

Full text

Internal policy

No: 1/2023

**Rules of the selection procedure
to fill the posts of university teachers,
researchers,
the positions of professors and
associate professors and the positions
of senior staff
at the Slovak University of
Technology in Bratislava
as amended by**

Amendment No. 1

Date: 29 March 2023

The Rector of the Slovak University of Technology in Bratislava, after approving Addendum No. 1 to Internal Regulation No. 1/2023 of 18 January 2023 Rules of the selection procedure for filling the positions of university teachers, researchers, professors and associate professors and senior staff positions at the Slovak University of Technology in Bratislava by the Academic Senate of the Slovak University of Technology in Bratislava on 29 March 2023, issues the following

FULL TEXT
internal regulation
of the Slovak University of Technology in Bratislava No. 1/2023 of 18
January 2023 RULES OF THE SELECTION PROCEDURE FOR FILLING THE
POSITIONS OF UNIVERSITY TEACHERS, RESEARCHERS, PROFESSORS AND
ASSOCIATE PROFESSORS AND SENIOR STAFF POSITIONS
AT THE SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA
as amended by Addendum No. 1 of 29 March 2023

Slovak University of Technology in Bratislava, 5 Vazovova St., Bratislava

In Bratislava, 18 January 2023
No: 1/2023

The Slovak University of Technology in Bratislava (hereinafter referred to as 'the STU') in accordance with Section 15(1)(d) of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as the 'Higher Education Act') and in accordance with Act No. 552/2003 Coll. on the Performance of Work in the Public Interest, as amended, and after approval by the STU Academic Senate on 18 January 2023

issued
the following internal regulation

Rules of the selection procedure for the positions of university teachers,
researchers, professors and associate professors and senior staff positions at the
Slovak University of Technology in Bratislava

Article 1
Introductory provisions

- 1) The internal regulation of the Rules of the Selection Procedure for Filling the Positions of University Teachers, Researchers, Professors and Associate Professors and Senior Staff Positions at the Slovak University of Technology in Bratislava (hereinafter referred to as the 'Rules of the Selection Procedure' or 'Rules') regulates the rules and course of the selection procedure for filling
 - a) higher education teachers' posts;
 - b) researchers' jobs;
 - c) the positions of professors and associate professors,
 - d) functions of the STU senior employees,
 - e) the functions of senior employees of STU faculties,
 - f) managerial posts intended for authorised employees.

- 2) For the purposes of point 1(d) of this Article, the term 'the senior employee of the STU' means the questor, director or head of the STU university workplace and the director of a specific-purpose STU facility, or any other part of the STU, which is determined as such by the STU Statute¹. For the purposes of point 1(e) of this Article, the term 'senior employee of the STU faculty' shall mean the faculty secretary and individual heads of pedagogical, research, development or artistic, economic-administrative and information workplaces and special-purpose facilities of the STU faculty.

- 3) Recruitment of posts by means of a selection procedure shall not apply to the recruitment of university teachers on a fixed-term basis of up to one year on a part-time basis than the stipulated weekly working time and to the conclusion of agreements on work performed outside the employment relationship for a period of up to one year². Recruitment by selection procedure shall not apply to the recruitment of researchers on a fixed-term basis where the personnel costs of the post are co-financed by a research project, to the recruitment of researchers on fixed-term employment of up to one year for a shorter period than the stipulated weekly working time, and also to the recruitment of researchers on the basis of agreements on work performed outside the employment relationship for a period of up to one year.

- 4) A selection procedure to fill the posts or functions referred to in point 1 of this Article ('the selection procedure') shall verify the competencies

¹ Section 14 in conjunction with § 21 (1) (b) and (c) of the Higher Education Act and Article 2 (3) and (4) of the Organisational Rules of the STU No. 15/2008-N as amended.

² Section 77 (13) of the Higher Education Act.

and the candidate's professional knowledge which is necessary or appropriate as regards the nature of the duties to be performed by the staff member in the post or function for which the selection procedure is being announced.

