

CAREER CODE OF RESEARCH STAFF OF THE
CENTRE OF THE REGION HANÁ FOR
BIOTECHNOLOGICAL AND AGRICULTURAL
RESEARCH

The Board of Directors of the Centre has adopted the following Career Code of the Research Staff of the Centre of the Region Haná for Biotechnological and Agricultural Research:

Article 1

General provisions

1. The Career Code of the Centre of the Region Haná for Biotechnological and Agricultural Research (hereinafter referred to as "the Centre") regulates the status of such staff in the Centre from the commencement of their employment (by entering into an individual employment contract or an addendum to an existing employment contract) to their termination. The commencement, course, change and termination of employment in relation to the activity for the Centre shall be regulated by the relevant internal labor regulations of the parent institutions, where researchers are employed (i.e. the Faculty of Science, the Institute of Experimental Botany, the Academy of Sciences of the Czech Republic, the Crop Research Institute, hereinafter referred to as "parent institutes").
2. The status of researchers in the employment relationship at their parent institution, including classification in qualification grades and wage classes, shall be regulated by the internal regulations of the parent institutions where the researchers are employed, as amended: The list of classification of positions and professions into payroll classes at UP, Career Code of University-educated Staff of the Academy of Sciences of the Czech Republic and Career Code of the Crop Research Institute Staff. Involvement of

researchers at the Centre is not affected by their work and other legal obligations towards their parent institutions.

3. Researchers shall be recruited to the Centre's positions (Article 2) in accordance with the relevant labor regulations as well as the rules of the selection procedure referred to in Article 3. Selection procedure shall be announced by the relevant authority of the parent institution (i.e., Dean of the PrF UP Olomouc, Director of IEB AS CR, and Director of CRI), with indication of "Centre of the Region Haná for Biotechnological and Agricultural Research" besides identification of parent institutions on all documents related to the relevant employment relationship.
4. Researchers at the Centre may be promoted from a lower position of the Centre to a higher one (Article 2) in accordance with Article 3.
5. Remuneration of the Centre's researchers is governed by the wage regulations of parent institutions.
6. Performance of the Centre's researchers is assessed once a year by their supervisor within the Centre's structure, according to research findings and other activities fulfilling the mission of the Centre. The evaluation is based on an electronic questionnaire filled in by researchers and is electronically recorded. The evaluation for the past calendar year is made by the direct supervisor and submitted to the Director of the Centre by the end of March of the following year. The subject of the evaluation is especially but not limited to the following:
 - a) quality of scientific results and their application relevance;
 - b) quality and number of publications and applied research results;
 - c) success in obtaining scientific and application projects;
 - d) increasing professional qualifications.
7. In order to increase the level of the Centre's research activity, the Director's Excellence Award will be granted annually, including financial rewards for quality publications, patents, scientific and application projects, and contracted research. The exact rules of awarding and amount of remuneration are regulated by special measures of the Director of the Centre.

8. In parallel with the assessment of the staff referred to in point 6, a plan for progress and increasing qualification of researchers in the following year is submitted to the direct superior.
9. The following opportunities to increase qualifications through projects and programs the Centre is involved in are offered to researchers :
 - a) Support of Habilitation and Professorship Procedure at UP (Program to Support Personal Development of Higher Education Institutions under the "Development Programs for Public Universities");
 - b) opportunity of internships at foreign workplaces (OP EC projects);
 - c) opportunity to participate in international conferences and workshops (OP EC projects);
 - d) opportunity of personal contacts with top foreign scientists as part of their stay at the Centre's workplaces (OP EC Projects);
 - e) opportunity of education in the sphere of protection of intellectual property and commercialization of research results (OP EC projects).
10. While assessing researchers it must not be discriminated against them in terms of gender, age, origin, religion, political opinions and other reasons provided by law, in particular by Act No. 198/2009 Coll., On equal treatment and legal means of protection against discrimination and the amendment of some laws (Anti-Discrimination Act), as amended.
11. The Centre's employees follow, according to their job description and parent institute, the Code of Ethics of Academic and Professional Staff of the UP, the Code of Ethics of Researchers at the Academy of Sciences of the Czech Republic, and the Code of Ethics of Research Workers of the Crop Research Institute.
12. Researchers strive to continuously increase their qualifications, develop their skills and competences, and transfer knowledge of the Centre and scientific workplaces to practice.
13. Researchers, according to their possibilities, are involved in education of students and the public.

Article 2

Positions of research staff

The Centre has introduced the following positions for researchers:

1. **Ph.D. student** – a worker who is a student in a relevant full-time doctoral study program at the Faculty of Science and whose supervisor is a researcher at the Centre. He/she will be actively involved in research activities of the Centre as part of a research team.
2. **Junior researcher** – worker with a Ph.D. or its equivalent, who works under the supervision of a staff senior researcher and publishes his/her results individually and as part of a creative team.
3. **Senior researcher** – a worker with a Ph.D. (or its equivalent or with a CSc.), who has the title of associate professor or professor or high performance oriented publications in impacted journals. He/she independently resolves research tasks, has experience in leading research teams and the ability to negotiate major grant projects.
4. **Principal investigator** – a worker with a Ph.D. (or its equivalent or with the CSc.), who is a leading scientific figure with extensive experience of managing large teams of scientists and in addressing major projects. He/she is a member of the Scientific Board of the Centre.

