



Principles of the selection procedure for filling the positions of university teachers, the positions of researchers, the positions of professors, associate professors and assistant professors and the positions of managing employees of the Slovak University of Agriculture in Nitra

**Internal rules
2021**

According to § 15 (1) (d) of Act No. 131/2002 Coll. on Higher Education and on amendments to certain laws, as amended, the Slovak University of Agriculture in Nitra publishes these Principles of the selection procedure for filling the positions of university teachers, the positions of researchers, the positions of professors, associate professors and assistant professors and the positions of managing employees of the Slovak University of Agriculture in Nitra.

Article 1

Introductory provisions

Principles of the selection procedure for filling the positions of university teachers, the positions of researchers, the positions of professors, associate professors and assistant professors and the positions of managing employees of the Slovak University of Agriculture in Nitra (hereinafter referred to as “the Principles”) govern the selection procedure of positions and functions at the Slovak University of Agriculture in Nitra (hereinafter referred to as “SUA”):

- a) higher education teachers,
 - b) researchers with a higher education qualification of at least Grade III carrying out a research and development activity (hereinafter referred to as ‘scientific research staff’),
 - c) the positions of Professors, Associate Professors and Assistant Professors,
 - d) the positions of managing employees referred to in Article 4 of the SUA’s Rules of Organisation (hereinafter referred to as ‘RO’).
1. In particular, the provisions of § 14, § 32, § 77 of Act no. 131/2002 Coll. on Higher Education and on amendments to certain laws as amended (hereinafter referred to as the “Law on HEI”) and the provisions of § 5 and § 6 of Act No.552/2003 Coll. on the Performance of Public Interest Work, as amended, apply to the selection procedure.
 2. The performance of the academic position of the Rector, Dean, Vice-Rector and Vice-Dean is incompatible with the performance of the position of a managing employee, which is filled by a selection procedure.
 3. The selection procedure shall verify the applicant’s skills and expertise which are essential and also necessary or appropriate, taking into account the nature of the duties to be carried out by the managing employee in the position or in the function for which a selection procedure is to be announced.
 4. The filling of positions is carried out following the approved number of positions and their structure at the SUA, as provided for in section 15(2)(b) of the HEI Act and in accordance with Article 6 of the Statute of the SUA (hereinafter referred to as ‘Statute’).
 5. In the selection procedure, the employer must respect the principle of equal treatment in labour relations established by Act No.365/2004 Coll. on Equal Treatment in Certain Areas and on Protection from Discrimination and on Amendments to Certain Acts as amended (Anti-Discrimination Act).
 6. The selection procedure shall be conducted without any restrictions and direct or indirect discrimination based on sex, sexual orientation, marital status and family status, race, colour, language, age, health status, belief and religion, political or any other opinion, trade union activity, national or social origin, nationality or ethnic origin, property, family or other status, except where provided for by law, or if there is a factual reason for the performance of the work, which consists in the assumptions or requirements and in the nature of the work to be performed by the employee.
 7. As part of the selection procedure, personal data can be processed only on the basis of Act

no.18/2018 Coll. on the Protection of Personal Data and on Amendments to Certain Acts as amended.

8. The principles of selection procedure of Faculties must be in accordance with the principles of selection procedure of the SUA.

Article 2

Announcement of the selection procedure

1. The selection procedure shall be approved and announced by the Rector (hereinafter ‘the announcer’).
2. The requirements for the selection procedure shall be proposed by the Dean of the Faculty, the Director of the University-wide Workplace (hereinafter referred to as ‘UWW’), the Vice-rector and the Bursar concerned, on the basis of a proposal from the Head of the basic workplace.
3. The selection procedure shall be announced no earlier than 4 months before the expected date on which the position or function is filled and not later than three weeks before its date (the date of the selection procedure). The date of the announcement of the selection procedure shall be the date of its publication. Information about the selection procedure may also be published in periodicals with local or national scope. In case of a request from the Rector and the Dean of the Faculty, the selection procedure is also published on the website with international competence. The selection procedure shall be published until the deadline of at least seven calendar days.
4. The announcement of the selection procedure is published the HR Department on the University’s website, which is also a website designated by the Ministry of Education, Science, Research and Sport and at the official information board of the University or at the official information board of the Faculty if it is a position or a function at the Faculty.
5. The announcement of the selection procedure for a position or function shall include, in particular the following elements:
 - a) the name of the employer, including the municipality where the employer’s seat is located,
 - b) a position or function to be filled by a selection procedure,
 - c) qualification preconditions,
 - d) specific qualifications, if necessary pursuant to a specific regulation,
 - e) other criteria and requirements (e.g. knowledge of a foreign language, experience),
 - f) salary conditions applicable to the position or function to be filled,
 - g) an expected date of commencement of employment,
 - h) a list of required documents proving fulfilment of qualifications, professional experience, acquired experience and integrity, evidence of education, professional curriculum vitae, extract from criminal records – which can be requested for applicants by the HR Department on the basis of an ID card,
 - i) the date and place of the request to participate in the selection procedure.
6. The criteria and conditions laid down for the filling of a specific position or function are the same for all applicants in the selection procedure and their fulfilment is a condition for inclusion of an applicant in the selection procedure.
7. The conditions for the announcement of the selection procedure must be complied with and cannot be changed during the selection procedure.

