

Filling of Positions for University-Educated Staff in Research Departments

This internal regulation sets out the procedures for filling vacant positions in research departments that require a college degree. It sets out the selection process requirements, particularly with regard to the announcement and publication of vacancies, the composition of the Selection Committee, and the principles for selecting and communicating with applicants for employment at the Institute of Thermomechanics.

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Article 1. General Part

Section 1.1 Purpose

The Institute of Thermomechanics of the Academy of Sciences of the Czech Republic (hereinafter referred to as 'the Institute') strives to continuously improve the quality of its research on an international scale by improving the quality of the workforce in its research departments. To this end, it is aligning its recruitment and selection procedures in accordance with the principles of Open, Transparent and Merit-based Recruitment (OTM-R) promoted by the European Commission and the European Charter for Researchers, which form the framework for establishing standard conditions for open recruitment internationally.

This Internal Regulation lays down the procedures for filling positions in research departments for the qualification levels defined below and further specifies Article 51 of the Statutes of the Czech Academy of Sciences, which sets out the conditions for filling the posts of university-educated staff of research departments of the Institutes of the Academy of Sciences of the Czech Republic.

Section 1.2 Concepts

For the purposes of this Internal Regulation, **university-educated staff of research departments** shall mean university graduates classified in one of the qualification levels under Article II of the Career Development Rules for University-Educated Employees of the Czech Academy of Sciences (see Figure).

Section 1.3 Gender Clause

Where this Internal Regulation uses masculine forms when referring to persons in any position, status or function, such references shall apply equally to persons of all genders.

University-educated staff in research departments

Research
Assistant

Graduate
Student

Postdoctoral
Fellow

Associated
Scientist/
Scholar

Scientist/
Scholar

Senior
Scientist/
scholar

Article 2. Methods of Filling Positions of University-Educated Staff in Research Departments

Section 2.1 Filling Graduate Student (PhD Candidate) Positions

The purpose of filling positions at the qualification level of PhD Student is to provide scientific education and training for postgraduate students. The selection of applicants for the position of PhD Student is carried out by the Committee for Doctoral Studies, which is established by the Institute's organizational regulations as an advisory body to the Director. The Director of the Institute shall decide on the admission of applicants for the position of PhD student on the basis of the recommendation of the doctoral studies committee.

Section 2.2 Filling Positions Other than Graduate Student

Vacancies for University-Educated Staff with a qualification level other than Graduate student are filled on the basis of an open recruitment procedure announced by the Director of the Institute, except in the cases specified in Section 2.3 of this Regulation.

Section 2.3 Appointment of Heads of Research Departments

Heads of research departments shall be appointed by the Director of the Institute in accordance with the following principles:

- a. **Assessment of the Department's Needs.** Before commencing the selection process, the Director shall assess the needs of the department. As part of this assessment, the Director may meet with members of the department to gather their views and suggestions.
- b. **Choice of Recruitment Procedure.** Based on the assessment of the department's needs and the Institute's financial resources, the Director shall decide whether the position will be filled through an internal recruitment procedure open only to existing employees of the Institute, or through an open recruitment procedure also open to external applicants.
- c. **Internal Recruitment Procedure.** In the case of an internal recruitment procedure, the director shall appoint a Selection Committee in accordance with Section 4 of this regulation. If no suitable candidate is identified, the Director may decide to initiate an open recruitment procedure instead.
- d. **Open Recruitment Procedure.** Where an open recruitment procedure is used, recruitment of a new employee may take place in accordance with this Internal Regulation.
- e. **Term of Office.** The initial term of office of a Head of Research Department shall not exceed five years. Prior to the expiry of the term, a new selection procedure shall be initiated. The incumbent may reapply, and the number of consecutive terms of office shall not be limited.
- f. **Commencement of the Term of Office.** The term of office shall commence on the date of appointment.
- g. **The following criteria are recommended for selecting applicants:**
 - **Scientific Profile:** Demonstrated excellence in the relevant scientific field.
 - **Leadership and Management Skills:** Proven ability to manage and lead a team.

- **Academic Experience:** Relevant experience in an academic setting.
- **Vision for the Scientific and Personnel Development of the Department:** The quality of the applicant's vision for the scientific and personnel development of the research department during their term of office. Applicants shall be provided with information on the organisational and staffing structure of the department, its research programme, and basic information on its research grants and scientific outputs from the preceding period to support the preparation of this vision.

