



**RULES OF THE SELECTION PROCEDURE
FOR THE APPOINTMENT OF ACADEMIC STAFF AT THE
ACADEMY OF FINE ARTS, PRAGUE**

27 March 2018

On 27 March 2018, the Regulations of the Selection Procedure for the Appointment of Academic Staff at the Academy of Fine Arts, Prague were registered with the Ministry of Education, Youth and Sports (reference number MSMT-8517/2018) in accordance with Section 36(2) of Act No. 111/1998 on institutions of higher education and amending and supplementing other acts (the Higher Education Act).

*Mgr. Karolína Gondková
Director of the Department of Institutions of Higher Education*



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Article 1 General provisions

1. Academic staff positions at the Academy of Fine Arts, Prague (hereinafter referred to as "AVU") shall be filled based on a Selection Procedure (Sec. 77 of Act No.111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, (hereinafter referred to as "the Act").
2. Based on the Rector's decision, the AVU shall also fill positions not listed in paragraph 1 above on the basis of a Selection Procedure,
3. The Selection Procedure may be waived when a renewed employment contract is negotiated with an academic staff member in order to fill the position held by the same academic staff member.
4. These Rules do not apply to the filling of guest artist positions.

Article 2 Call for Submissions

1. The Selection Procedure shall be announced by the Rector (hereinafter referred to as the "Promoter").
2. The Selection Procedure shall be launched by the publishing thereof in the public section of the AVU website at least 30 days before the application deadline.
3. The Call for Submissions shall include, without limitation, the following:
 - a) name and address of the institution of higher education,
 - b) identification of the workplace/studio and the job,
 - c) required qualifications and other prerequisites,
 - d) the date from which the position is to be filled,
 - e) time, place and manner of submitting the application,
 - f) list of required documents.
4. The Selection Procedure shall usually be announced simultaneously for the Head of the Studio and the Studio Assistant. The Selection Procedure for the Studio Assistant may be announced subsequently should the Promoter so determine.

Article 3 The Board and the Conduct of the Selection Procedure

1. By the end of the deadline for the submission of applications, the Promoter shall appoint a selection board (hereinafter referred to as the 'Board') and its chairperson, who shall convene and chair its meetings.
2. The Board shall have at least five members, where at least one member of the Board is not a member of the AVU academic community. The members of the Board shall usually include one or more Vice-Rectors, senior academic staff of AVU or teachers of the Department of Theory and History of Art (hereinafter referred to as "KTDU") and another expert/professional from a different higher education institution or practice.
3. In the case of a separate Selection Procedure to be held for the position of Studio Assistant, the Board shall have at least three members. The chairperson of this Board shall be the head teacher of the relevant studio.
4. A delegated representative of the Student Chamber of the Academic Senate of AVU may attend the meetings of the Board without voting rights.
5. A quorum of the Board shall be constituted if a majority of all its members is present. The decision of the Board shall be valid if it is supported by a majority of the members present.
6. The Board shall examine all applications received by the deadline, in particular with regard to their completeness, formal accuracy and compliance with the qualification requirements. If necessary, it will ask the applicant to complete the supporting material within a reasonable time.
7. The Board may invite selected candidates to give a public presentation. The date of such public presentation, which is also the second round of the Selection Procedure, must be notified to the applicant at least one week in advance.

8. Should the Selection Procedure be held to fill the position of a KTDU teacher or a teacher of another special facility, the Board may invite the selected applicants to a personal interview.
9. Each member of the Board shall have one vote. The vote is secret. The ranking of the applicants shall be determined by the sum of the votes.
10. The Board shall draw up minutes of its proceedings, which shall include the ranking of the applicants and the Board's recommendation for filling the position. The Board may also conclude its proceedings by finding that some or all of the candidates are unsuitable for the position to be filled. This conclusion and the reasons for it is part of the minutes. The minutes shall be signed by all members of the Board present. The minutes shall be forwarded to the Promoter without undue delay.
11. The proceedings of the Board shall be private, and its members shall keep all information confidential.

Article 4

Decision of the Promoter

1. The conclusions of the Board shall become the basis for the Promoter's decision on whether or not to hire the applicant. Within 30 days of the end of the Board's proceedings, the Promoter shall notify the applicant whether or not they have been accepted on the basis of the Selection Procedure.
2. The Promoter's decision on the outcome of the Selection Procedure shall be published in the public section of the AVU website.
3. If there is no suitable candidate, the Promoter shall decide to repeat the Selection Procedure.

Article 5

Transitional and Final Provisions

1. The AVU Rector's Office shall manage the administrative matters of the Selection Procedure under these Regulations.
2. The Regulations of the selection procedure for filling academic staff positions at the Academy of Performing Arts registered by the Ministry of Education, Youth and Sports on 29 May 2001 under No. 18 623/2001-30 are hereby repealed.
3. These Regulations were approved under Section 9(1)(b)(3) of the Act by the AVU Academic Senate on 7 March 2018.
4. Pursuant to Section 36(4) of the Act, these Regulations shall become a valid legal instrument on the date of registration by the Ministry of Education, Youth and Sports.
5. These Regulations shall enter into force on the date they become a valid legal instrument.
6. Any Selection Procedures initiated before the date of entry into force hereof shall be governed by these Rules from the date of entry into force hereof.

doc. MgA. Tomáš Vaněk m.p.

Rector

