

# Updated Action plan

of the Faculty of Applied Science at UWB  
for fulfilling the principles of the Charter and Code  
(August 2021)



Proposed ACTIONS	GAP Principle (s)	Timing	Responsible Unit	Indicator(s) / Target(s)
<p><b>1 [UWB]</b> Ensure that the principles of the Charter and the Code will be included in the Strategic Plan for the period 2021-2025.</p> <p>Strategic Plan is the main strategic document that defines all areas of University activities (including human resources), key objectives, indicators and methods for achieving the objectives.</p>	2, 3, 12, 13, 23, 25,27	4Q / 2020	Vice-Rector for Development and External Relations	<p>The Strategic Plan for the period 2021-2025 includes priorities defined in the Charter and the Code.</p> <p>The English and Czech version of the Strategic Plan is available on UWB web page.</p> <p>EN: <a href="https://www.zcu.cz/en/University/Important-documents/index.html">https://www.zcu.cz/en/University/Important-documents/index.html</a></p> <p>CZ: <a href="https://www.zcu.cz/cs/University/Important-documents/index.html">https://www.zcu.cz/cs/University/Important-documents/index.html</a></p>
<b>Current status: Completed</b>				<p>The UWB Strategy Team worked on the preparation of the Strategic Plan throughout 2020, and at the turn of the year 2020/21 the Scientific Board, the Academic Senate and the Board of Directors approved the document for the years 2021-2025. In this document, UWB declares the support of the HRS4R Strategy at the University level and establishes the strategic objective focused on the creation of a support system for maintaining the HR Award title and introducing gender equality policy.</p>
<p><b>2 [FAS]</b> Ensure that the principles of the Charter and the Code will be included in the Strategic Plan for the period 2021-2025.</p>		4Q / 2021	Vice-Dean for Strategy and Legislative Affairs	<p>FAS prepares its Strategic Plan for the period 2022-2025 in accordance with the Strategic Plan of the University.</p> <p>The Strategic Plan of the Faculty includes the objectives defined in the Action Plan, which implement the principles of the Charter and the Code at the Faculty level.</p>
<b>Current status: In Progress</b>				<p>The Strategic Plan of the Faculty is being prepared and will be released by the end of 2021. The team that is involved in the preparation is composed of representatives of all Faculty branches. The objectives of the Action Plan, as well as the HRS4R rules and principles, will be integrated into the Plan, as they are included in the Strategic Plan of the University. A chapter specifically</p>

				devoted to this issue is entitled Environment and People. The Strategic Plan of the Faculty will be published in Czech and English.
<p><b>3 [UWB]</b> Updating the Code of Ethics in accordance with the principles of the Charter and the Code.</p> <p>The Code of Ethics defines and promotes ethical standards of conduct required of employees and students. The Ethical Code has been processed in accordance with the principles of the Charter and the Code.</p>	2, 27, 32, 34	1Q / 2019	UWB HR Manager	<p>A new Code of Ethics was created and approved by UWB Academic Senate. The Code of Ethics is available on the web page of the University in both English and Czech.</p>
<p><b>Current status: Completed</b></p>				<p>UWB prepared the Code of Ethics, which was approved in the comment procedure and published on UWB web page in November 2018, see <a href="https://www.zcu.cz/en/University/Important-documents/index.html">https://www.zcu.cz/en/University/Important-documents/index.html</a>.</p> <p>Subsequently, the Rector appointed the Ethics Committee whose members adopted the Rules of Procedure.</p>
<p><b>4 [UWB]</b> Design a course on recognizing the signs of the breach of ethical rules according to the Code of Ethics and on a proper procedure followed by employees who deal with ethical issues.</p> <p>The course includes explanations of best practices in solving ethical problems, including examples of best practice.</p>	2, 3, 27, 32, 34	3Q / 2020 and then continuously	UWB HR Manager in cooperation with the Division of Life Long and Distance Learning	<p>The course was created, study materials are available, the course is also available online.</p> <p>A manual on the principles of the Code of Ethics was designed and distributed at the University.</p>
<p><b>Current status: Completed</b></p>				<p>UWB prepared a course on identifying unethical behaviour. Study and support materials are also available online, see Moodle at: <a href="https://phix.zcu.cz/moodle/course/view.php?id=3027">https://phix.zcu.cz/moodle/course/view.php?id=3027</a>.</p> <p>The University issued a brochure on the principles of the Code of Ethics, which was distributed at the University. Individual pages of the brochure were posted on university notice boards. The brochure was published in Czech and English.</p>



