



EUROPEAN RESEARCH
UNIVERSITY

Academic Staff Recruitment Policy

1. Introduction

The European Research University (ERUNI) is committed to maintaining the highest standards in academic staff recruitment, ensuring a transparent, fair, and merit-based process. As a recipient of the HR Excellence in Research Award, ERUNI aligns its recruitment procedures with the principles of this prestigious recognition. Our recruitment process is designed to attract, select, and retain the best talent to support the ERUNI's mission of excellence in research and education.

2. Recruitment Principles

The ERUNI's academic staff recruitment is guided by the following principles:

- **Transparency:** The recruitment process will be open and transparent, ensuring all candidates are fully informed at each stage.
- **Merit-based Selection:** Selection will be based on merit, considering the qualifications, skills, and experience relevant to the position.
- **Diversity and Inclusion:** The ERUNI is committed to promoting diversity and ensuring equal opportunities for all candidates, regardless of gender, ethnicity, disability, or other characteristics.
- **Quality and Excellence:** The recruitment process aims to attract high-quality candidates who can contribute to the ERUNI's academic excellence.
- **Ethical Standards:** The recruitment process will uphold the highest ethical standards, ensuring fairness and integrity.
- **Gender Equality:** As part of our commitment to diversity, the ERUNI implements a Gender Equality Plan to promote gender balance across all levels.
- **Family Support:** We support the family life of our staff, believing that a harmonious family life is the best foundation for excellent work performance and satisfied staff.



3. Recruitment Process

3.1 Identification of Vacancies

Vacancies for academic staff positions will be identified based on the ERUNI's strategic needs, departmental requirements, and funding availability. The Head of Department, in consultation with the HR Department, will draft a job description and person specification.

3.2 Advertisement

Job vacancies will be advertised widely to attract a diverse pool of candidates. Advertisements will be posted on:

- The ERUNI's official website
- Academic and professional job boards
- Relevant academic journals and publications
- Social media platforms
- Other appropriate channels

3.3 Application Process

Candidates will be required to submit the following documents:

- A completed application form
- A detailed curriculum vitae (CV)
- A cover letter outlining their suitability for the position
- Copies of academic qualifications and certificates
- References (if specified in the job advertisement)

3.4 Shortlisting

The HR Department, in collaboration with the Head of Department and the recruitment panel, will review all applications against the selection criteria. A shortlist of candidates who meet the required qualifications, skills, and experience will be compiled.



3.5 Interview and Selection

Shortlisted candidates will be invited for an interview, which may include:

- A formal interview with the recruitment panel
- A presentation on a relevant topic
- Teaching demonstrations or research seminars
- Competency-based assessments

The recruitment panel will comprise:

- The Head of Department (or nominee)
- Senior academic staff members
- A representative from the HR Department
- An external expert (if necessary)

3.6 Evaluation and Decision

The recruitment panel will evaluate candidates based on their performance during the interview and assessments, taking into consideration the following criteria:

- Academic qualifications and achievements
- Relevant experience and expertise
- Teaching and research capabilities
- Alignment with the ERUNI's values and mission
- Potential for future contribution to the ERUNI

A recommendation for appointment will be made based on a consensus decision by the panel.



4. Appointment and Induction

4.1 Offer of Employment

Successful candidates will receive a formal offer of employment from the HR Department, including:

- Position title and job description
- Terms and conditions of employment
- Salary and benefits package
- Start date and probation period

4.2 Induction Programme

Newly appointed academic staff will undergo a comprehensive induction programme to integrate them into the ERUNI community. The induction programme will cover:

- Introduction to the ERUNI's mission, values, and strategic goals
- Overview of the ERUNI policies and procedures
- Teaching and research resources
- Health, safety, and welfare information
- Mentoring and professional development opportunities

5. Monitoring and Review

ERUNI is committed to continuous improvement of its recruitment processes. The HR Department will regularly review and update the recruitment policy to ensure compliance with best practices and the principles of the HR Excellence in Research Award. Feedback from candidates and recruitment panels will be used to refine and enhance the recruitment procedures.

6. Conclusion

The ERUNI's academic staff recruitment policy is designed to ensure a fair, transparent, and effective process that attracts the best candidates, supports diversity and inclusion, and upholds the highest standards of academic excellence. By adhering to these principles and supporting the



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family life of our staff, the ERUNI aims to build a vibrant academic community that fosters innovation, research, and educational excellence.

In Ostrava 1st September 2023

Assoc. Prof. Zuzana Machová, Ph.D.

Rector