

HR Excellence in Research

Process Description

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Case number  
2024SK265753

Name Organisation under review  
University of Presov

Organisation's contact details  
17. novembra 15, Presov, Slovakia, 08001, Slovakia

Date endorsement charter and code  
07/10/2024

Process

The HR Excellence in Research process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HR Excellence in Research strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HR Excellence in Research process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
prof. PhDr. Peter Kónya, PhD.	Rector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate

Name	Position	Steering Committee	Working Group	Management line/ Department
prof. RNDr. Marián Reiffers, DrSc.	Vice-Rector for Science, Arts, Sports and Accreditation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rectorate
prof. PaedDr. Ivana Cimermanová, PhD.	Vice-Rector for Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
doc. ThDr. Mária Kardis, PhD.	Vice-Rector for International Affairs and External Relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
prof. Ing. Jana Burgerová, PhD.	Vice-Rector for Development, Informatization and Quality Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
prof. Ing. Peter Adamišin, PhD.	Vice-Rector for Strategy and Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
Ing. Mária Nováková, PhD.	Bursar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
PaedDr. Mgr. Helena Galdunová, PhD.	Chairman of the Academic Senate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
prof. PhDr. Beáta Balogová, PhD., MBA	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Arts
prof. Ing. Dr. Róbert Štefko, Ph.D.	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Management and Business
doc. PaedDr. Pavel Ružbarský, PhD., univer. prof.	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculy of Sport
doc. ThDr. Peter Tirpák, PhD.	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Greek-Catholic Theological Faculty
doc. RNDr. Iveta Scholtzová, PhD.	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Education
doc. PhDr. Štefánia Andraščíková, PhD., MPH	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Health Care
prof. MVDr. Janka Poráčová, PhD., MBA	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Humanities and Natural Sciences
doc. ThDr. Štefan Pružinský, PhD.	Dean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty of Orthodox Theology
Mgr. Mária Drobná	Administrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rectorate
PhDr. Roman Vavrek, PhD.	HRS4R coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rectorate
prof. Mgr. et Mgr. Adriána Ingrid Koželová, PhD.	Vice-Dean for Scientific Research, Artistic Activities, External Relations and Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Arts
doc. Mgr. Richard Fedorko, PhD.	Vice-Dean for Science, Research and Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Management and Business
Mgr. Pavol Čech, PhD., univer. doc.	Vice-Dean for Science and Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Sport
prof. ThDr. Marek Petro, PhD.	Vice-Dean for Science, External Relations, Development and Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Greek-Catholic Theological Faculty
doc. PaedDr. Martin Klimovič, PhD.	Vice-Dean for Science, Accreditation and Doctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Education
PhDr. Wioletta Bronisława Mikuláková, PhD.,univ.doc.	Vice-Dean for Scientific Research and Quality Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Health Care
doc. RNDr. Vincent Sedlák, PhD.	Vice-Dean for Science, Research and Accreditation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Humanities and Natural Sciences
doc. PhDr. Bohuslav Kuzyšin, PhD.	Vice-Dean for Accreditation, Science and Doctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Orthodox Theology

Name	Position	Steering Committee	Working Group	Management line/ Department
doc. Mgr. Annamária Kónyová, PhD.	Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Centre of Languages and Cultures of National Minorities
Ing. Peter Hal'ko	Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	University Library
doc. PhDr. Martin Javor, PhD.	Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Centre of Competences and Lifelong Learning
prof. ThDr. PaedDr. Ing. Gabriel Paľa, PhD.	University Quality Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rectorate
JUDr. Veronika Grucová	Head of Human Resources Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rectorate
Mgr. Nikola Tesľuková	PhD. student (R1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Humanities and Natural Sciences
Ing. Jana Chovancová, PhD.	Researcher (R4)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Management and Business

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HR Excellence in Research process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
R1 – R4 researchers / employees of PU	survey / questionnaire	Survey to obtain quantitative data on the perceived level of implementation of the Charter and Code principles. Based on the results obtained, gaps and areas for improvement in existing HR policies are identified.
lecturers / employees of PU	survey / questionnaire	Survey to obtain quantitative data on the perceived level of implementation of the Charter and Code principles. Based on the results obtained, gaps and areas for improvement in existing HR policies are identified.
Department of Science, Arts, Sports and Accreditation	semi-structured interviews, consultations	Qualitative review of current HR policies, comprehensive gap analysis, and identification of opportunities for enhancement.
Human Resources Department (HR)	semi-structured interviews, consultations	Qualitative review of current HR policies, comprehensive gap analysis, and identification of opportunities for enhancement.
Ethics Committee, Ethics Committee for Research, Committee for Science and Research	semi-structured interviews	Qualitative review of current HR policies, comprehensive gap analysis, and identification of opportunities for enhancement.
Rector, 5 Vice-Rectors, 8 Deans, Academic Senate	SC meetings / discussions	Review, audit and approval of all HRS4R documents (GAP analysis, OTM-R checklist, Action Plan, etc.).
Vice-Rector for Science, Arts, Sports and Accreditation, Faculty Vice-Deans	WG meetings / discussions	Coordination of working group activities, preparation and evaluation of HRS4R documentation, and encouragement of R1 to R4 researchers to participate in the survey.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

The **Steering Committee (SC)** was created by the PU management (December, 2nd, 2024) and was chaired by the Vice-Rector for Science, Arts, Sports and Accreditation. The composition of the SC covers the rector's office as well as the individual faculties of the University of Prešov. The composition of the SC was also designed to include all relevant stakeholders covering all HR processes taking into consideration following principles:

- systematicity – SC members meet regularly, which ensures smooth and timely review and approval of all measures to be implemented as part of the HRS4R process in the future (action plan, etc.),

- time efficiency – SC members are also members of the university/faculty management and advisory bodies, which contributes to the effective use of time during SC meetings and reduces the administrative costs of organizing SC meetings,
- complexity – all key stakeholders are involved in the entire HRS4R process, covering all human resource management processes at the university and individual faculties.

After the WG produced the drafts of individual documents (GAP Analysis, Action Plan), the SC commented on them. The final versions of all documents were approved by the PU management (September, 29th, 2025).

Please describe how the Working Group doing the Gap Analysis was appointed:

The **Working Group (WG)** was created by the PU management (December, 2nd, 2024) and was chaired by the HRS4R coordinator. The composition of the SC includes persons responsible for the subject area at the rector's office as well as at individual faculties of the University of Prešov. The members of the WG were appointed from among the management staff, researchers, and administrative employees of the individual faculties.

WG were tasked with preparing partial GAP analyses and OTM-R checklists, which were then finalized in cooperation with the SC. Faculty representatives (members of the WG) were also responsible for ensuring the participation of researchers in a university-wide survey, which served as a qualitative basis for identifying gaps in current HR policies.

A total of 339 employees and doctoral students participated in the survey (including 333 researchers in categories R1-R4). This represents **66.07 %** of all 504 researchers at the university.