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<p><b>5 [FAS]</b> Training of FAS employees focused on recognizing the signs of the breach of ethical rules according to the Code of Ethics and on proper procedures to be applied when dealing with ethical issues.</p> <p>The course on the issues related to the Code of Ethics is available to all FAS employees and doctoral students.</p>	<p>2,3,27,32,34</p>	<p>4Q / 2020</p>	<p>Vice-Dean for Internationalization and External Relations</p>	<p>All FAS employees and doctoral students can access the course online.</p> <p>At least one representative from each FAS workplace participated in the course.</p> <p>The aim of the course is to familiarize employees and students with the general standards of ethical behaviour and its specifics in the academic environment and in research and development activities (respecting UWB values, avoiding conflicts of interest, discrimination and abuse of position, avoiding all forms of plagiarism, respecting citation principles, protection of intellectual property and avoiding the misuse of other people's results).</p>
<p><b>Current status: Completed</b></p>				<p>FAS launched a popularization campaign introducing the new principles of the Code of Ethics. In 2019/2020, a series of courses (full-time) focused on the detection of unethical behaviour was conducted. All FAS employees have the opportunity to become familiar with the principles of the Code of Ethics at: <a href="https://phix.zcu.cz/moodle/course/view.php?id=3027">https://phix.zcu.cz/moodle/course/view.php?id=3027</a>.</p>
<p><b>6 [UWB]</b> New Career Regulations.</p> <p>UWB Career Regulations are based on the strategy of personal development and correspond to the principles of the Charter and the Code.</p> <p>The Regulations define basic tools and conditions for the career development of employees, their evaluation, remuneration and support in the area of individual career counselling.</p>	<p>11,28,33</p>	<p>3Q / 2019</p>	<p>UWB HR Manager</p>	<p>The new Career Regulations were created, approved and published on UWB web page.</p>
<p><b>Current status: Completed</b></p>				<p>Rector's Directive 24R/2019 as of June 24, 2019, establishes the new Career Regulations, which are based on the strategy of personnel development and specify the conditions for employee evaluation. UWB provides a new IT tool as a support for the evaluation of academic and scientific staff (IS HAP).</p>
<p><b>7 [FAS]</b> Regular evaluation of academic and research staff at FAS.</p>	<p>11, 18, 30</p>	<p>1Q / 2020 and then continuously</p>	<p>Heads of FAS workplaces</p>	<p>All FAS academic and research employees with at least 0.5 employment are evaluated. The evaluation is carried out at least once a year and includes, for example, an assessment of results, specification of tasks, planning of further</p>

				education or individual career development.
<b>Current status: In Progress</b>				Due to the unfavourable epidemiological situation, employee evaluation was carried out at 2/3 of the Faculty workplaces in 2020. According to Dean's Decision 5D/2021, the evaluation of all FAS employees was rescheduled to August 31, 2021. Evaluated workplaces were evaluated using a bi-annual or interim evaluation method. Evaluation concerns all employees, except technical/office staff who are evaluated on the basis of an informal interview. Another exception were researchers recruited exclusively for a specific project. A written evaluation record is made after each assessment and archived at the workplace. Currently, an internal audit is in process. Its results will be used to improve and optimize the evaluation method of FAS employees.
<b>8 [UWB]</b> Formulation of OTM-R (Open, Transparent and Merit-Based Recruitment) policy applicable to the entire UWB.	12, 13, 14, 15, 16, 19, 21	4Q / 2019	UWB HR Manager in cooperation with the Rectorate	OTM-R policy is approved and published on the UWB web page in Czech and English.  The implementation checks of OTM-R policy, including the risk assessment, is part of the internal quality assessment, see OTM-R Checklist, point 5.  OTM-R policy is published on UWB and FAS web page (section HR Award), see OTM-R Checklist, point 1.
<b>Current status: Completed</b>				Between 2019 and 2020, the OTM-R policy, which defines the principles for open and transparent recruitment in accordance with the Charter and the Code, was widely discussed and commented at the University. The HR Award Working Group along with the Human Resources Division and FAS management were participated in the preparation of the OMT-R policy. OTM-R policy as a separate document entitled "Principles of Open and Transparent Recruitment at the University of West Bohemia" was approved and published on the UWB web page in September 2020, see <a href="https://www.zcu.cz/en/University/Important-documents/index.html">https://www.zcu.cz/en/University/Important-documents/index.html</a>  The Policy has a concise and clear form, which summarizes the basic principles of recruitment in accordance with the Code.
<b>9 [UWB]</b> Creating a new directive for the recruitment of academics and researchers at UWB in accordance with OTM-R	12,13,14,15,16,19, 21,	2Q / 2020	UWB HR Manager in cooperation	The new directive for the recruitment of academics and researchers was created and approved.

