OTM-R Policy

**Open, Transparent, and Merit-Based Recruitment**

at the Faculty of Informatics, Masaryk University

Preamble

Faculty of Informatics, Masaryk University (FI MU), has declared its commitment to the principles of transparent and merit-based recruitment in line with the definition of the European Charter for Researchers and the Code of Conduct for the recruitment of Researchers. Faculty of Informatics, the very first informatics faculty in the Czech Republic, aims to be attractive for all prospective candidates from both the Central-European region and also farther abroad.

Recruitment process

The regulatory framework is set by the MU Recruitment Regulation. The rules of selection procedure set in MU Recruitment regulation are derived and held in selection processes at FI MU.
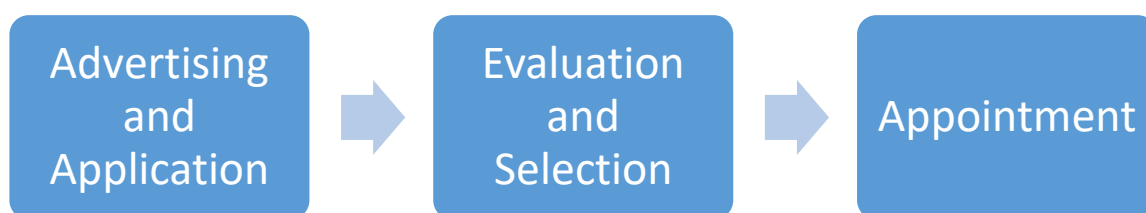
The selection procedure is open and transparent as much as it can currently be. The job position is advertised in advance to sign up for the selection procedure, in Czech and English, at national and international job websites to get suitable candidates. The Head of the Search Committee is listed in the advertisement as the main contact. Candidates apply for the position via the university e-tool to minimize their administrative burden and to hold the selection process clear and transparent.

The Faculty encourages external candidates to apply by advertising jobs through external websites, such as Euraxess, as well as specialized professional channels. The job positions are strictly demanded to be advertised in English (with Czech translations sometimes available too) at external job websites, with the selection procedures for researcher positions being held in English as the first language. Description of the job advertisements includes information such as job title, job specification, requirements, type of job, length of contract, salary, possible benefits, and offered support.

Candidates apply for the position, published at https://www.muni.cz/en/about-us/careers/vacancies/fakulta-informatiky, via e-tool at the MU *Inet* website (Internal information system of MU) to minimize their administrative burden and to hold the selection process clear and transparent. The above-mentioned e-tool also serves the members of the committee to work with the candidates' data, both for internal and external communication, as well as to conclude the selection procedure.

Every individual selection procedure is unique due to the various types of positions in the academic environment. Evaluation criteria are in line with the advertised job position. At the Faculty, the selection procedure is led by an experienced Head of the Search Committee, who follows the given scheme of the selection procedure: evaluation of applicants' forms and supported documents, interview with selected candidates (in person or via e-tool such as Skype, Zoom, Teams). If it is relevant for the job position (R2-R4), a public lecture and personal discussion with members of the Faculty come at the final stage of the selection process for shortlisted candidates.

The members of the committee evaluate every candidate in various ways – typically research outcomes and impact, involvement in projects, teaching experience, supervision of students, and international experience.

All candidates are informed about the results at the end of the selection procedure, in no more than 10 working days.