Article 3

Rules of selection procedure of new research employees

1. New positions of researchers in the Centre shall be filled by means of selection procedures.
2. The selection procedure may be waived in the case of appointment of a researcher with a fixed-term contract appointment to a relevant position within a new grant project to which assigned funds are provided, the provision of which is defined both by time and by type of work activities, whereby the researcher included in the research proposal is approved by at least two external assessors. Staffing of positions by this means is possible:
 - (a) for a period of not more than one year for academic or scientific-academic staff
 - (b) for the duration of the project for non-academic staff.

3. Selection procedures are organized by the HR Department of the parent institution in cooperation with the Department for Education and Human Resources Development of the Centre.
4. For recruiting "Ph.D. students" there is an internal selection procedure, an external selection procedure is announced for other positions of researchers (i.e. "Junior researcher", "Senior researcher" and "Principal investigator"). External tenders may be issued internationally.
5. Announcements of external competitions are published in the public domain of the parent institutions' websites, on job portals (e.g. Euraxess) and on the Centre's website (in Czech and English). In the case of internal competitions, the notice is posted on the Centre's website, on the official board of the Faculty of Science UP Olomouc, and is also posted on the notice boards of the Faculty of Science, whose focus corresponds with the area of focus of the occupied position.
6. The selection procedure for the openings contains the following:
 - (a) pertinence of the position of the institution and of the Center's department, professional orientation of the position, job description and the date of assumed commencement,
 - (b) the requirements and legal prerequisites for occupying the position,
 - (c) the list of documents required from the applicant to submit (as referred to in point 7 thereof);
 - (d) date, method and place of submitting application to selection procedure, where the listing may allow sending applications to a designated electronic address by electronic mail without the use of a recognized electronic signature in accordance with Act No. 297/2016 Coll., on Trust-building services for electronic transactions .
7. Candidates are invited to include a structured resume focused on work activities and copies of diplomas in their application. Candidates for the position "Ph.D. student" are further invited to enclose a list of all their publications, candidates for other positions (i.e. "Junior researcher", "Senior researcher", and "Principal investigator") are further invited to attach information on their publications and other scientific results for the last 5 years in the following structure:
 - (a) complete bibliographic data on the maximum of five significant results of scientific and research activity (e.g. papers in journals, monographs, patents, etc.) over the past 5 years which the applicant considers essential,

- (b) the total number of citations (including autocitations) for all of the applicant's work by the Web of Science,
 - (c) H-index by Web of Science.
8. Based on the proposal of the Director of the Centre, there is a minimum five-member selection committee composed of:
- (a) Scientific Director of the Centre (Chairman of the Commission),
 - (b) a representative of the Academic Senate of the Faculty of Science, if it is a scientific-academic position,
 - (c) Head of the relevant department of the Centre,
 - (d) Head of the Department of Education and HR Development,
 - (e) Researchers of the Centre proposed by the Director of the Centre.
9. A majority of the members of the Selection Committee are appointed from the staff of the relevant parent institution.
10. The Selection Committee may make a proposal for the appointment of a post at a meeting or via per-rollam vote of its members by electronic mail, provided that the invitation to vote is sent to the members of the Selection Committee by electronic mail, along with all documents submitted by candidates for the relevant job, with a deadline for irrevocable voting, provided that such a vote takes place so that the identity of the members of the Selection Committee who have cast their votes can be verified.
11. The Selection Committee shall evaluate the applicant according to the information given in the application form, eventually also on the basis of a personal interview. Foreign applicants may have an interview with the Centre's Scientific Director, event. with an appointed representative. The Scientific Director of the Center (or his / her representative) shall draw up a report on the course of the interview, including the recommendation / non-recommendation of the applicant for admission, and submit it to the Selection Committee for approval.
12. The Selection Committee shall decide by public vote on the recommendation or non-recommendation of the applicant, and as the case may be, the ranking of the applicants or additional conditions for applicant's recommendation. The Selection Committee is quorum if a majority of its members participate in the vote, but at least with the participation of five of its members.

13. Based on recommendation of the Selection Committee (including, where appropriate, the ranking of recommended candidates), the Director of the Centre shall propose to the issuer of the selection procedure admission of the recommended candidates on positions for which the Selection Procedure has been announced. The filling of positions, for which the tenders were announced, is decided, upon a proposal of the Director of the Centre, by Dean of the Faculty of Science, Director of the Institute of Experimental Botany ASCR, and Director of CRI (whichever parent institution announced the tender for the corresponding position at the Centre).

Article 4

This Career Code abolishes and replaces Career Code of Research Staff of the Centre of the Region Haná for Biotechnological and Agricultural Research from 22nd February, 2012.

Approved by the Board of Directors on 6th June, 2018

Attachment no. 1

Division of positions and professions at UP into salary categories

Attachment no. 2

Career Code of University-educated Staff of the Academy of Sciences, Czech Republic

Attachment no. 3

Career Code of research staff of Crop Research Institute