- 5) For the purposes of these Rules of the Selection Procedure, the employer, the STU, the STU faculty, the other STU university workplace (including the STU Rector's Office) and the STU specific-purpose facility (hereinafter referred to as the 'employer'), shall comply with the principle of equal treatment in employment and similar legal relationships established by a special regulation during the selection procedure³. In accordance with the principle of equal treatment, discrimination on the grounds of marital and family status, colour, language, political or other opinion, trade union activity, national or social origin, property, birth or other status is also prohibited. In the case of the prohibition of discrimination on grounds of marital status and family status, it is necessary to accept the provision of a specific regulation⁴ on the basis of which employees who are close persons⁵ may not be classified in direct subordination or superiority to each other, so that one is subject to the cash control or accounting control of the other.
- 6) An employment relationship for a university teacher and researcher may be concluded on the basis of a single selection procedure for a maximum of five years. The duration of the employment relationship referred to in the first sentence shall be extended by the duration of maternity and parental leave of the university teacher and the temporary incapacity for work of the university teacher of at least 42 days⁶. The extension of the duration of employment under this point also applies to the function position of professor and to the function position of associate professor.
- 7) A selection procedure to fill the position of professor or to fill the position of associate professor is also a selection procedure to fill the position of university teacher⁷.
- 8) The position of Associate Professor or Professor may be filled on the basis of a single selection procedure for a maximum of five years. Where a university lecturer has filled the post of an associate professor or professor for at least the third time and the total period of his or her tenure in these posts has been at least nine years, he or she shall be entitled to an employment contract for the post of a fixed-term university lecturer until the age of 70; This does not establish the right of a university teacher to be assigned to the relevant functional position⁸.

³ Act No. 365/2004 Coll. on Equal Treatment in Certain Areas and on Protection against Discrimination and on Amendments to Certain Acts (Anti-Discrimination Act), as amended.

⁴ Section 7 of Act No. 552/2003 Coll. on the Performance of Work in the Public Interest, as amended.

⁵ Section 116 of the Civil Code.

⁶ Section 77 (5) of the Higher Education Act.

⁷ Section 77(1) of the Higher Education Act.

⁸ Section 77(6) of the Higher Education Act.

- 9) The Rector or Dean, in the case of an employee assigned to the faculty, may enter into an employment relationship with a person over 70 years of age for the position of a university teacher, if it is an employee assigned to the faculty for a maximum of one year; in this way, an employment relationship can be concluded repeatedly⁹.

Article 2

Announcement of the selection procedure

- 1) The selection procedure for filling the positions of university teachers and filling the positions of professors and associate professors is announced by the Rector of the STU or the Dean of the Faculty (hereinafter referred to as the 'announcer'); The notice is published on the website designated by the Ministry of Education¹⁰ and on the official notice board of the employer¹¹ at least three weeks before it takes place¹².
- 2) The manner of publishing information on the announcement of a selection procedure to fill the position of university teacher, professor and associate professor is governed by the STU regulation issued by the Rector¹³.
- 3) The employer also announces a selection procedure for filling the position of a senior employee in the press or in other generally accessible means of mass communication, which are mainly television, radio and the Internet¹² at least three weeks before the selection procedure.
- 4) A selection procedure for a researcher post shall be published by the employer on its website at least three weeks before it takes place.
- 5) The date of publication of the selection procedure is the day of its announcement.
- 6) No later than on the day of the announcement of the selection procedure to fill the position of associate professor and professor, the employer is obliged to inform the Rector, the STU Scientific Council, the head of the relevant workplace (department, institute, etc.), the student part of the academic senate of the relevant faculty and the relevant employee representatives of this statement in an appropriate manner, for the purposes of further procedure in accordance with Article 4(3) of these Selection Procedure Rules. Sending a link to the announcement of a selection procedure within the meaning of point 1 of this Article is also considered to be an appropriate means of information.

⁹ Section 77(10) of the Higher Education Act.

¹⁰ <https://www.minedu.sk/volne-pracovne-miesta-na-vysokych-skolach/>

¹¹ Section 77(1) of the Higher Education Act.

¹² Section 5(3) of Act No 552/2003 Coll. on the performance of work in the public interest, as amended.

