



**University
of Presov**

**Rector's decision
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**PRINCIPLES OF THE SELECTION PROCEDURE
FOR FILLING THE POSITIONS OF UNIVERSITY
TEACHERS, RESEARCHERS, PROFESSORS AND
ASSOCIATE PROFESSORS
AND SENIOR MANAGEMENT STAFF**

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UNIVERSITY OF PRESOV

Principles of the selection procedure for filling the positions of university teachers, researchers, professors and associate professors and senior management staff

2022

University of Presov in accordance with § 15, par. 1 letter c) of the Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the “Act on Higher Education”), after the approval of the Academic Senate of the University of Presov on January 13, 2015, issues the following

principles of the selection procedure for filling the positions of university teachers, researchers, the positions of professors and associate professors and senior management staff

Art. 1

Basic provisions

1. The principles of the selection procedure for filling the positions of university teachers, researchers, the positions of professors and associate professors, and senior management staff (hereinafter referred to as "the principles") establish the procedure for the selection procedure for appointment to the posts of:
 - a) academic positions and university teachers,
 - b) research jobs,
 - c) senior management positions except for the posts of vice-rectors, vice-deans and rectors of seminaries, whose posts are filled in accordance with the Act on Higher Education and the Statute of the University of Presov (hereinafter referred to as the “university”).
2. In justified cases, the positions of researchers can also be filled through the selection procedure. The selection procedure is established by these principles.
3. These principles regulate the procedure for filling the positions and functions according to par. 1 in all university workplaces.
4. The selection procedure for filling the position of the university teacher bound by the clinical director position at the University Hospital J. A. Reiman in Prešov, is also governed by the Agreement on the Establishment of Educational Bases.

Art. 2

Announcer of the selection procedure

1. The rector is the announcer of the selection procedure (hereinafter referred to as the "announcer"). In case that the rector has delegated this authority according to Art. 42 par. 3 of the Statute of the University of Presov on the Academic self-government bodies of the faculty, the dean is the announcer.
2. The announcer of the selection procedure is responsible for announcing the selection procedure and implementing its results. Organizationally and technically, the selection procedure is conducted by the human resource manager of the faculty, and by the human resources department responsible for all university workplaces and special-purpose facilities. The chairperson and members of the selection committee are responsible for the course of the selection procedure.

Art. 3

Selection procedure for appointment to the post of the university staff management

1. The announcement of the selection procedure for appointment to the posts of senior management staff must be published at least three weeks before the specific date on the

- university's website and on the university's official bulletin board and may also be published in the regional press or in other generally accessible means of mass communication.
2. The announcer shall establish a selection committee and appoint its members. The selection committee must consist of at least three members, the total number of members of the selection committee is odd. The announcer shall not be a member of the selection committee.
 3. One of the members of the selection committee shall be appointed by the academic senate of the university. Another of the members of the selection committee shall be appointed by a staff representative, acting in accordance with § 11a par. 1 on the Labour Code, in accordance with § 5 par. 4 of Act No. 552/2003 Coll. on the Performance of a task carried out in the public interest, as amended.
 4. The selection committee shall evaluate the conditions of the applicants in relation to the requirements of the advertised selection procedure. The order of applicants is determined by the selection committee by secret ballot. In case of the same number of points, the opinion of the chairperson of the selection committee is decisive.
 5. The order of applicants is not binding for the announcer when filling positions.

Art. 4

Selection procedure for filling the positions of university teachers and the positions of professors and associate professors

1. Based on the rector's decision, which determined the number and structure of university teaching positions, the selection procedure for filling the position of the university teacher is also a selection procedure for filling the position of professor, associate professor, assistant professor, assistant, or lecturer at the university.
2. Requirements for filling the post of university teacher and for filling the position of associate professor or professor in the field of pedagogical activities and in the field of creative activity, the university will state in the declaration of the disclosure of selection procedure, within which it also verifies their fulfilment.
3. The fulfilment of the criteria approved by the scientific board of the university are the condition for inclusion of an application in the selection procedure for filling the position of professor and associate professor.
4. The announcement of the selection procedure for filling the positions and functions according to paragraph 1 must be published at least three weeks before the specific date on the website designated by the Ministry of Education, Science, Research and Sport of the Slovak Republic and on the official bulletin board of the university or faculty, if it is a job offered at the faculty.
5. To carry out the selection procedure, the announcer shall establish a selection committee and appoint its members.
6. The selection committee for filling the position of university teacher shall be comprised of at least three members. If the rector is the announcer, one member of the selection committee is designated by a senior employee of that part of the university where the selection procedure is announced, one is designated by the academic senate of the university, and one member is designated by the employee representative acting in accordance with § 11a par. 1 of the Labour Code. The other members of the committee are proposed by the senior employee of the relevant part of the university. A secretary of the committee is appointed from the members of the committee by the rector.
7. The selection committee for the selection process for filling the position of associate professor or professor has five members. Two members of the selection committee are appointed by the rector, one of them at the proposal of the staff representative, one member

is appointed by the head of the relevant department of the university and one member is appointed by the Scientific Board of the University of Presov. The fifth member of the selection committee is appointed by the dean, otherwise the head of the relevant department of the university. The members of the selection committee must meet the qualification requirements for filling the relevant position. A member of the selection committee appointed by the head of the relevant department and a member of the selection committee appointed by the dean or head of the relevant department must work pedagogically in the relevant field of study. A representative of the students appointed by the student part of the academic community of the relevant higher education institution also participates in the selection procedure, according to the procedure determined by the internal regulations of the higher education institution. One of the members of the selection committee appointed by the rector and the member appointed by the Scientific Board of the University of Presov is not an employee of the relevant university (§ 77, paragraph 7 of the Act).

