

HRS4R Faculty of Science MU - COMPLETED ACTIONS 2018-2027
(HR Excellence in Research Award)



#	Action Item	Action Item Detail	Original Action Plan	Status Renewal 2025	Responsible Unit	Current Status
1	Role system (System of Positions and Job Titles)	Implementation of a Faculty Role system (Role systemization), including related job descriptions and competency models as a basic pillar for multiple stages of the employee life cycle, using also the European Framework for Research Careers, which identifies both necessary and desirable competencies for each of the four broad profiles for researchers (R1 to R4). The new Faculty Role system will enable: * Transparent recruitment, candidate evaluation and its formalization. * Structured employee evaluation. * Employee training and development. * Considering additional organizational level and consequently sub-department lead role to be added to the departmental organizational structure.	2018 - 27	COMPLETED	HRA Dpt. HRA Dpt. HRA Work Group (Dpt. Heads)	Current outputs of this item are 1. 95% positions with job descriptions in place and we are still proceeding 2. Directives for the systematization of roles: https://is.muni.cz/da/sci/normy/SM/SM19-01/ 3. Promotion: https://www.sci.muni.cz/clanky/pracujeme-na-udzeni-hr-award-the-hr-award-sustainability-progress
2	Career Code	Creation of a Faculty Career Code, built on the new Faculty Role system and allowing individual departments to add their specifics in their departmental operational procedures, containing: * Career development paths, presented on the Faculty Career page, and being referenced from a job advertisement. * Rules for granting unlimited contracts, and for limited contracts the aim to provide the longest contract duration (3 yrs.) possible with respect to existing project financing condition. * Mandatory mobility aspects. * Appointment of Faculty Career Advisor role, ensuring access to the career advice. * Specification of both research and teaching as competencies for individual roles.	2018 - 27	COMPLETED	HRA Dpt. HRA Dpt. HRA Work Group (Dpt. Heads)	Current outputs of this item are 1. 100% research positions with career path description in place 2. Directive Career Code: https://is.muni.cz/da/sci/normy/SM/SM19-02/ 3. Promotion: https://www.sci.muni.cz/clanky/pracujeme-na-udzeni-hr-award-the-hr-award-sustainability-progress
3	Employee Evaluation/Appraisal System	Implementation of a new Faculty Employee Evaluation/Appraisal System, containing: * Framework for setting evaluation targets for individuals - public engagement activities, research/teaching targets, leadership and mentoring targets etc. and employee evaluation against targets. * Presence of international evaluators for senior researchers. * Specification of rules for motivation bonus (variable pay).	2018 - 27	COMPLETED	HRA Dpt. HRA Dpt. HRA Work Group (Dpt. Heads)	Current outputs of this item are 1. Directives for Employee Evaluation: https://is.muni.cz/da/sci/normy/SMD/SM_2019_5/ 2. Guidelines for evaluators: https://is.muni.cz/napoveda/komunikace/evakhodnotitelang=en;cop=2690054 3. Guidelines for those who are evaluated: https://is.muni.cz/napoveda/komunikace/evakhodnotitelang=en;cop=2690054 4. Circa 900 employees yearly evaluated against targets 5. Sharing best practices: https://www.sci.muni.cz/en/about-us/hrs4r/news/the-faculty-of-sciences-employee-evaluation-left-a-strong-impression-at-the-resilience-leadership-in-academia-symposium
4	OTM-Recruitment Policy	Creation and implementation of the Faculty OTM-Recruitment Policy applicable for recruitment of both academic and non-academic positions including: * Specification of responsibilities for the Faculty recruitment process. * Rules for appointment of a selection committees according to the type and character of positions and committee composition (e.g. recommendations for gender balance and diversity, expertise of the members, voting rights, presence of external/international members, career breaks in the CV, seniority etc.). * Rules for candidate evaluation within the selection. * Concept of internal recruitment. * Publishing the policy using the Faculty communication system.	2018 - 27	COMPLETED	HRA Dpt. HRA Dpt. HRA Work Group (Dpt. Heads)	Current outputs of this item are 1. Directives for recruitment policy: https://is.muni.cz/da/sci/normy/SM/SM19-03/ https://www.sci.muni.cz/en/careers-at-the-sci-muni/recruitment-process-at-the-sci-muni 2. 100% of informed applicants 3. 100% staff informed 4. Channels for job posting internal, Repository for Assessors 5. Web link Euraxess: https://euraxess.ec.europa.eu/partnering/organisations/profile/32325 6. We are collecting the hiring mng feedback through the Employee Questionnaire (2020, 2023) 7. [successful candidate feedback] - this indicator will be implemented on 5/2025 as a part of updated Recruitment policy and guidelines
