**

#### **Introductory provisions**

Pursuant to Article 7(1)(e) of the Statute of the Police Academy of the Czech Republic (hereinafter referred to as "the Statute"), the Regulations for the Selection Procedure for Filling Academic Staff Positions at the Police Academy of the Czech Republic in Prague (hereinafter referred to as "the Regulations") are internal regulations in accordance with the provisions of Section 17(1)(f) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act").

### **Article 2**

#### **Selection procedure**

- 1) Academic staff positions, with the exception of visiting professors, are filled by a selection procedure in accordance with Section 77 of the Act.
- 2) The selection procedure referred to in paragraph 1 may be waived in the case of repeated negotiations of an employment relationship with an employee, if the position held by the employee is to be filled, and in the case of a change in the organisational integration of an academic employee within the PA CR or its units.

### **Article 3**

#### **Call for tenders**

- 1) The selection procedure is announced by the Rector on the proposal of the Dean or without a proposal.
- 2) The announcement of the selection procedure is published in the public section of the PA CR website at least 30 days before the end of the application deadline and includes:
  - a) designation of the promoter,
  - b) the title of the to be filled,
  - c) place of work,
  - d) the required education and, where appropriate, other qualifications and requirements for the post to be filled,
  - e) the expected date of filling the post,
  - f) a list of documents to be attached to the application for the post (hereinafter referred to as 'the candidate'),

- g) the address to which applications for the selection procedure should be sent.

#### **Article 4**

##### **Selection Committee**

- 1) In order to organise and ensure the course of the selection procedure, the Rector, usually in with the Dean, appoints a selection committee (hereinafter referred to as the "committee"), including a chairperson, which, on the basis of the documents submitted, the course and the results of the interviews, evaluates the candidates' ability to fill the vacant position. The Commission shall have an odd number of members. The head of the relevant organisational section or unit where the vacancy is systematised shall be a member of the panel. Members of the Commission are usually academic staff of the PA CR and external experts.
- 2) The Secretary of the Commission is an employee of the Personnel Department of the PA CR. The secretary does not have the right to vote.

#### **Conduct of the selection**

##### **procedure Article 5**

- 1) The Commission shall evaluate the documents submitted by the applicant without undue delay.
- 2) If the applicant does not meet the conditions of the selection procedure, the Commission will inform the applicant in writing of the conditions not met and return the documents submitted.
- 3) If the applicant meets the conditions of the selection procedure, the selection board will notify him/her of his/her admission to the selection procedure and invite him/her to a personal interview.
- 4) A written brief topic assignment may be assigned within the allotted time. For selected posts, additional documents may be required to assess mental and medical fitness. The panel will evaluate the information on the candidates for the post to be filled, select suitable candidates and determine the order of their suitability for the post.
- 5) The order of suitability of candidates shall be determined by secret ballot of all members of the Commission. A proposal for the ranking of candidates shall be adopted if a majority of the members of the Commission vote in favour of it.
- 6) The chair of the committee shall submit the ranking of suitability to the Rector for a final decision within 7 working days of the end of the committee meeting. He/she shall submit the order of suitability by way of the Dean of the faculty concerned, if the selection procedure was launched at his/her suggestion. The Rector shall inform the candidate of the outcome of the selection procedure without undue delay. Successful completion of the selection procedure shall not entitle the candidate to a contract of employment.

#### **Article 6**

- 1) Any unsuccessful applicant will have their documents returned to them at the same time as they are notified of the outcome of the selection procedure.
- 2) The Rector of the PA CR concludes the employment contract with the academic staff member.
- 3) The procedure for filling a vacant systematised post of an academic staff member - member of the security forces is further governed by a special law.<sup>1</sup>

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<sup>1</sup> Act No. 361/2003 Coll., on the service relationship of members of the security forces, as amended.

## **Article 7**

### **Final and repeal provisions**

- 1) These Regulations were approved by the Academic Senate of the PA CR on 26 June 2017.
- 2) These Regulations shall come into force and effect upon registration by the Ministry of the Interior.
- 3) The Regulations of the selection procedure for filling academic staff positions at the Police Academy of the Czech Republic in Prague, registered at the Ministry of the Interior on 3 September 2009 under No.: MV-59049-4/VO-2009, are hereby repealed.

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### **Regulations of the selection procedure for filling academic staff positions at the Police Academy of the Czech Republic in Prague**

The Regulations of the Selection Procedure for Filling the Positions of Academic Staff of the Police Academy of the Czech Republic in Prague were registered by the Ministry of the Interior on 12 September 2017 under No.: MV- 107978-6/OBP-2017.