If the dean of the faculty is the announcer, one of the members of the selection committee shall be appointed by the academic senate of the faculty. Another member of the selection committee shall be appointed by the employee representative acting in accordance with § 11a par. 1 of the Labour Code. In case there is no basic organization of the trade union at the faculty, the Council of Basic Organizations of the Trade Union of Education and Science Workers of the University shall propose an employee representative.

8. Members of the selection committee shall be appointed from experts from practice, or from related schools in the Slovak Republic or institutions of the Slovak Academy of Sciences, also from abroad, with expertise and qualifications according to the nature of the position by the announcer.
9. The selection procedure for filling the position of university teacher and the selection procedure for filling the position of associate professor or professor is public. The selection committee mainly evaluates the pedagogical and creative activities of the applicants and responses to it and other criteria determined by the internal regulations of the university. The recorder of the selection committee, appointed by the majority of its members, will draw up minutes about the course of the selection procedure, in which the evaluation criteria, the verbal evaluation of the applicants, their order and justification of the result in relation to each applicant re stated. For the purpose of verifying the result of the selection procedure, the university publishes on its website within five working days of the selection procedure:
 - a) List of members of the selection committee in the scope of first and last name,
 - b) data of the selected applicant and unsuccessful applicants who have given their consent to the publication of their data, to the extent pursuant to § 76 par. 10 letters a) of the Act on Higher Education,
 - c) the name of the field of study in which the selected applicant is to work,
 - d) number of applicants.
10. If a member of the committee finds that he/she is biased, he/she shall inform other members of the committee and the senior employee of the university about the situation, and they shall propose a new member of the selection committee to the announcer.
11. The selection committee shall evaluate the professional experience of the applicants in relation to the requirements of the advertised selection procedure. The order of applicants is determined by the selection committee by secret ballot.
12. The order of applicants is not binding for the advertiser when filling job positions.

Art. 5

Common provisions

1. Through the selection procedure, the skills and professional experience of the applicant,

which are necessary for the nature of the duties that the employee shall perform, are verified. During the selection procedure, the principle of equal treatment in Labour law and similar legal relations established by a special law must be observed. In accordance with the principle of equal treatment, discrimination based on marital and family status, skin colour, language, political or any other opinion, trade union activity, national or social origin, property, gender, or any other status shall be prohibited.

2. The announcement of the selection procedure must contain
 - a) full name and seat of the university; if the dean of the faculty is an announcer, also the name and seat of the faculty,
 - b) job or position that is filled through the selection procedure,
 - c) expected start date for a job position,
 - d) qualifications required for filling a job or position,
 - e) other criteria and requirements for applicants relating to the selection procedure,
 - f) date and place of submission of the application for participation in the selection procedure,
 - g) list of required documents for the selection procedure.
3. After the deadline for submission of applications for the selection procedure, the selection committee shall assess the submitted materials and decide on the acceptance or refusal of the application in the selection procedure. The selection committee shall prepare minutes from the meeting.
4. The committee shall send the applicant who meets the conditions of the selection procedure an invitation letter at least seven days before the specific date. A personal interview of the applicant with the committee shall be part of the selection procedure.
5. The selection procedure shall take place only if at least three members of the selection committee are present.
6. The selection committee shall decide on the ranking of applicants based on voting according to the following criteria:
 - 1.1 The members of the selection committee shall use a voting scale from 1 to 5 to assess the applicant in the selection procedure after completing the personal interview: 5 points – it is recommended to accept the applicant unequivocally, 1 point – it is not recommended to accept the applicant.
 - 1.2 The members of the selection committee shall conduct a secret ballot election. The committee shall conclude the assessment after meeting all participants of the selection procedure.
 - 1.3 The selection committee shall rank only those applicants who obtain more than half of all points.
 - 1.4 If only one person participates in the selection procedure, the selection shall be successful if he/she is awarded more than half of all points.If none of the applicants in the selection procedure meets the conditions, the selection committee does not rank the applicants.
7. The selection committee shall draft minutes about the results and progress of the selection procedure, which shall be signed by all its members present. The minutes should contain:
 - a) date,
 - b) composition of the members of the selection committee,
 - c) name of the applicants,
 - d) evaluation of the results of the selection procedure with ranking and recommendation, or rejection of the job applicant.
8. In justified cases, the announcer has the right to cancel the selection procedure.
9. The members of the selection committee are obliged pursuant to Act No. 122/2013 Coll. on the Protection of personal data as amended and Act no. 84/2014 Coll. on Maintaining confidentiality about the opinions and evaluations of individual members of the committee.

10. The selection committee shall notify applicants in writing about the result of the selection procedure within ten days. The day of signing the minutes by the members of the selection committee means the end of the selection procedure.
11. A new selection procedure can be announced if
 - a) the applicant for the vacant position is not selected by the selection committee based on the selection procedure, because no applicant has met the established conditions,
 - b) no candidate proposed by the selection committee is selected,
 - c) the selection procedure is cancelled according to paragraph 8.

Art. 6

Transitional and final provisions

1. The announcer and senior staff at all levels of management are responsible for compliance with these principles according to Art. 2 of these Principles.
2. Principles of the selection procedure for filling the positions of university teachers, researchers, professors and associate professors and senior management staff of the University of Presov, approved by the Academic Senate of the University of Presov on February 12, 2008 are cancelled.
3. These principles become valid and effective on June 1, 2022.

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