5	OTM-Recruitment Process (Guidelines)	Creation and implementation of the OTM-Recruitment Process (Guidelines), both for external and internal hiring, as a practical methodology and helpful framework, including: * Detailed recruitment process description. * Guidelines and templates for external and international job posting. * List of recruitment channels and sources. * Templates for transparent candidate evaluation (interview feedback form), antidiscrimination list of questions (What to ask and not to ask at the interview). * Templates for situational communication with candidates.	2018 - 27	Completed	HRA Dpt. HRA Dpt. HRA Work Group (Dpt. Heads)	Current outputs of this item are 1. Directives for recruitment policy: https://is.muni.cz/da/sci/normy/SM/SM19-03/ https://www.sci.muni.cz/en/careers-at-the-sci-muni/recruitment-process-at-the-sci-muni 2. 100% of informed applicants 3. 100% staff informed 4. Channels for job posting internal, Repository for Assessors 5. Web link Euraxess: https://euraxess.ec.europa.eu/partnering/organisations/profile/32325 6. We are collecting the hiring mng feedback through the Employee Questionnaire (2020, 2023) 7. Promotion: https://www.sci.muni.cz/clanky/v-ramci-projektu-hr-award-zavodime-dalsi-novinky-v-oblasti-peco-zamestnance-na-prirodovedcke-fakulte-mu 8. [successful candidate feedback] - this indicator will be implemented on 5/2025 as a part of updated Recruitment policy and guidelines
6	Usage of English	Translation of all relevant Faculty/University documents, websites and employee mandatory training into English. Initiated with a rule of "Only Czech/English communication to all employees and faculty relevant regulations to be issued from January 2019", and ongoing for all new relevant documents and communication, also in line with planned University Language policy. Onwards for all new official documents, backwards for old relevant documents.	2018 - 27	COMPLETED /Ongoing	HRA Dpt.	Current outputs of this item are 1. 95% of relevant documents in English 2. 30% of trainings organized by the Faculty were in English. Participation of international members registered to the training appeared to be an issue. 3. Promotion: https://www.sci.muni.cz/en/about-us/hrs4r/news/workshops-for-international-employees-of-faculty-of-science-mu https://www.sci.muni.cz/en/about-us/hrs4r/news/career-development-workshops-for-phd-students-and-postdoctoral-fellows-of-mu-faculty-of-science https://www.sci.muni.cz/en/about-us/hrs4r/news/hr-award-information-sessions-for-employees-and-phd-students-of-faculty-of-science-mu https://www.sci.muni.cz/en/about-us/hrs4r/news/faculty-of-science-mu-organized-hr-award-renewal-workshop-led-by-mary-kate-oregan-from-university-college-cork
7	Code of Ethics	Creating a Code of Ethics for the FOS, expanding the University's Code, to focus on principles of the HRS4R.	2018 - 27	COMPLETED	Legal Dpt.	Current outputs of this item are 1. Code of Ethics Directive: https://is.muni.cz/da/sci/normy/SM/SM18-01/ 2. Website: https://www.sci.muni.cz/en/careers-at-the-sci-muni/ethics-at-the-workplace/code-of-ethics 3. Promotion: https://is.muni.cz/media/115445/hr-award-update-employees-sci-mu_eng_202128_final.pdf https://www.sci.muni.cz/newsletter/archiv/2018-03-sci-newsletter 4. 100% of employees informed 5. New Code of Ethics MU 2024: https://www.muni.cz/en/about-us/official-notice-board/mu-code-of-ethics
8	Onboarding Process	Implementation of an Onboarding process as a phase following the Recruitment process in the Employee Life Cycle, including: * Guidelines (handbook) for new employees. * Training of new employees in ethical and professional aspects of research, intellectual property rights, co-authorship and H&S. * Official mentor assignment to a new employee and related actions. * Establishing a new employee/hiring manager (supervisor) feedback mechanism.	2018 - 27	COMPLETED	HR Dpt. HRA Dpt. HRA Work Group (Dpt. Heads) RMU HR Dpt. RMU IT Dpt.	Current outputs of this item are 1. Onboarding Process Directive: https://is.muni.cz/da/sci/normy/SM/SM20-05/?lang=en 2. 100% of new employees trained 3. The process is in effect at 15 of the 16 institutes and sites and we continue to move forward. 4. Employee Handbook: https://is.muni.cz/da/sci/normy/SM/SM20-05/SM_5_2020_EN_Attachment_4_Handbook_for_Employees_SCI_MU.pdf 5. successful candidate feedback after a trial period, in relation to implementation of the eApplication 6. [# of employees leaving within the first 12 months] 7. [# of employees leaving due to performance issues], 8. [exit interview feedbacks] Last 3 indicators were not implemented due to operational reasons and will be reconsidered within the new AP 34 Onboarding process
