

This “CIIRC Staff Selection Procedure” was approved by the Assembly of the Czech Institute of Informatics, Robotics, and Cybernetics of the CTU as a directive of the CIIRC on 22.11.2013; were issued by the CIIRC Director on 27.11.2013 and became effective on 1.12.2013.

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CIIRC Director

(English translation confirmed by CIIRC Assembly on 22.11.2013)

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# **CIIRC Staff Selection Procedure**

## **Czech Technical University in Prague**

### **- Czech Institute of Informatics, Robotics, and Cybernetics**

#### **Article 1**

##### **Basic Provisions**

1. Academic positions at the Czech Technical University in Prague – Czech Institute of Informatics, Robotics, and Cybernetics (hereinafter “CIIRC” ) shall be filled on the basis of a selection procedure organized in accordance with the Staff Selection Procedure of the Czech Technical University in Prague (hereinafter “CVUT”). It is not necessary to organize a selection procedure when re-employing an academic employee in the position already occupied by this employee.
2. A selection procedure is required for the appointment of the CIIRC Director (Statutes of CIIRC, Article 8, Paragraph 1), the CIIRC General Secretary (Statutes of CIIRC, Article 11, Paragraph 1), the Heads of the research departments and the Heads of the administrative departments sections (Statutes of CIIRC, Article 12, Paragraph 1).
3. Other positions, not covered by Article 1, can be filled on the basis of a selection procedure at the discretion of the CIIRC Director.
4. An evaluation by the CIIRC Attestation Committee is required for the appointment of the candidate for an academic position.

## **Article 2**

### **Selection Procedure**

1. A selection procedure shall be announced by the CIIRC Director.
2. The text of the selection procedure shall accurately describe the conditions for participation. The text shall include, in particular,
  - a) the denomination of the workplace and the position,
  - b) the qualification and other prerequisites,
  - c) the date on which the position is to be taken up,
  - d) the place and deadline for submitting an application,
  - e) a list of required documents.
3. The selection procedure shall be posted on the official notice board of CIIRC or CVUT and also in the national media; in the case of the selection procedure for the CIIRC Director, for the Heads of the CIIRC research departments, and for CIIRC academic positions, the selection procedure shall also be appropriately advertised within the international community of specialists. The Chairman of the Academic Senate of CTU shall be informed about the selection procedure without delay.
4. The deadline for submitting an application shall be thirty (30) days following the date of publication in the media.

## **Article 3**

### **Commission for the selection procedure**

1. Prior to the deadline for submitting applications, the CIIRC Director shall appoint a selection commission, its chairman and its administrator. The selection commission is appointed by an order of the CIIRC Director.
2. The selection commission is an advisory body of the CIIRC Director.
3. The selection commission shall comprise at least five members, including the chairman. The Chairman of the Academic Senate of CTU (Article 2, Paragraph 3) can delegate one member of the academic staff to the selection commission, and shall notify the CIIRC Director of this within one week.
4. When composing the selection commission, the CIIRC Director shall take heed of the professional and moral qualities of the members of the selection commission.

5. Selection commission meetings are closed to the public; members of the selection commission as well as its administrator are bound to silence on all matters of confidentiality.
6. At a meeting of the selection commission, at least 60 % of all the members of the selection commission shall be present to constitute a quorum for the transaction of business. The selection commission reaches its decisions by secret ballot. In the case of a tie, the chairman of the selection commission has the casting vote.
7. The selection commission shall consider only those candidates who satisfy the qualification and other prerequisites (Article 2, Paragraph 2b).
8. In the case of a selection commission for academic positions, the chairman of the selection commission shall request an evaluation of the applicants by the CIIRC Attestation Committee and shall submit the relevant details to the Chair of the CIIRC Attestation Committee within 7 days after the deadline for the submission of applications.
9. The Chair of the CIIRC Attestation Committee shall deliver the requested evaluation to the chairman of the selection commission within 14 days of receiving the relevant details.
10. At the discretion of the selection commission, any or all applicants may be invited for interview.
11. The selection commission shall process all the data not later than 30 days following the deadline for the submission of applications, and shall deliver an assessment of the applicants.
12. The selection commission shall provide a prioritized list of applicants, which is a recommendation for the CIIRC Director. The selection commission may conclude that no applicant is recommended for the position to be filled.
13. The selection commission shall conclude its work by preparing a report, to be signed by the chairman and by all members of the selection commission participating in the ballot.
14. The chairman of the selection commission shall submit the results of the meeting to the CIIRC Director within 7 days after the conclusion of the work of the selection commission.
15. The CIIRC Director shall inform all the applicants in writing about his/her decision regarding the outcome of the selection procedure within 14 days after the conclusion of the work of the selection commission.
16. In the event that no suitable applicant is found, the CIIRC Director may decide to repeat the selection procedure.