¹³ Rector's Order No. 11/2021 – PR 'Method of Publishing Information on the Habilitation Procedure, the Inauguration Procedure and the Selection Procedure for Filling the Position of a University Teacher' of 27 September 2021

Article 3
Notice of selection procedure

- 1) The notice of selection procedure shall contain¹²:
 - a) designation of the employer in the scope of the name, registered office and designation of the part of the STU (for which) the selection procedure is announced;
 - b) designation of the position or designation of the position to be filled by the selection procedure (with the designation of the field of study or using the relevant catalogue of work activities in the performance of work in the public interest;
 - c) the expected job description;
 - d) the qualifications required and the specific qualifications required to fill a post or function¹⁴;
 - e) other criteria and requirements in relation to the job or function to be filled (e.g. knowledge of languages, teaching experience or scientific research activity in the relevant field for a certain number of years);
 - f) a list of required documents (including the applicant's affidavit of legal capacity and the integrity); in particular those proving the fulfilment of the required qualification requirements;
 - g) the expected date of a commencement of the employment;
 - h) the date and method of submitting the application for participation in the selection procedure;
 - i) any other data according to the decision of the announcer and the nature of the position for which the selection procedure is announced (e.g. the form of the selection procedure, in special cases the period for which the position is assigned, etc.) ;
 - j) the amount of the basic component of the salary.

- 2) The qualification requirements for filling the position of an associate professor and professor shall be set out in the notice of the announcement of the selection procedure in such a way that they fully take into account the valid criteria for obtaining the scientific-pedagogical or the artistic-pedagogical title of an associate professor or a professor approved by the STU Scientific Council and that these requirements correspond to at least the minimum criteria of pedagogical, research, developmental or artistic activity¹⁵, if they are so specified.

- 3) The qualification requirement for filling the position of professor is the fulfilment of the STU criteria for obtaining the title of professor in the relevant field of habilitation procedure and inauguration procedure, to which the position is linked¹⁶.

- 4) Qualification requirement for filling the position of professor by

¹⁴ e.g. requirements within the meaning of Section 75 of the Higher Education Act.

¹⁵ Section 77(2) and (3) of the Higher Education Act.

¹⁶ Article 3(2) to (5) of the Rector's Directive No. 1/2021 – SR 'Rules for determining the minimum criteria for obtaining the title of an Associate Professor and a Professor at the Slovak University of Technology in Bratislava' of 23 February 2021.

an applicant who currently performs the function of a professor at the STU is also the fulfilment of STU's criteria in the field of outputs of creative activities and responses required for the period of the last 5 years in the relevant field of habilitation and inauguration procedure, to which the position is linked¹⁷.

- 5) The qualification requirement for filling the position of an associate professor is the fulfilment of the STU requirements for obtaining the title of associate professor in the relevant field of habilitation and inauguration procedure, to which the position is linked¹⁸.
- 6) The qualification requirement for filling the position of associate professor by an applicant who currently performs the function of an associate professor at the STU is also the fulfilment of the STU requirements in the field of outputs of creative activities and responses required for a period of 5 years in the relevant field of habilitation and inauguration procedure, to which the position is linked.
- 7) The requirement to fill the positions of a questor is the required length of experience of at least 10 years after obtaining a second-level university education, of which at least 3 years of experience in a managerial position in state administration, in local government or in a public institution.
- 8) The requirement to fill the position of faculty secretary is the required length of experience of at least 5 years after obtaining a second-level university education, of which at least 1 year of experience in a managerial position in state administration, in local government or in a public institution.
- 9) For the purposes of points 7 and 8 of this Article, state administration shall mean ministries and central government bodies or local government bodies. Territorial self-government means municipalities and higher territorial units. A public institution is a legal entity for which a special regulation so provides.

Article 4 Selection Board

- 1) The announcer of the selection procedure shall establish a selection board and appoint its members; At the same time, the announcer will appoint the chairman of the selection committee from among the members. The announcer cannot be a member of the selection committee.
- 2) The selection committee for the selection procedure to fill the position of university teacher, researcher and senior employee of the STU and/or its faculty has at least three members. Where this concerns

¹⁷ Points II and III of the Annex to the Rector's Directive No. 1/2021 – SR 'Rules for determining the minimum criteria for obtaining the title of associate professor and professor at the Slovak University of Technology in Bratislava' of 23 February 2021.