9	eLearning on ethical and professional principles	Implementation of Refresher eLearning in ethical and professional aspects of research, intellectual property rights, co-authorship.	2018 - 27	COMPLETED	HR Dpt. HRA Dpt. Faculty IT Dpt. RMU IT Dpt.	Current outputs of this item are 1. 100% of employees trained. 2. The eLearning became part of the onboarding at SCI MUNI. Existing staff have also been invited to complete this eLearning. 3. Onboarding Directive: https://is.muni.cz/da/sci/normy/SM/SM20-05/?lang=en
10	eLearning tool	Implementation of eLearning tool allowing systematic and efficient onboarding and refresher training.	2018 - 27	COMPLETED /Ongoing	HR Dpt. HRA Dpt. Faculty IT Dpt. RMU IT Dpt.	Current outputs of this item are 1. 100% of employees have eLearnings available and it is a usual practice 2. Promotion: https://www.sci.muni.cz/en/current-news/great-news-osh-and-fp-e-learning-available-in-is https://portal.muni.cz/sci/fp-mne/jadpapa/oddeleni-informacnich-o-komunikacich-technologiech/skoleni https://portal.muni.cz/sci/employees/personal/education-and-development 3. Repository for Assessors
11	Health and Safety training and documentation process	Implementation of the Faculty Occupational Health and Safety training and documentation process.	2018 - 27	COMPLETED	H&S Dpt. Legal Dpt. HRA Dpt. HRA Work Group (Dpt. Heads)	Current outputs of this item 1. 100% of employees trained in obligatory OHS 2. OHS Directive: https://is.muni.cz/da/sci/normy/SM/SM20-04/ 3. Promotion: https://www.sci.muni.cz/en/current-news/great-news-osh-and-fp-e-learning-available-in-is
12	Information Security process	Implementation of the Faculty Information Security process for data management, data back-up and document management guideline.	2018 - 27	COMPLETED	Faculty IT Dpt. HRA Dpt. Legal Dpt.	Current outputs of this item are 1. The directive was published and implemented, training on the directive was delivered. 2. Security Policy Directive: https://is.muni.cz/da/sci/normy/SM/SM23-01/ - Internal document, Repository for Assessors 3. Promotion: https://www.sci.muni.cz/en/current-news/new-information-security-policy-at-the-sci-muni https://www.sci.muni.cz/en/employee-newsletter/archiv-1/2023-04-sci-newsletter-pro-zamestnance
13	Improvement of Internal Communication	Improvement of the Faculty Internal Communication: * Implementation of the Faculty Intranet, section supporting administration processes, HR (My HR portal) and research project administration, including: - internal Career Advice site, which will contain basic career advisory, important info and reference containing references to the University Career Center, all Faculty vacancies, and also reference to external research opportunities presented by the Czech recruitment engine ResearchJobs.cz. - section on available trainings related to researcher competency building, also available in English. * Implementation of the Faculty periodic newsletter, bringing faculty core information, information related to strategic goals, and containing "Successful women" section. * Implementation of Intradepartmental communication framework, so that employees and doctoral students are updated on strategic plans and status of projects, on project administration methodology and targets.	2018 - 27	COMPLETED /Ongoing	HRA Dpt. HRA Dpt. PR Dpt. HRA Steering Committee (Dean's Board)	Current outputs of this item are 1. HR part of the faculty section of the Employee Portal up-to-date: https://portal.muni.cz/ 2. Implemented rule for bilingual internal communication to all employees. 3. 100% of employees informed 4. Promotion: https://www.sci.muni.cz/en/newsletters https://www.sci.muni.cz/en/all-events https://www.sci.muni.cz/en/current-news/launch-of-the-muni-employee-portal https://www.sci.muni.cz/en/about-us/hrs4r/news/mu-application-regulations-agreement , https://www.sci.muni.cz/en/current-news/hr-excellence-in-research-sci-muni-hr-award-in-2022
