



**RULES for the
VSM SELECTION PROCEDURE**

for filling the positions of university teachers, professors and associate professors and senior staff positions
**of the School of
Management**

**Part one
Basic provisions
Art.1**

Introductory provisions

- 1) With these Rules of the selection procedure (hereinafter also "SP Rules"), the provisions of § 48 par. 1 letter d) of the Act on Higher Education.
- 2) Through the selection procedure, in accordance with § 77 of the Act on Higher Education and according to the Principles of the selection procedure at the Higher Education Institution, the following are recruited:
 - a) jobs of university teachers,
 - b) positions of professors and docents,
 - c) functions of senior employees.
- 3) The selection procedure for filling the position of professor and the position of associate professor is also a selection procedure for filling the position of a higher education teacher.
- 4) The principles of the selection procedure mainly regulate the conditions, course and evaluation of the selection procedure at VŠM.
- 5) The selection procedure is announced for a vacant job or functional position in accordance with the number and structure of jobs.
- 6) The selection procedure verifies the skills and professional knowledge as well as other personal prerequisites of the applicant, which are necessary or appropriate in view of the nature of the duties that the employee has to perform in the workplace or in the functional position for which the selection procedure is held.

7) The filling of a job position by means of a selection procedure does not apply:
a) if the university teacher is hired for a fixed-term employment relationship lasting no more than one year and for shorter working hours (according to § 77 paragraph 12 of the Act on Higher Education),
b) if the university teacher is hired on the basis of an agreement on work performed outside the employment relationship for a maximum of one year,
d) when concluding an employment relationship for a period of one year with a university teacher who has reached the age of 70 (§ 77, paragraph 9).

8) An employment relationship for the position of a university teacher can be concluded on the basis of a single selection procedure for a maximum of five years. The duration of the employment relationship according to the first sentence is extended by the duration of the maternity leave and parental leave of the university teacher and the temporary incapacity for work of the university teacher for a duration of at least 42 days (according to § 77 paragraph 5 of the Act on Higher Education),

9) A university teacher can fill the position of associate professor or the position of professor on the basis of one selection procedure for a maximum of 5 years. If a university teacher has occupied the position of associate professor or professor for at least the third time and the total time of his work in these positions has reached at least 9 years, he acquires the right to an employment contract with the university for the position of university teacher for a fixed period until he reaches the age of 70 (according to § 77 paragraph 6 of the Act on Higher Education),

10) The announcer, who is the rector of VŠM, is responsible for announcing the selection procedure according to these VK Principles and for the implementation of its results. The functions of senior employees are determined by the internal regulation "Organizational Rules of VŠM".

11) The chairman of the selection committee, who is appointed to this position by the rector of VŠM, is responsible for the course of the selection procedure.

Part two Selection procedure

Art.2 Selection procedure listing

- 1) Selection procedure according to these VK Principles according to Art. 1 point 2 letter a) to c) are written by the rector of VŠM.
- 2) The announcement of the selection procedure for filling the positions of university teachers, the positions of professors and docents and the positions of senior staff is published on the website of the higher education institution designated by the Ministry of Education and Culture of the Slovak Republic and the website of the Ministry of Education and Culture.

Art.3 Necessities and conditions of the selection procedure

- 1) As a general rule, the posted selection procedure must contain the following details:
 - a) the applicant and the name of the employer, including the municipality of the employer's seat, b) the description of the vacant job or functional position,
 - c) required qualification prerequisites and special qualification prerequisites for performing a job or position,

- d) other criteria and requirements for applicants in connection with the occupied job or functional position,
- e) the date and place of submission of the application for participation in the selection procedure,
- f) list of required documents according to par. 2 of this article, which demonstrate the fulfillment of the qualification prerequisites,
- g) method of selection procedure (personal or written interview),
- h) possibly other details according to the decision of the tenderer proceedings.

2) As a rule, the applicant submits the following documents to the selection procedure:

- a) a request to participate in the selection procedure, indicating your consent to the processing of personal data in accordance with Act no. 88/2018 Coll. on the protection of personal data, as amended,
- b) professional resume,
- c) an overview of publication activity (only for university teaching positions),
- d) documents on education achieved, academic and scientific degrees, scientific and pedagogical degrees, scientific ranks, scientific and pedagogical activity and previous practice,
- e) the list of other required documents is updated according to the nature of the job or functional position for which the selection procedure is called.
- f) A scientific-pedagogical degree or an artistic-pedagogical degree is not a condition for filling the position of professor or docent.

3) The general criteria for filling the positions of professors and docents are approved in accordance with § 12 par. 1 letter g) of the Act on Higher Education Scientific Council of Higher Education.

4) The minimum criteria for pedagogical, research, development or artistic activity is established by a generally binding legal regulation issued by the Ministry of Education. Fulfillment of the minimum criteria for filling the position of docent or professor does not establish a legal right to fill the relevant position (according to § 77 paragraph 3 of the Act on Higher Education).

5) The Scientific Council of VSM approves the specific conditions for filling the positions of professors in accordance with § 12 par. 1 letter h) of the Act on Higher Education.

6) The criteria and conditions established for filling a specific job or functional position are the same and equal for all candidates of the selection procedure, and their fulfillment is a condition for the candidate's inclusion in the selection procedure.

7) An employee who has previously worked in a given position can also apply for the selection procedure for filling a job or functional position.

8) Registration for the selection procedure is usually closed within three weeks after its publication. In justified and exceptional cases, the registration can be completed at an earlier date.