Section 2.4 Specific Cases

The Director of the Institute may fill the position of research staff by appointment in the following cases:

- i) The position is filled on the basis of a selection procedure governed by the contractual terms of the research, development and innovation project of which the Institute is a beneficiary.
- ii) The position is open for a limited period of time linked to the implementation of the research, development and innovation (RDI) project of which the Institute is a beneficiary and it is not expected that the employment relationship will be renewed after that period.
- iii) The position is intended to be filled by a staff member who has been named in the project proposal submitted to the call for tenders in research, development and innovation and whose qualifications, as set out in the project proposal, have been the subject of an evaluation of the quality of the project proposal.

Article 3. Announcement of the Recruitment Procedure

Section 3.1 Announcement of the Recruitment Procedure and Appointment of the Selection Committee

The recruitment procedure shall be publicly announced by the Director of the Institute. At the same time, the Director shall appoint a Selection Committee in accordance with Article 4 of these Regulations.

Section 3.2 Publication of Vacancies

Vacant positions to be filled through an open recruitment procedure shall be advertised on the Institute's website and by other means appropriate to the nature of the position.

In the interests of maximum openness, vacancies shall be published in both Czech and English. In cases where knowledge of the Czech language is part of the justified qualification requirements, publication in English may be waived.

The vacancy shall be advertised for at least 21 calendar days before the application deadline.

Section 3.3 Required Elements of a Vacancy Notice

The vacancy notice must have the following elements:

- i) Job title.

- ii) Date of advertisement.
- iii) Closing date for applications.
- iv) Type of contract, in particular its duration and the size of the position.
- v) Description of the required qualifications, competencies and selection criteria.
- vi) Method of application and documents required.
- vii) Information on the selection process, working conditions and career development opportunities.
- viii) Information on the privacy policy of applicants.
- ix) Place of work.

In addition, in view of the needs and nature of the position, it is recommended that the following additional elements be included in the offer:

- x) Composition of the Selection Committee and brief information on its members.
- xi) Expected Starting Date.
- xii) Job description.
- xiii) Information on remuneration arrangements.

Section 3.4 Job Requirements

The qualification, professional and other requirements for the job must be described in such a way that they are non-discriminatory and clearly state the minimum eligibility requirements and the preferred qualifications. In order to ensure a sufficient number of applicants, care should be taken to ensure that the requirements are not too specific. Requirements must not be formulated in such a way as to unduly favour certain applicants.

It is recommended that the language of the job description be chosen so that it does not contain a gender bias¹.

Section 3.5 Documents Required from Applicants

In order to minimise the administrative burden on applicants, only the most necessary documents and information will be requested from applicants during the selection procedure, and the Selection Committee shall determine which documents to request and at what stage of the selection procedure. The most common documents and information requested are:

- i) A curriculum vitae (CV) structured according to the requirements of the selection procedure.
- ii) Copies of documents proving academic degrees, academic titles or recognition of foreign qualifications².
- iii) Other documents as appropriate, such as a cover letter, letters of recommendation or scientific publications.

Section 3.6 Other Provisions

Recruitment procedures shall also be open to existing employees of the Institute. The Institute will also communicate the call for tenders to its staff through internal communication channels.

¹ For example, online tools can be used to remove gender bias from the text of a job offer.

² In accordance with the procedure of the Ministry of Education, Youth and Sports of the Czech Republic for the recognition of academic qualifications.

Article 4. Selection Committee

Section 4.1 Status of the Selection Committee

The Selection Committee is an advisory body to the Director of the Institute. The Selection Committee shall be appointed by the Director in accordance with the needs of the recruitment procedure and the requirements set out in Section 4.2 of these Regulations. In accordance with the Statutes of the Czech Academy of Sciences, the Selection Committee has no decision-making power. The role of the Selection Committee is to evaluate the applicants and recommend the most suitable candidate to the Director.

Section 4.2 Composition of the Selection Committee

This Section sets out the rules for establishing a Selection Committee to select among applicants for the position of a researcher with a qualification level other than graduate student.

The Selection Committee shall have at least three members. If the Director of the Institute participates in the Selection Committee, he/she shall count towards the minimum number of members required. The following requirements should be taken into account as far as possible when setting up the Selection Committee:

- i) At least one member of the Selection Committee should have the necessary expertise to assess the professional qualities of the applicants on the basis of the qualification requirements for the position. Such a member must have academic expertise at least at a level appropriate to the requirements of the position to be filled. For this purpose, the Director of the Institute may appoint an external expert as a member of the Selection Committee.
- ii) At least one member of the Selection Committee should be a member of the Institute's staff who is working in the organisational unit where the position is to be filled.
- iii) At least one member of the Selection Committee should be a staff member of the Institute who is familiar with the recommended recruitment and selection procedures of the Institute and who shall oversee the quality of the selection process.
- iv) In the case of a selection process for a position with the qualification of Senior Scientist, it is recommended that an external expert be a member of the Selection Committee.
- v) In the composition of the Selection Committee, gender balance of its members should be sought.