14	Improvement of External Communication	Improvement of the Faculty's External Communication & Employer Branding: * Creation of a new complex Faculty website including Faculty Career page, containing success stories of the Faculty alumni and Successful women section. * Creation of a Faculty Communication plan, including public engagement activities department wise.	2018 - 27	COMPLETED /Ongoing	PR Dpt. HRA Dpt. HRA Steering Committee (Dean's Board)	Current outputs of this item are 1. Web https://www.sci.muni.cz/en https://www.sci.muni.cz/en/careers-at-the-sci-muni https://www.sci.muni.cz/en/careers-at-the-sci-muni/success-stories 2. Web site visit rate: Repository for assessors 3. Promotion https://www.linkedin.com/school/sci-muni/

15	Educational concept for Early stage researchers – Ph.D. students and Postdoctoral research fellows	Implementation of an educational concept for Early stage researchers – Ph.D. students and Postdoctoral research fellows: * Postdoctoral research fellows: Development of a dedicated internal concept for attracting, hiring, onboarding and career development of postdoctoral researcher fellows with focus on incoming/international researchers (dedicated web, information flyer, training). * Doctoral students: Development and implementation of a concept for education (Doctoral school), mentoring and personal development of doctoral (Ph.D.) students, including preparation of guidebooks for Ph.D. students, supervisors, heads of Ph.D. programmes and other stakeholders; system of continuous trainings as well as preparation of a follow-up support for further career development after graduation, including "how to write a scientific publication" training.	2018 - 27	COMPLETED	Thematic Workgroup Functional HRA Dpt. Vice-Dean for Science, Research, Foreign Relations, and Doctoral Studies HRA Work Group (Dpt. Heads)	Current outputs of this item are 1. Development for Early Stage Researchers Directive: https://www.sci.muni.cz/auth/doi/sci/normy/DS/ovce_strategy_researchers/ 2. 100% PhD students and PostDocs receive all training offers - have opportunity to be trained 3. Website: https://www.sci.muni.cz/en/research/postdoc https://www.sci.muni.cz/en/students/phd 4. Courses PhD students: https://www.sci.muni.cz/predmet/ici/E0402?lang=en&obdobu=7984 https://www.sci.muni.cz/predmet/ici/E0402?lang=en&obdobu=7984 5. Event - PhD Day: https://www.sci.muni.cz/en/students/phd/develop-your-skills/phd-day 6. PhD Guide: https://www.sci.muni.cz/doi/sci/web/kcd/manually/Guide_to_PhD_SciMuni.pdf 7. Office for Doctoral Studies: https://www.sci.muni.cz/en/students/phd/contact 8. Promotion: https://www.sci.muni.cz/doi/sci/web/hr-award-v-race-2022 Flyer - https://www.sci.muni.cz/doi/sci/web/HRA/vystupy_hrs4r_-_verzeJETAM_posidoc_rev_201218.pdf
16	Ombudsman role	Establishing a Faculty Ombudsman role and procedure to create an independent channel for reporting and solving eventual ethical and discrimination issues, complaints, disputes and people issues, and also for gender and diversity advisory, in addition to the University bodies.	2018 - 27	COMPLETED	Legal Dpt. HR Dpt. HRA Dpt. Vice-Dean for Quality HRA Steering Committee (Dean's Board)	Current outputs of this item are 1. Faculty is using the newly established university role of Ombudsman: https://www.muni.cz/en/about-us/official-notice-board/protection-of-rights 2. 100% staff informed - University-wide communication: https://www.muni.cz/pro-melaj/kislove-zpravy/ombudsmanika-masarykova-univerzity-bylo-jmenovano-pravnicka-eva-janovicova 3. MU has network of contact persons for cases of inappropriate behaviour: https://www.em.muni.cz/en/news/17014-mu-has-network-of-contact-persons-for-cases-of-inappropriate-behaviour 4. Principles for protection of rights at MU and how to submit complaints: https://www.em.muni.cz/en/news/17010-principles-for-protection-of-rights-at-mu-and-how-to-submit-complaints 5. Conflict resolution and protection of rights: https://www.sci.muni.cz/en/careers-at-the-sci-muni/ethics-at-the-workplace/ombudsman-at-the-sci-muni 6. PHD Ombudsman for study affairs: https://www.sci.muni.cz/en/careers-at-the-sci-muni/ethics-at-the-workplace 7. Office for Academic Affairs: https://www.sci.muni.cz/en/students/phd/contact 8. Ombuds already dealing with first cases: https://www.em.muni.cz/en/news/17008-ombuds-already-dealing-with-first-cases 9. 100% complaints solved within deadlines given by the new university directive Protection of rights: https://www.muni.cz/doi/mu/uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/SM01-23/138283507/MU_Directive_No_1_2023_-_Protection_of_rights_1.4.2023.pdf The Faculty maintains a Case tracker owned by the Faculty Lawyer.