¹⁸ Article 2 of the Rector's Directive No. 1/2021 – SR 'Rules for determining the minimum criteria for obtaining the title of an associate professor and a professor at the Slovak University of Technology in Bratislava' of 23 February 2021.

a selection procedure to fill the position of a senior employee, one member of the selection committee will be appointed by an employee representative. The total number of Selection Board members is odd¹⁹.

- 3) The selection committee for the selection procedure to fill the position of an associate professor or a professor has five members. Two members of the selection committee are appointed by the rector, one of whom is proposed by the employee representative. The third member is appointed by the head of the relevant department (department, institute, etc.). The fourth member is appointed by the STU Scientific Council from a list of candidates for members of selection committees approved by the STU Scientific Council. The fifth member is appointed by the dean or the head of the relevant STU university workplace where the position is not filled at the faculty²⁰. Members of the Selection Board shall be appointed by the date of the announcement of the selection procedure.
- 4) Members of the selection board pursuant to point 3 of this Article shall meet the qualification requirements to fill the relevant position²¹ in the relevant or related field of habilitation and inauguration procedure. A member of the selection committee appointed by the head of the relevant department (department, institute, etc.) and a member of the selection committee appointed by the dean shall teach in the relevant field of a study. One of the members of the selection committee appointed by the Rector and a member appointed by the STU Scientific Council is not an employee of the STU²².
- 5) Members of the selection committee may also be persons outside the STU environment, but they will always be selected with regard to their expertise and ability to assess the candidate's qualification to fill the position, functional position or function that is being filled by the selection procedure. A member of the selection committee who is appointed from outside the STU may not be the chairman of the selection committee.
- 6) The course of the selection procedure is organised and all the necessary administrative work related to the activities of the selection board is carried out by the secretary of the selection board:
 - a) where the selection procedure is announced by the rector or the questor, it is an employee of the Human Resources Department designated by the head of the Human Resources Department,
 - b) where the selection procedure is announced by the dean or the secretary of the faculty, it is an employee of the personnel department designated by the head of the personnel department (or equivalent according to the organizational structure).

¹⁹ Section 5(4) of the Law on the performance of work in the public interest .

²⁰ Section 77(7) of the Higher Education Act.

²¹ Section 75(4) of the Higher Education Act.

²² Section 77(7) of the Higher Education Act.

- 7) Where the appointed member of the Selection Board finds that he or she is biased against the candidate (e.g. because of a family relationship) to the Chairperson of the Commission. The chairperson of the selection committee will then invite the announcer to ensure that the selection committee is supplemented by appointing a new member of the selection committee.
- 8) A student representative also participates in the selection procedure according to point 3 without the right to vote. Unless the internal regulation of the faculty stipulates otherwise, the student representative will be appointed by election of the student part of the academic senate of the relevant faculty, no later than 7 days before the selection procedure.

Article 5

Selection procedure and voting in the selection procedure

- 1) At its first meeting, the Selection Board reviews the completeness and correctness of the content of the applications submitted. Applications that do not meet the requirements specified in the announced selection procedure will be excluded from further proceedings by the selection board.
- 2) Candidates who do not meet the requirements, requirements or other criteria set out in the notice of the selection procedure shall be notified in writing by the Chairperson of the Selection Board at least seven days before the selection procedure.
- 3) The announcer shall invite at least seven days before the selection procedure²³ to the selection procedure an applicant who meets the following requirements:
 - a) has full legal capacity,
 - b) he/she did commit any crime,
 - c) meets the qualification, specific qualification and other criteria and requirements specified in the notice of the selection procedure, where required by a specific regulation (proven by relevant documents);
 - d) is medically fit for the work to be performed, where required by a specific regulation,
 - e) submitted the application within the time limit specified in the notice of the selection procedure and submitted the required documents.
- 4) The invitation to a selection procedure shall contain the date, place, time of the selection procedure, and an announcement of the form and method of the procedure referred to in point 5 of this Article.
- 5) A selection procedure can be carried out in writing or by interview, or in writing and by interview²⁵. The selection committee is entitled to assign candidates the processing of brief thematic tasks, or to verify their suitability for the position or function to be filled in another way (in the case of a university teacher, e.g. by a sample lecture) and also by professional tests. The Selection Board may

decide whether to conduct a proceedings or parts thereof by videoconference or other means of information and communication technology without the physical presence of the candidates.

