

TEMPLATE 4 – PROCESS DESCRIPTION

Case number: 2019CZ383784

Name Organisation under review: Faculty of Law, University of West Bohemia

Organisation's contact details: Sady Pětatřicátníků 14, 301 00 Plzeň, Czech Republic

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The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Member of Steering Committee	Member of Working Group	Management line/Department
doc. Dr. RNDr. Miroslav Holeček	Rector of the University of West Bohemia (UWB)	X		UWB Management
doc. Ing. Luděk Hynčík, Ph.D.	Vice-Rector for Research and Development	X		UWB Management
Mgr. Lenka Caisová, Ph.D.	HR Manager UWB	X		UWB Management
JUDr. PhDr. Stanislav Balík, Ph.D.	Dean of the Faculty of Law (FL)	X		FL Management
doc. JUDr. Jan Pauly, CSc.	Vice-dean for strategy and development FL	X	X	FL Management
JUDr. Petra Smržová, Ph.D.	HRS4R Coordinator	X	X	FL Management
JUDr. Vilém Knoll, Ph.D.	Vice-dean for Research FL	X	X	FL Management

Mgr. Petr Šimon	Project Manager UWB		X	Project Centre UWB
Mgr. Jana Čepíčková	Chief of Institute, HRS4R Coordinator Institute		X	Applied Language Studies Management
doc. PaedDr. Dana Egerová, Ph.D.	HRS4R Coordinator Faculty of Economics		X	Faculty of Economics Management
PhDr. Denis Mainz, Ph.D.	Vice-dean for Research HRS4R Coordinator, Faculty of Health Studies		X	Faculty of Health Studies Management
Ing. Ivana Stuchlová	Project Manager HRS4R Coordinator Ladislav Sutnar Faculty of Design and Art		X	Ladislav Sutnar Faculty of Design and Art Project Center
PhDr. Tereza Šlehoferová, Ph.D.	Vice-Dean for Strategy and Development Faculty of Arts, HRS4R Coordinator		X	Faculty of Arts Management
Ing. Petr Netolický, Ph.D.	Quality Manager		X	Faculty of Electrical Engineering Administration

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process. Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
Academics, R1- R4 Researchers	Online Questionnaire survey	Responses to questions on the topics of the Charter and Code. The results of the online questionnaire have been published and processes in the GAP Analysis.
Working Group	Regular meetings and consultation	Preparation and processing of the online questionnaire, preparation of the GAP Analysis and Action Plan.
Steering Committee	Guarantee and management of the HRS4R process, transfer of information	Support to the HRS4R process, inclusion in the institution's strategy, review of texts.

Faculty of Law Management	Meetings, reports	Formulation of HR strategy of the faculty, participation on the GAP Analysis and Action Plan

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

In the second half of 2018, the management of the Faculty of Law (FL) of University of West Bohemia (UWB) adopted a decision to endorse to the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers in order to receive the "HR Award". In this time, the work on this issue was already in progress at three faculties and an independent research centre of UWB. In these cases, the effort to obtain the "HR Award" was supported since October 2017 by the Operational Programme Research, Development and Education (OP RDE), under the Ministry of Education, Youth and Sports (MSMT), and was funded of the European Structural and Investment Funds (ESIF), which was not case of FL. The management of UWB made a decision that each part of the UWB will make effort to receive "HR AWARD" independently. However, the individual faculties and centres cooperated intensively in the Steering Committee as well as in Working Group and the relevant activities were supported by UWB Management by means of HR Division and Project Centre. Several representatives of FL Management became members of the Steering Committee which had also representation of the UWB management including HR Manager. Members of the Steering Committee have been continuously informed on the progress of work and has approved the prepared texts, especially the findings of the GAP Analysis and the ensuing Action Plan. The Rector and Vice-Rectors of the University have assumed responsibility for key items of the Action Plan and their implementation on the UWB level; the Dean and Vice-Deans of the Faculty have assumed those obligations at FL.

Please describe how the Working Group doing the Gap Analysis was appointed:

The Working Group was established by the Management of FL with the cooperation of Management of UWB. It included besides representatives of FL also the HRS4R Coordinators from other parts of UWB. Group were established based on the previous experiences of the members working also in the working groups of the faculties striving for "HR Award". The Working Group approved the sending of the Commitment to Charter and Code and set the questionnaire survey among the employees of FL (the survey was prepared in similar manner as in the case of other faculties of UWB but some specifics of FL were taken into consideration). The online questionnaire held 27 questions (some offered the possibility to add comments) focusing on ethics and professional aspects of R&D, recruitment of new staff, the working conditions and benefits, the dissemination of R&D outcomes in practice, the presentation of outcomes to the public, discrimination and ways of addressing it, transparent assessment of performance, influencing agenda at the workplace, etc.). From the 97 employees at FL, 14 participated in the survey. The results of the questionnaire, including the comments, were presented concisely and included in the GAP Analysis.

The Working Group met on a monthly basis; the meetings followed a previously prepared programme. When necessary, individual consultations and email communication would be used. The GAP Analysis as well as the Action Plan was implemented successfully. First of all, the processes and legislation in force at UWB were compared to the Charter and Code and the same procedure was used to investigate the situation at FL. Therefore, certain gaps have

been identified on the University level with details or specific information relevant on the Faculty level. Faculty Management of FL has been regularly informed about the progress of work and results obtained.