17	Competency building for support staff	Competency building for support staff: * Implementation of an initial and refresher advanced recruitment techniques and process training for involved staff, including social media utilization & active sourcing etc., also in eLearning form. * Ensuring ability to provide services in English - Enhancement of English courses for the support staff, focused on conversation and expertise. * Implementation of soft skill training in cultural and gender diversity and generation specifics. * HR techniques and strategies: Talent management, Employer branding, Analytics & Reporting (e.g. recruitment cost and efficiency). * Usage of enhanced existing IS/IT tools.	2018 - 27	COMPLETED	HRA Dpt. HR Dpt. HRA Work Group (Dpt. Heads), Usage of external trainers	Current outputs of this item are 1. There were training sessions for support staff (excel, recruitment process and techniques, leadership skills) 2. Approximately 15% of support staff was trained, including supervisors 3. Feedback on the training is mostly positive, participants are contacted after each part of the training, most participants rate the training as useful, they are satisfied with the quality of the information and use it in their practice 4. Promotion: https://www.sci.muni.cz/en/about-us/hrsr4/news/faculty-training-on-how-to-select-and-hire-new-colleagues https://www.sci.muni.cz/en/about-us/hrsr4/news/management-skills-training-sessions-for-supervisors-of-the-faculty-of-science-mu https://www.sci.muni.cz/en/current-news/development-training-for-supervisors-of-the-faculty-of-science-mu
18	Competency building for senior researchers	Competency building for senior researchers: * Leadership training for senior researchers, managers and supervisors, including mentoring, coaching and communication skills, time management, cultural and gender diversity generation specifics. Mentoring competency building to be supported by cooperation with the Czech representation of European Network of Mentoring Programmes for the Advancement of Equal Opportunities and Cultural and Institutional Change in Academia and Research (https://www.eumnet-net.eu/) Leadership training to be provided in appropriate form and using professional experienced and mature lecturer, who would be respected by senior researchers. * HR minimum for senior researchers (HR Academy).	2018 - 27	COMPLETED	HRA Dpt. HR Dpt. HRA Work Group (Dpt. Heads), Usage of external trainers	Current outputs of this item are 1. A total of 14 development trainings for managers and senior researchers were held (management skills, cultural differences, gender, negotiation, labour law) 2. Approximately 80% of managers and senior researchers were trained. 3. Feedback on the training is mostly positive, participants are contacted after each part of the training, most participants rate the training as useful, they are satisfied with the quality of the information and use it in their practice 4. Promotion: https://www.sci.muni.cz/en/about-us/hrsr4/news/faculty-training-on-how-to-select-and-hire-new-colleagues https://www.sci.muni.cz/en/about-us/hrsr4/news/management-skills-training-sessions-for-supervisors-of-the-faculty-of-science-mu https://www.sci.muni.cz/en/current-news/development-training-for-supervisors-of-the-faculty-of-science-mu
19	Review and adjustment of existing university IS/IT tools and identifying new HR Process areas for digitalization	Decrease of administrative burden by reviewing existing university IS/IT tools: * Adjustment of internal university eRecruitment tool, so that its full functionality is utilized (e.g. data collection, automatic feedback etc.). * Ensure IT-IS tools are further developed and configured so that they allow utilization of all existing functionalities: University applications on the internal systems (INET, IS, University HR system (Magion) and others.+D25:E25	2018 - 27	COMPLETED	HRA Dpt. HR Dpt. Faculty IT Dpt. RMU IT Dpt.	