Section 4.3 Conflicts of Interest

In the event that any member of the committee has a conflict of interest with respect to any of the applicants, he/she is obliged to inform the Director of this fact and the evaluation of the respective applicant by such member of the committee will not be taken into account in the selection process. In particular, family and personal ties of a member of the Selection Committee to a candidate and a current or previous professional collaboration that could influence the judgment of a member of the Selection Committee shall be considered a conflict of interest.

Article 5. Selection of Applicants

Section 5.1 Basic Principles of Selection

In selecting among applicants, the selection committees shall be guided by the relevant principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, ensuring an **Open, Transparent, and Merit-based Recruitment (OTM-R)** process. Particular emphasis shall be placed on the following principles:

- i) **Principle of Non-discrimination.** Direct and indirect discrimination on the grounds of sex, pregnancy or parenthood, sexual orientation and gender identification, racial or ethnic origin, nationality, citizenship, social origin, language, disability, age, religion, belief or world view, property, marital or family status or obligations, membership of and activity in political parties or political movements, trade unions or employers' organizations shall be prohibited throughout the recruitment and selection process.
- ii) **Principle of Merit Recognition.** The Selection Committee shall base its decision on a holistic, objective, and qualitative assessment of the applicant's achievements, skills, and potential. This includes:
 - a. Evaluating the applicant's overall experience, encompassing professional skills, creativity, ability to work independently, and other skills relevant to the specific job profile.
 - b. Assessing their potential for further development and, where appropriate, management experience.
 - c. Recognizing the quality and impact of results, not just the number of outputs.
- iii) **Principle of Career Recognition.** The Selection Committee shall take into account the full range of achievements throughout the applicant's career, including relevant experience outside academia (inter-sectoral experience), considering career breaks (e.g., parental leave, long-term illness, or caring responsibilities), and periods of diverse professional experience, ensuring that non-linear career paths are not penalized when assessing productivity and potential.
- iv) **Principle of Recognition of the Value of Mobility.** The Selection Committee will take into account the geographical, interdisciplinary, inter-sectoral, and, where appropriate, virtual mobility of applicants as an important means of deepening the applicant's research knowledge and professional development throughout the applicant's career. The value of such experiences will be recognized regardless of the reputation of the institution where they were obtained.
- v) **Principle of Transparency.** Applicants shall be informed in advance of the professional and other requirements of the position (selection criteria), the conditions of selection (e.g., information on the selection process as referred to in section 2.3 of these Regulations, if relevant), and the opportunities for career development (Career Development Rules). Applicants are informed of important changes to the selection procedure. On request, applicants will be informed of the Selection Committee's assessment of their application.

- vi) **Principle of Equal Opportunities.** The Selection Committee shall apply the principle of equal opportunities throughout the selection process, ensuring a fair evaluation of all applicants regardless of any personal characteristics, focusing strictly on the defined merit criteria.

The Selection Committee shall take into account the staff development strategy of the relevant research department.

Section 5.2 Selection Among Applicants

In selecting among applicants, the Selection Committee shall proceed systematically and may use all or any of the following selection methods, depending on the number of applicants and the needs of the selection procedure. In carrying out these steps, the Selection Committee shall be assisted by the person responsible for recruitment:

- i) **Completeness check of applications.** If an application does not contain the required documents or information, the applicant shall be invited to complete it. If the applicant fails to provide the missing documents or information within the specified time limit, the application shall be excluded from the selection procedure.
- ii) **Pre-screening of applications.** The purpose of this step is to exclude applicants who do not meet the minimum requirements for the position and who are not eligible to participate in the selection procedure due to currently applicable sanctions imposed on certain countries or persons. Where appropriate, this step may also serve to preliminarily verify academic qualifications obtained abroad³.
- iii) **Assessment against the selection criteria.** The purpose of this step is to rank applicants according to the quality of their applications on the basis of the information provided. During this stage, the Selection Committee may request additional information from applicants.
- iv) **Interview.** Selected applicants may be invited to an interview⁴. The purpose of the interview is to establish the final ranking of applicants. At least two members of the Selection Committee shall participate in the interview. The time, place and format of the interview should be chosen so as to avoid indirect discrimination by disadvantaging certain applicants⁵.
- v) **Requesting reference letters.** The purpose of this step is to obtain an independent assessment of the quality of applicants. Where an applicant nominates referees, the Selection Committee should, where possible, verify from publicly available information the relationship between the applicant and the referee. It is recommended that reference letters be obtained directly from the referee. If an applicant requests that the Selection Committee not contact their current or previous employer, but the committee nevertheless decides to obtain such information, the applicant shall be informed accordingly.