Article 3

Selection commissions

1. The selection procedure shall be carried out by a Selection Commission (hereinafter referred to as 'the Commission'), which shall have five Members, including the Chairperson of the Commission.
2. The Commission shall be established and its Chairperson and Members appointed by the Rector or the Dean in the case of a Faculty Commission (hereinafter referred to as the SC Founder). The Chairperson of the Commission shall be responsible for the conduct of the selection procedure and shall act on behalf of the Commission.
3. One Member of the Commission must be proposed by a representative of the employees of the University or Faculty within the meaning of Act No. 552/2003 Coll. on the Performance of Work in the Public Interest as amended.
4. A proposal for the composition of the Commission shall be made by a managing employee who makes a request for filling of a position or function.
5. The Commission shall be set up to ensure the selection procedure:
 - a) of the Faculty, for positions and functions at the Faculty,
 - b) of the University, for positions and functions at other parts of the university.
6. When compiling the Commission, the Founder of the SC is obliged to ensure a high professional level, personal and professional ethical credit and integrity of Commission Members and their competence to assess the professional, qualification and personality conditions of the applicants in a comprehensive manner.
7. The following Commissions shall be set up for the purpose of the selection procedure in particular:
 - a) The Commission for filling the positions of higher education Teachers, the functions of Professors, Associate Professors and Assistant Professors:
 - aa) a Vice-dean of the Faculty, in the case of a UWW a Vice-Rector,
 - ab) a direct managing employee or a direct managing employee who is replaced by another Vice-Dean in the Commission if the Faculty is the Founder of the SC or a Vice-rector, if the University is the Founder of the SC, if the applicant in the SC is the direct managing employee him/herself,
 - ac) a representative of the Academic Senate of the Faculty, in the case of a UWW, a representative of the Academic Senate of the University,
 - ad) a member of the Academic Community of the Faculty or the University with the same or higher position as the position for which the selection procedure is announced,
 - ae) an expert in the field of study or a related field of study (external interested party).
 - b) The Commission for filling the positions of Scientific Research Staff:
 - ba) a Vice-dean of the Faculty, in the case of a UWW a Director of the UWW,
 - bb) a Head of the Institute; in the case of a position in the ABT RC, a responsible manager of the department concerned; in the case of other UWWs, the Vice-Rector for Science and Research,
 - bc) a representative of the Academic Senate of the Faculty or the University,
 - bd) a project manager to which the position is assigned or, where applicable, a person responsible for the development of the related field of study,
 - be) an expert in the field of study or a related field of study (external interested party).
 - c) The Commission for filling the positions of Heads of institutes, a Faculty Secretary

and managing employees determined by the Statute of the relevant Faculty in accordance with Article 4(7)(k) of the RO:

- ca) a Vice-dean of the Faculty,
 - cb) other managing employee, in the case of a selection procedure for the Head of the Institute, a representative of the Internal Quality System Assurance Office of the SUA in Nitra,
 - cc) a representative of the Academic Senate of the Faculty,
 - cd) a Member proposed by the Chairperson of the Faculty Committee of the Trade Union of Education and Science Workers at the SUA in Nitra,
 - ce) a representative of an external interested party.
- d) The Commission for filling the positions and functions of Managing Employees of other parts of the University:
- da) a University Vice-Rector,
 - db) the Bursar or the Director of a UWW, depending on the nature of the position and the function to be filled (in the case of filling the position of the Bursar, other managing employee),
 - dc) a representative of the Academic Senate of the University,
 - dd) a Member proposed by the Chairperson of the Trade Union of Education and Science Workers at the SUA in Nitra,
 - de) a representative of an external interested party.
- e) The Commission for Research – Post-doctoral positions, the selection process is governed by Directive 7/2020 for the Creation of Research – Post-doctoral positions at the SUA in Nitra.
8. As a rule, the Rector and the Dean of the Faculty are not Members of the Commission. If the Dean of the Faculty is a Member of the Faculty Commission, the Commission shall be appointed by the Rector. If the Rector is a Member of the Commission, the Commission shall be appointed by the Chairperson of the Academic Senate of the SUA in Nitra.
9. If, for serious reasons, a Member of the Commission is unable to take part in the selection procedure, another employee shall be appointed as a Member of the Commission no later than before the beginning of the selection procedure. The proposal for a new Member of the Commission shall be submitted by the Chairperson of the Commission. If the absent Member of the Commission is the Chairperson, the Rector or the Dean at the Faculty shall decide to complete the Commission and appoint the Chairperson. In the absence of the Rector or the Dean, the Chairperson of the Commission shall be appointed by the Vice-rector or Vice-dean, who shall represent the Rector or the Dean at that time.
10. If a Member of the Commission is biased, e.g. for the reasons of close family relationship, confidentiality or hostility to the applicant, he/she shall notify the Rector or the Dean immediately after the appointment as a Member so that the founder of the SC can appoint another Member of the Commission in his/her place.
11. The Commission shall be able to act when all its Members are present. In order to ensure the quorum of the Commission, the founder of the SC shall arrange alternate Members of the Commission.

Article 4

Course of the selection procedure

1. Applications for the selection procedure together with the required documents are collected and completed by the HR Department. Within three working days after the closing date of applications to participate in the selection procedure, the HR Department shall forward the complete material to the competent Commission.
2. The Commission shall examine the complete material of the applicants and shall invite the

applicant who fulfils the requirements laid down for the selection procedure at least seven days before the start of the selection procedure, indicating the date, place and time of the selection procedure.

3. The Commission may invite an applicant who, at the date of submission of the application, does not meet the requirements laid down, provided that the applicant is presumed to meet them by the date of the selection procedure at the latest.
4. Each applicant must appear in person for the selection procedure and confirm his/her participation in the attendance list. In the case of applicants from abroad and in other justified cases, the Chairperson of the Commission may allow the applicant to participate by means of information and communication technology.
5. In exceptional cases, the Chairperson of the Commission may decide that the selection procedure shall be carried out by means of information and communication technology.
6. The applicant must prove his/her identity at the beginning of the selection procedure (present his/her ID card so that the Commission can assess the applicant's identity).
7. The procedure shall include:
 - a) personal interview with each applicant,
 - b) written form of the selection procedure at the discretion of the Commission,
 - c) evaluation of personal interview with applicants, documents submitted and personal materials, obtained information, results of written selection procedure.
8. When evaluating applicants for the positions of university Teachers and Professors, Associate Professors and Assistant Professors, the Commission Members shall follow the internal regulation of the University "General Criteria for Filling the positions of Professors, Associate Professors and Assistant Professors and Specific Conditions for Filling the positions of Professors, Associate Professors and Assistant Professors at the SUA in Nitra", published on the University's website and on the official notice board of Faculties.
9. The Commission shall vote separately on each applicant by secret ballot. The applicants can be evaluated by their ranking or by number of points. Each Member shall evaluate and rank all applicants.
10. In its decision-making, the Commission shall assess, in particular, whether the applicant fulfils the qualification or specific qualifications, the preconditions of personal and professional scientific integrity and other criteria and requirements required for the selection procedure to fill the position or function.
11. The Commission shall evaluate the outcome of the selection procedure and determine the ranking of the applicants on the basis of the results.
12. Where the Commission decides on one applicant, the applicant shall be successful if he/she obtains an absolute majority of the votes cast. Achieving less than an absolute majority of votes means that the applicant was not successful. The founder of the SC may ask the Rector to announce a new selection procedure. The announcer shall announce a new selection procedure.
13. In justified cases, the Commission may submit a proposal to cancel the selection procedure.
14. The Commission shall submit the minutes of the selection procedure to the Dean of the Faculty and to the Rector of the University within three working days. The minutes shall be signed by the Chairperson of the Commission, accompanied by an attendance list and shall contain:
 - a) an indication of the type of selection procedure, indicating the date,
 - b) names and surnames of those present,
 - c) names and surnames of the present applicants,