Current outputs of this item are There were enormous efforts conducted in improvement and enhancement of the eTools with the aim to decrease the admin burden and make the HR processes more transparent and efficient, through newly established university wide workgroups where we played active role on behalf of the Faculty. 1. (web link) - print screens in Repository for Assessors from Inet - Jobs.MU, Onboarding, IS - Evak, Regulation Agreement application 2. 80% of recruitment process covered by the eRecruitment Tool 3. 100% vacancies go through the eRecruitment Tool 4. Hiring manager feedback: this indicator will be implemented on 5/2025 as a part of updated recruitment policy and Guidelines 5. 100% informed applicants based on the process which is fully adhered to 6. Three tools are reconfigured: Inet - Jobs.MU, Onboarding, IS - Evak, Regulation Agreement application (allowing the faculty to make all employees familiar with new procedures and processes in monitorable and documented manner) 7. Promotion: https://www.sci.muni.cz/en/about-us/hrsr4/news/mu-application-regulations-agreement
20	Employee and PhD Student Satisfaction Survey	Implementation of Faculty Employee Satisfaction Survey, in the end of the Revised Action Plan implementation phase, anonymous, focused on some of the Charter and Code principles - working conditions and supervision, with communication of results on the Faculty level and follow ups at the Researchers Focus Group reviews.	2018 - 27	COMPLETED	HRA Dpt. HR Dpt. HRA Work Group (Dpt. Heads)	Current outputs of this item are 1. October 2020 Questionnaire Survey among Faculty employees and PhD Students (Interim Internal Review), response rate 28%. Survey report: https://www.sci.muni.cz/doi/sci/web/HRA/dotazniky_surveys/dotaznik_pro_zamestnanci_sci_mu_2020/ 2. PhD students are addressed annually via Questionnaire Survey in relation to the Faculty PhD Day. Report: https://www.sci.muni.cz/doi/sci/web/HRA/dotazniky_surveys/dotaznik_pro_phd_studenty/ 3. October 2023 Questionnaire Survey among Faculty employees (Renewal Internal Review), response rate 32%. Report: https://www.sci.muni.cz/doi/sci/web/HRA/dotazniky_surveys/dotaznik_zamestnanci_sci_mu_2023/ 4. Promotion: https://www.sci.muni.cz/en/about-us/hrsr4/news/results-of-the-muni-faculty-of-science-questionnaire-survey-conducted-in-october-2023
21	Working Time Rules	Creation and implementation of Faculty Working Time rules, in addition to the University framework regulation, including flexible working hours and home office.	2018 - 27	COMPLETED	HR Dpt. HRA Dpt. Legal Dpt. HRA Work Group (Dpt. Heads), HRA Steering Committee (Dean's Board)	Current outputs of this item are 1. Internal document in Repository for Assessors 2. 100% of employees informed 3. New version of the regulation published internally according to new legislation 2023: https://www.sci.muni.cz/auth/doi/sci/normy/SM/SM19-04/ Internal doc, Repository for Assessors
22	Gender sensitization actions	Implementation of Faculty gender sensitization actions and their communication: e.g. "Successful women" campaign. Cooperation with the Czech Researcher Centre for Gender and Science, Institute of Sociology, Czech Academy of Sciences (www.genderaveda.cz).		COMPLETED /Ongoing	HR Dpt. HRA Dpt. Legal Dpt.	Current outputs of this item are 1. As a core output from this action point, there is a dedicated website created and continuously updated: https://www.sci.muni.cz/en/careers-at-the-sci-muni/women-in-science-women-at-the-faculty-of-science-mu 2. If of actions: this indicator, i.e. tracking all individual actions was not implemented yet, as the actions were organized by multiple faculty workplaces 3. External gender Audit 2021: https://www.sci.muni.cz/en/about-us/hrsr4/news/521104u-gender-audit-at-the-faculty-of-science-mu 4. Promotion: FORBES: https://www.sci.muni.cz/en/current-news/scientists-from-masaryk-university-s-faculty-of-science-have-been-selected-for-forbes-magazine-s-top-czech-female-scientists-of-2023 https://www.sci.muni.cz/o-nas/hrsr4-hr-award/rovniky-projektu/probehlo-skoleni-genderove-sterotypy-vuci-zenam https://www.sci.muni.cz/en/about-us/hrsr4/news/488738u-women-in-science-women-at-the-faculty-of-science-mu