Section 5.3 Record of the Selection Among the Applicants

The Selection Committee shall rank the applicants according to the extent to which they meet the qualification, professional and other requirements for the position and shall recommend the

³ For example, by utilizing the services of the ERIC-NARIC network of national centers for the recognition of academic qualifications.

⁴ The interview can also be conducted remotely

⁵ In particular, with regard to the needs of applicants who are caring for minor children, or the time difference for international applicants.

preferred candidate to the Director for employment. A written record of the selection procedure shall be prepared and submitted to the Director. The Selection Committee, or the person responsible for recruitment, shall retain the assessment records for the necessary period to enable applicants to be informed of the evaluation of their applications upon request. Any processing and retention of applicants' personal data shall be carried out in accordance with the personal data protection rules set out in Section 6.2 of these Regulations.

Based on the record of the selection procedure, the Director shall decide on the recruitment of the new employee, their classification within the qualification grade, the determination of their job duties, as well as the wage and duration of the employment contract.

Section 5.4 Specific Cases

If no applicant is selected in the completed selection procedure, the vacancy may be re-advertised.

If the applicant selected by the Director declines the offer of employment or does not commence employment, the offer may be made to the next-ranked applicant, provided that such ranking has been established in the record of the selection procedure.

In the case of a selection procedure for the position at the qualification level of Senior Researcher, compliance with Article VI(2) of the Career Development Rules for CAS Employees with a University Degree shall be ensured.

Article 6. Provision of Information to Applicants and Protection of Personal Data

Section 6.1 Information Provided to Applicants

All applicants shall be provided with the same information concerning the vacancy throughout the recruitment process in a transparent manner. Applicants shall be informed of any significant changes to the recruitment procedure, in particular its cancellation or an extension of the application deadline. After the recruitment procedure has been completed, applicants who attended an interview shall be informed of the outcome of their application.

Section 6.2 Protection of Applicants' Personal Data

Applicants' personal data shall be processed pursuant to Article 6(1)(b) of the General Data Protection Regulation (GDPR) for the purposes of the specific recruitment procedure and the implementation of measures taken prior to entering into an employment contract, in particular for assessing the applicant's qualifications. Applicants' personal data will be processed only to the extent necessary and only for the duration of the recruitment or selection process for the job in question. Applicants' personal data shall not be disclosed to third parties unless required by law or under a data processing agreement. Applicants shall be informed of the Institute's privacy policy, which may be made available, for example, by means of a link included in the vacancy notice.

Article 7. Quality Assurance of the Recruitment and Selection Process

The quality of the recruitment and selection process of university-educated staff of research departments is ensured by the following measures:

- i) Compliance with the recommended recruitment and selection procedures laid down in this Internal Regulation shall be monitored by the person responsible for recruitment.
- ii) The members of the Selection Committee are familiar with the recommended recruitment and selection procedures under this internal process and shall ensure that they are followed, in particular that the basic principles of selection among applicants as set out in section 5.1 are followed.
- iii) The wording of recruitment notices, in particular the job title and job requirements, shall be drafted so as to avoid gender bias.
- iv) For the recruitment and selection process, a set of tools is provided to facilitate compliance with the procedures set out in these Regulations, in particular an electronic application form for filling the position, templates for job advertisements in English and Czech, a set of templates for email communication with applicants, a template for the evaluation of applicants, etc. These tools are available on the Institute's internal information network (intranet) and are continuously updated.

Article 8. Complaint Handling

With regard to the position of the Selection Committees defined in Section 4.1 of this Regulation and the authority of the Institute Director to decide on the admission of applicants in accordance with the Statutes of the Czech Academy of Sciences, complaints concerning the conduct of the selection process among applicants are resolved by the Institute Director.

Article 9. Final Provisions

Matters not governed by this Internal Regulation shall be governed by the relevant internal regulations of the CAS and the legal order of the Czech Republic.

This Internal Regulation replaces the Internal Regulation No. 109/2023 and shall enter into force and become effective on August 1, 2026

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doc. Ing. Miroslav Chomát, CSc.
Institute Director