- 6) Where an applicant apologises in writing and at the same time gives serious reasons for not taking part in the announced selection procedure, the selection board will decide by secret ballot whether to set an alternative date for the selection procedure for such an applicant or whether the candidate will be excluded from the evaluation and the members of the selection board will not determine his order; the result of the selection board's decision, together with the reasoning, shall be recorded in the minutes of the selection procedure.
- 7) Where a candidate fails to take part in a selection procedure without an excuse by the start of the selection procedure at the latest, he or she will be deemed not to have fulfilled the criteria of the selection procedure requirement and will be noted in the selection procedure minutes.
- 8) The selection procedure verifies the candidate's abilities and professional knowledge which are necessary or appropriate in view of the nature of the duties to be performed by the staff member in the post or function for which the selection procedure is being announced.
- 9) The selection procedure to fill the position of university teacher and the selection procedure to fill the position of an associate professor or a professor is public. In the selection procedure, the selection committee evaluates in particular the applicants' pedagogical activity, creative activity and responses to it and other criteria determined by the internal regulations of the STU or its faculties²⁴.
- 10) The voting sheet shall be prepared in at least the number of copies as there are members of the selection committee. The sheet lists in alphabetical order the candidates who have been invited to the selection procedure.
- 11) Each member of the selection board evaluates all the invited candidates by secret ballot and compiles their order by assigning a ranking to each of the candidate's first and last names. Where a member of the Selection Board considers that the candidate has not complied with the stipulated conditions, he or she shall give the candidate a symbol next to the ranking number X. Where a majority of the Selection Board assigns an X to a candidate next to the ranking number, that candidate is not included in the ranking. The X symbol cannot be assigned to a candidate in the second round according to point 13.
- 12) The selection committee will then process the overall ranking of the candidates. Where any of the candidates receives a ranking of first place from the majority of the members of the Selection Board, they will be ranked first in the ranking. Otherwise, the ranking is determined by the sum of the rankings assigned to the candidates by the members of the selection board, from lowest to highest.

In the event that he does not win any of the applicants from the majority of the number of members of the selection committee in the first place, the selection committee shall immediately carry out the second round of voting.

- 13) Applicants who received the lowest sum of rankings in the first round advance to the second round. Where there is only one applicant with the lowest amount of the rankings, all applicants with the second lowest sum of the rankings also advance to the second round. The first place in the second round will be won by the applicant who receives the order of first place from the majority of the members of the selection committee. Where none of the candidates obtains a majority of the rankings in the first place or in the second round from the members of the selection board, the final ranking of these candidates will be determined according to the lowest sum of the rankings in the second round. Where, in such a case, the lowest sum of the rankings is obtained by several applicants, it is at the discretion of the employer with which of them to conclude an employment relationship.
- 14) A member of the commission with the right to vote may not abstain from voting.
- 15) The order of applicants is binding when filling positions and positions. The employer will conclude an employment relationship with the applicant according to the order²⁵. Only the first place in the order is binding to the employer in selection procedures to fill the position of university teacher, researcher and associate professor or professor.
- 16) Where, on the basis of a selection procedure, the selection board does not select a candidate for the post or function to be filled because no candidate has met the established criteria and requirements (conditions) set out in the notice of selection procedure, the announcer will announce a new selection procedure²⁶.

Article 6 Results of the selection procedure

- 1) Minutes of the course of the selection procedure and its results are drawn up, which are attached to the voting sheets. The minutes of the selection procedure and its results (hereinafter referred to as the 'minutes of the selection procedure') shall be prepared by the secretary of the selection board and signed by the members of the selection board present. The Chairman of the Selection Board shall submit the minutes of the selection procedure to the announcer of the selection procedure no later than three working days from the date on which the Selection Board determined the order of the candidates. In the case of a selection procedure carried out by videoconference or other means of information and communication technology, the minutes shall be signed only by the chairperson of the selection board.

²⁵ Section 5(6) of Act No 552/2003 Coll. on the Performance of Work in the Public Interest, as amended.

²⁶ Section 5(8) of Act No 552/2003 Coll. on the Performance of Work in the Public Interest, as amended.