23	Training and development guidelines	Creation of the Faculty training and development guidelines, including framework process description, as a practice methodology for the Faculty and departmental training, mentoring and development activities.	2018 - 27	COMPLETED	HRA Dpt. Legal Dpt. HRA Work Group (Dpt. Heads)	Current outputs of this item are 1. Education and Development Directive: https://www.sci.muni.cz/doi/sci/normy/SM/SM23-02/?lang=en&setlang=en 2. 100% of employees informed: https://www.sci.muni.cz/en/about-us/hrsr4/news/for-education-and-development-of-employees-and-training-offer-in-the-new-section-of-the-faculty-portal 3. Examples of delivered trainings: https://www.sci.muni.cz/en/about-us/hrsr4/news/workshops-for-international-employees-of-faculty-of-science-mu https://www.sci.muni.cz/en/current-news/development-training-for-supervisors-of-the-faculty-of-science-mu https://www.sci.muni.cz/en/about-us/hrsr4/news/management-skills-training-sessions-for-supervisors-of-the-faculty-of-science-mu
25	Guideline for dealing with performance, work discipline issues nad contract terminations	This guideline should serve as part of the documentation for the HR Academy for supervisors, see also Action point No. 18.	2020 - 24	COMPLETED	Legal Dpt. HR Dpt. HRA Work Group (Dpt. Heads) HRA Steering Committee (Dean's Board)	Current outputs of this item are 1. The document is Faculty Internal, published on SharePoint with access rights limited to Supervisors. 2. 100% supervisors trained by the Head of Personnel Department.
27	Careers Web Page Design	Improvement of Careers Web Page Design Employee Survey 2020 results show rather critical opinion with regards to graphical design of the new web page.	2020 - 24	COMPLETED	HR Dpt. HRA Dpt. IT Dpt.	Current outputs of this item are A new career website was published on 2/2024 https://www.sci.muni.cz/en/careers-at-the-sci-muni
28	Open Science Awareness	* Ensuring Open Science Awareness at the Faculty * Increase of Publication Activity of the Faculty Researchers in Open Science Media * Inclusion of the Open Science and Open Access concept in the Faculty Long-term Strategic Plan 2021+ * Include Open Science awareness into the Refresher training, action point No. 9	2020 - 24	COMPLETED	Thematic Workgroup Functional Vice-Dean for Science, Research, Foreign Relations, and Doctoral Studies Vice-Dean for Quality LIBRARY SCI MUNI HRA Dpt.	Current outputs of this item are 1. Web Open Science - https://knhovna.sci.muni.cz/en/study-and-research-support/open-science 2. All events related to Open Science are tracked and reported by the Faculty Central Library. 3. All publications in open science media are tracked and reported by the Faculty Central Library.
29	Rules for Financial Conditions for PhD Students	Supporting dignified financial (living) conditions for PhD students. This is not only one of the PhD Survey outputs but also a generally discussed problem related to the PhD studies system of the Czech Republic. After discussions at the Researcher Focus Group meetings, rules for individual doctoral boards appeared to be the best solution. This topic was extended to the 2024-27 cycle because there are new rules started on the Czech government level for 2024 and consequently will be established at the university level. The Vice-Dean for Doctoral Studies works on the university concept.	2020 - 24	COMPLETED /Ongoing	Thematic Workgroup Functional Vice-Dean for Research, International Relations and Doctoral Studies HRA Dpt. HR Dpt.	Current outputs of this item are 1. MU increased PhD scholarships to CZK 24,000. 2. During the year 2024, in preparation for the change of the Higher Education Act, we prepared and tested a system of scholarship payments at Sci Muni. We are currently paying 50% higher scholarships in accordance with the law. 3. Sci Muni uses as many grants as possible to ensure the best financial conditions. 5. We will continue to seek ways to improve the financial situation of PhD students.