Art.4
**Establishment of the selection
committee**

1) The selection committee for the selection procedure for filling the post of university teacher has five members (according to § 77 paragraph 7 of the Act on Higher Education). Four members of the selection committee are appointed by the rector, who is also the head of the relevant workplace of the school, and one member by the scientific council of VŠM. The members of the selection committee must meet the qualification requirements for filling the relevant position of university teacher. The members of the selection committee, who are employees of the school, must work pedagogically in the relevant field of study. One of the members of the selection committee appointed by the rector and the member appointed by the scientific council is not an employee of the respective higher education institution. As a rule, a student representative also participates in the selection process.

Art.5
Process and evaluation of the selection procedure

1) Within 7 days from the date set for the delivery of the application for participation in the selection procedure, the selection committee will check the received applications and the attached documents of all applicants. To an applicant who does not meet the established prerequisites, criteria, requirements for filling a job or functional position, the commission will return the application for participation in the selection procedure together with the attached documents and indicating the reason for not being included in the selection procedure.

2) Only applicants who meet the established prerequisites, criteria and requirements for filling a vacant job or position will be included in the selection process. The selection committee will invite these applicants to the selection procedure at least seven days before it takes place, specifying the date (date and time) and place of the selection procedure.

3) If the selection procedure is conducted through a personal interview, the applicant is obliged to participate in the selection procedure in person. An applicant who does not appear for the selection procedure within the specified period (and did not apologize for serious reasons before the procedure) is excluded from it.

4) The Selection Committee conducts a personal interview with the applicant present, or by other methods, on the basis of the submitted documentation, it verifies the skills and professional knowledge of the applicant, which are necessary or appropriate given the nature of the duties that the employee is to perform.

5) The selection procedure is carried out without any restrictions and without direct or indirect discrimination in accordance with the relevant provisions of the Labor Code.

6) Each member of the selection committee evaluates all invited applicants in total based on the submitted documentation and after taking into account the personal interview (if it was determined as a condition) and determines the order of applicants based on the results.

7) On the basis of a secret vote, the commission processes the overall ranking of the applicants. Each member of the commission has one vote. Voting is valid if a majority of the delegated members of the commission vote. In case of equality of votes, the vote of the chairman of the commission is decisive.

8) In the minutes of the selection procedure, the commission will recommend the most suitable candidate for acceptance or placement in a position, or if no candidate has been selected, it will submit a proposal to the rector of VŠM to cancel the selection procedure.

9) For the purpose of verifying the result of the selection procedure, the university publishes within five working days of the selection procedure the list of members of the selection committee in the scope of first and last name, data from the professional resume of the selected applicant in the scope according to § 76 par. 10 letters a), the name of the field of study in which the selected applicant is to work, and the number of applicants

10) The minutes from the selection procedure, signed by the chairman of the commission and its members present, will be submitted by the chairman of the commission to the tenderer without undue delay, usually within 3 days after the end of the selection procedure.

11) The tenderer has the right not to accept the commission's proposal and will tender a new tender. If even a repeated selection procedure does not lead to a result, a different procedure and conditions of the selection procedure will be proposed at the meeting of the scientific council.

12) The selection committee will notify applicants in writing of the result of the selection procedure within ten days of its end, and will return personal documents to unsuccessful applicants in accordance with Act no. 18/2018 Coll. on personal data protection as amended.

13) If the tenderer accepts the results, specific conditions necessary to conclude an employment contract or to change the current employment contract will be agreed upon with the selected applicant.

14) If, on the basis of the selection process, the selection committee does not select an applicant for a vacant job or functional position because no applicant met the established criteria and conditions, the rector of VŠM will call for a new selection process.

15) A new selection procedure will be announced even if no one applied for the selection procedure or applications for participation in the selection procedure were returned to all registered applicants due to non-fulfillment of the listed criteria and conditions, or if none of the applicants appeared for the selection procedure.

16) An applicant who feels harmed as a result of non-compliance with the conditions of the tender procedure can claim the protection of his rights through the courts.

Part three

General criteria for filling the positions of docents and professors and specific conditions for filling the positions of professors at VŠM

Art.6

General criteria for filling the positions of docents and professors

1) The filling of the positions of professors and associate professors at the University of Management is governed by the provisions of Act no. 131/2002 on Higher Education, as amended (§75 and §77 of the Act on Higher Education).

Art.7 **Specific conditions for filling professor positions**

- 1) The University of Management does not have accreditation to hold habilitations and inaugurations. When filling the positions of docents and professors, it follows the current criteria of comparable universities that have these accreditations in the relevant field of study 8 Economics and Management.

- 2) Currently, VŠM follows the specific criteria for the position of professor applied at PU Prešov <https://www.unipo.sk/ved-a-a-vyskum/cinnost/habilitac-n-e-konanie/>

Part four **Final provisions**

Art.8 **Special and Final Provisions**

- 1) After a positive statement by the Academic Senate of VŠM on 28/04/2022, these Principles of VK VŠM were approved by the Scientific Council of VŠM on 29/05/2022, thereby entering into force.
- 2) These VK VŠM Principles enter into force on June 15, 2022.

- 3) At the same time, all previous internal regulations of the VŠM, which until the entry into force of this regulation regulated the procedures for the selection procedure for filling the positions of university teachers, researchers, professors and docents and positions of senior employees of the VŠM, are cancelled.

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¹⁾ The original of the signed full text of the VŠM internal regulation is stored and accessible for inspection at the VŠM Rectorate in Bratislava.