- d) ranking of applicants.
15. The ranking of applicants shall be binding. The final decision to fill a position by a selection procedure on the proposal of the Dean, Bursar, Vice-Rector, Director of the UWW will be issued by the Rector of the University. The selection procedure is closed by issuing a decision by the Rector of the University.
 16. In justified cases, the Rector of the University has the right not to accept the proposal of the Dean, Bursar, Vice-Rector and Director of the UWW and to announce a new selection procedure. If the repeated selection procedure does not lead to a result, the University management shall agree on a new selection procedure.
 17. The Members of the Commission shall be required to observe the secrecy of voting, evaluation and conduct of the selection procedure. According to section 79 (2) of the Act on the Protection of Personal Data, the Members of the Commission are obliged to preserve the confidentiality of personal data, which they are familiar with in the context of the selection procedure, the obligation must be stated in the appointment letter as a Member of the Commission. This obligation shall continue even after the termination of office or the termination of the employment relationship.
 18. The Human Resources Department will notify the applicants of the result of the selection procedure within ten days after its end and will publish the result of the selection procedure on the official notice board of the University, if it is a position at the Faculty, on the official notice board of the Faculty.

Article 5

Conclusion of the selection procedure

1. If the employment relationship is not concluded within three calendar months of the end of the selection procedure, the validity of the selection procedure shall be cancelled and it shall be continued by the announcement of a new selection procedure.
2. If applicants meeting the conditions and requirements of the selection procedure do not apply for the position, a new selection procedure shall be announced.
3. The position of a managing employee may be filled without a selection procedure for a maximum period of six months.
4. On the basis of one selection procedure, a managing employee may be appointed for a maximum of four years.
5. For a position of a higher education teacher, the Rector of the university may hire a staff member for a maximum of one year to work part-time without a selection procedure.
6. A university teacher may occupy the position of a Professor, Associate Professor or Assistant Professor or Lecturer on the basis of one selection procedure for a maximum of five years.

7. The position of Professor or Associate Professor without the scientific-pedagogical title of "Professor" or "Associate Professor" may be filled for a definite period, together for a maximum of three years.
8. If a university teacher has occupied the position of Associate Professor or Professor at least for the third time, with the total duration in these positions reaching at least nine years, and he/she has, in the case of the position of Associate Professor, a scientific-pedagogical degree "Docent", or "Professor", in the case of the function of professor, the scientific-pedagogical title "Professor", he/she acquires the right within the meaning of Paragraph 77(4) of the HE Act to work with this university for a fixed term up to 70 years of age.
9. If a university teacher has filled the position of Associate Professor or Professor for the third time, but has not fulfilled the condition that he/she has worked there for nine years, he/she is entitled to conclude an employment relationship with placement in the given position for a maximum of five years. During the duration of the employment relationship and the additional fulfilment of the condition of working in the given positions, the university teacher is not entitled to an employment contract with placement in the given position until the age of 70 is reached. This right may arise after another successful selection procedure.
10. Employees who are close persons (parents and children, grandparents and grandchildren, brothers and sisters, spouses) cannot be placed under mutual direct subordination or superiority or in such a way that one is subject to cash or accounting control of the other.

Article 6

Final provisions

1. These Principles of the selection procedure for filling the positions of university teachers, the positions of researchers, the positions of professors, associate professors and assistant professors and the positions of managing employees were approved at the meeting of the Academic Senate of the SUA in Nitra on 30. 06. 2021, as an internal regulation and shall enter into force on 01. 07. 2021.
2. With the entry into force of these Principles, the Principles of the selection procedure for filling the positions of university teachers, the positions of researchers, the positions of professors, associate professors and assistant professors and the positions of managing employees of the SUA in Nitra, approved by the Academic Senate of the SUA in Nitra on 19. 05. 2004, as amended by Appendices No 1-6 and the full text approved by the Academic Senate of the SUA in Nitra on 11. 11. 2015 are cancelled.

Doc. Ing. Jana Lendelová, PhD.
Chairman of AS of SUA in Nitra

Doc. Ing. Klaudia Halászová, PhD.
Rector of SUA in Nitra