- 2) The secretary of the selection board shall draft minutes of the course of the selection procedure for the position of an university teacher, for the position of a researcher, for the position of an associate professor or for the position of a professor, which shall state the evaluation criteria, the verbal evaluation of the applicants, their order and the justification of the result in relation to each applicant. For the purpose of verifying the outcome of the selection procedure, the employer shall publish, within five working days of the selection procedure, on the website on which the notice of selection procedure is published:
 - a) a list of members of the selection committee in the scope of name and surname;
 - b) data of the selected applicant and unsuccessful applicants who have given their consent to the publication of their data, to the extent specified in Section 76 (10) (a) of the Higher Education Act;
 - c) the name of the field of study in which the selected applicant is to work;
 - d) number of applicants²⁷.

- 3) The announcer of the selection procedure shall notify the applicants in writing of the result of the selection procedure within ten days of its completion²⁸. The announcer of the selection procedure will return all their personal documents and other documentation submitted by them to unsuccessful applicants.

- 4) Members of the selection committee shall maintain confidentiality about the course and results of the selection procedure, at least until the results of the selection procedure are published, and to ensure the protection of candidates' personal data at all times.

Article 7
Specific provisions
regarding the selection procedure

- 1) An employee who has previously worked in a given position or function may also apply for the selection procedure where he meets all the requirements, requirements or other criteria according to these rules.

- 2) A scientific-pedagogical degree or an artistic-pedagogical degree shall not be a requirement for filling the position of a professor or the position of an associate professor²⁹.

- 3) A vacancy for a managerial staff member, for whom appointment is a requirement for the performance of the function, may be filled without a selection procedure only until the appointment is made after the successful completion of the selection procedure in accordance with a specific

²⁷ Section 77(8) of the Higher Education Act.

²⁸ Section 5(7) of the Law on the performance of work in the public interest.

²⁹ Section 77(1) of the Higher Education Act.

regulation³⁰, and for a maximum period of six months³¹.

- 4) Applications for participation in the selection procedure are registered and stored with the announcer of the selection procedure with an indication of the date of their delivery.
- 5) The announcer may cancel the selection procedure at any stage.

Article 8 **Transitional and final provisions**

- 1) The costs associated with the business trip in connection with membership in the selection committee will be reimbursed by the STU, or the relevant faculty, to the employer of the selection committee member.
- 2) Internal Regulation No. 1/2013 of 28 May 2013 on the Rules of the Selection Procedure for Filling the Positions of University Teachers, Researchers, Professors and Associate Professors and Senior Staff Positions at the Slovak University of Technology in Bratislava (Rules of the Selection Procedure at the STU), as amended by Appendices 1 to 3, is hereby repealed.
- 3) Selection procedures to fill the posts of university teachers and selection procedures to fill the positions of professors and associate professors started and not completed by 24 April 2022, these will be finalised according to generally binding legislation in force by 24 April 2022.
- 4) These Selection Procedure Rules enter into force on the day of approval by the STU Academic Senate and enter into force on 25 January 2023.
- 5) Any amendments to this Policy may only be made by numbered amendments to it. Amendments to the STU Selection Procedure Rules will enter into force and effect on the day of their approval by the STU Academic Senate.
- 6) Amendment No. 1 to the Rules was approved by the STU Academic Senate on 29 March 2023.
- 7) Addendum No. 1 to the Rules comes into force and effect on the day of its approval by the STU Academic Senate.

Dr. h. c. prof. h. c. prof. Dr. Ing. Oliver Moravčík³²
Rector

³⁰ Act No. 552/2003 Coll. on the Performance of Work in the Public Interest, as amended.

³¹ Section 5(9) of Act No 552/2003 Coll. on the Performance of Work in the Public Interest, as amended.

³² The original of the signed Full Text of the Internal Regulation No. 1/2023 Rules of the Selection Procedure for Filling the Positions of University Teachers, Researchers, Professors and Associate Professors and Senior Staff Positions at the Slovak University of Technology in Bratislava' as amended by Addendum No. 1 is stored and available for inspection at the Legal and Organizational Department of the Rector's Office of the Slovak University of Technology in Bratislava.