30	Creation of Document Management Guidelines	Extension to the Information Security Policy, see action point No. 12, to describe naming conventions for publishing faculty standards and regulations, process for document publishing and granting access rights.	2020 - 24	COMPLETED	Faculty IT Dpt. HRA Dpt. Legal Dpt.	Current outputs of this item are 1. The Directive has been developed, approved and published: https://www.sci.muni.cz/auth/doi/sci/normy/SM/SM23-01/ 2. It/2023 it was sent to all employees for familiarization via the Familiarization App 3. Training of Dean's Office staff has been conducted 4. Promotion: https://www.sci.muni.cz/en/current-news/new-information-security-policy-at-the-sci-muni https://www.sci.muni.cz/en/employee-newsletter/archiv-1/2023-04-sci-newsletter-promisesmore
31	Measuring Recruitment Effectiveness	Implementation of Metrics for measuring recruitment effectiveness (using data generated from the system, after adjustment of the university e-tool). This action point enhances implementation of the new OTM-Recruitment Process and is feasible only after adjustment of the university e-Recruitment tool.	2020 - 24	COMPLETED	HR Dpt. HRA Dpt. RMU HR Dpt. RMU IT Dpt.	Current outputs of this item are Metrics included in the Dashboard: Time to Hire, Number of Posted Vacancies, Gender Composition of Selection Committees, Gender of Successful Candidates, Citizenship of Successful candidates. Dashboard will be generated Quarterly Dashboard will be stored on SharePoint, with access for Personnel and HR Award dpts Dashboard will be Yearly presented to the Faculty management

32	New HR Talent Management Roles	<p>Talent Specialist Profile - Recruitment & Employer Branding, Employee Evaluation, Training & Development, Gender. During first 2 years of the HR54R implementation at the faculty it became clear that the new strategy brought several new processes that were not existing in the past and consequently capacity of the existing HR team does not meet the additional requirements arising from the newly implemented processes. These new processes and activities enhance personnel administration responsibilities to more advanced HR services: Recruitment Process, Employee Evaluation, Onboarding, Employer Branding, Internal Communication - namely HR Section of the Internal Employee Portal including solving employee queries and maintenance of related HR FAQs, Training & Development and Gender Equality.</p>	2020 - 24	COMPLETED	<p>Faculty Bursar HRA Steering Committee (Dean's Board) HRA Work Group (Dpt. Heads) HR Dpt.</p>	<p>Current outputs of this item are</p> <ol style="list-style-type: none"> 1. ESR Development Specialist role since 2021: https://www.sci.muni.cz/en/about-us/organisational-structure/office-for-doctoral-studies-quality-academic-affairs-and-internationalization/contacts 2. Training & Development Specialist role since 2022: https://www.sci.muni.cz/en/about-us/organisational-structure/personnel-office-human-resources/team
39	Creation of a Faculty Open Science Website	<p>Creation of the Faculty Open Access/Open Science web, in reference to the university OS web. This item builds on the completed AP28 Open Science Awareness. Output from the Faculty thematic workgroup (already initiated).</p>	2024 - 27	COMPLETED	<p>Faculty's Central Library Vice-Dean for Research&International Affairs</p>	<p>Current outputs of this item is</p> <p>Website: https://knihovna.sci.muni.cz/en/study-and-research-support/open-science</p>
40	Concept of a "Communication and psychological aspects of excellent long-term field research" training program	<p>Creation of a specific training programme, Communication and psychological aspects of excellent long-term field research (e.g. Antarctica, "submarine" syndrome). This item builds on the completed AP23, Training and Development Guidelines. We plan to start with a pilot for our Antarctic programme (CARP) and plan to generalize it for other Faculty workplaces that conduct the field research.</p>	2024 - 27	COMPLETED	<p>HRA Dpt. HR Dpt. (Training Specialist)</p>	<p>Current outputs of this item are</p> <ol style="list-style-type: none"> 1. 24 employees and PhD students trained within the training program 2. We conducted two training sessions 3. Promotion: https://www.sci.muni.cz/o-nas/hrsd4r-award/novinky-projektu/krizovy-management-na-palomin-kruhem https://portal.muni.cz/cs/o-nas/rozbiri/rozvoj-a-vzdelavani/prigravovano-skoleni/krizova-komunikace-a-tymova-spuprace-na-antarkide