policy.			with the Rectorate	<p>The new directive is based on OTM-R policy principles and defines different stages of the recruitment procedure. (The announcement of the selection procedure, appointment of the committee, provision of additional information, information on the narrowing of the selection, invitation of the selected candidates for an interview, provision of information on the decision of the committee, setting the deadline for appeal, etc.)</p> <p>The directive for the recruitment of academics and researchers defines the recruitment procedure for various types of job positions. Job positions are established in accordance with the European framework TOWARDS A EUROPEAN FRAMEWORK FOR RESEARCH CAREERS - category R1 to R4, see OTM-R Checklist, point 2.</p>
<b>Current status: Completed</b>				<p>Following the principles of the OTM-R policy, the Rector's Directive 4R/2021 "Rules for the Recruitment of Specialists in Science, Research and Development at the University of West Bohemia" of the 25<sup>th</sup> January 2021, was adopted. The Directive lays down rules for the recruitment of specialists in science, research and development, see <a href="http://legislativa.zcu.cz">http://legislativa.zcu.cz</a>. The recruitment of academic staff is governed by the internal regulation "Selection Procedure Regulations for UWB Academic Staff Recruitment", see <a href="http://legislativa.zcu.cz">http://legislativa.zcu.cz</a>. OTM-R rules apply to job positions for which a selection procedure was announced.</p>
<p><b>10 [UWB]</b> Prepare a training session for the members of selection committees on the correct course of the selection procedure.</p> <p>The training session introduces the basic OTM-R Policy principles and procedures for the recruitment of academics and researchers.</p>	14	2Q / 2020	UWB HR Manager in cooperation with the Division of Life Long and Distance Learning	The content of the training session is created and is available on the web page.
<b>Current status: Completed</b>				<p>The Life-Long and Distance Learning Division ( <a href="https://czv.zcu.cz">https://czv.zcu.cz</a> ) was prepared, in cooperation with an external HR consultant, the training session "The Correct Course of a Selection Procedure". The training session was prepared to be studied in the combined form; the full-time form is accessible</p>

				online.
<b>11 [FAS]</b> Training of selection committee members on the correct selection procedure.	14	4Q / 2020	Dean of FAS	At least one member of the selection committee will be trained, see OTM-R Checklist, point 3.
<b>Current status: In Progress</b>				From September 2020, at least one member of the selection committee is familiar with OTM-R principles regarding the selection procedure. Following Rector's Directive 4R/2021 "Rules for the Recruitment of Specialists in Science, Research and Development at the University of West Bohemia" of the 25 <sup>th</sup> January 2021, all members of the Faculty management and members of selection committees will be trained to meet the condition of having at least one trained member of the selection committee.
<b>12 [UWB]</b> Publish all selection procedures for researcher recruitment on the EURAXESS portal.	13	2Q / 2020	UWB HR Manager	<p>All vacancies for researchers are published on the EURAXESS portal.</p> <p>In addition to standard information, the published selection documents contain information on the possibilities of career development, working conditions, laboratory equipment, benefits provided by UWB, guidelines for the submission of the application, etc. See OTM-R Checklist, point 12. More detailed documents will be published online so that the administrative burden would not be increased. Candidates will have the possibility to submit required documents online, see OTM-R Checklist, point 15.</p> <p>The documentation for the selection procedures includes the instructions (templates) on how to use the EURAXESS Portal, see OTM-R Checklist, point 11.</p> <p>Consistent use of the EURAXESS Portal contributes to the expansion of the recruitment process for foreign candidates, see OTM-R Checklist, points 6, 7 and 13.</p> <p>Demanded job positions are also advertised on UWB and FAS web pages, see OTM-R Checklist, point 14.</p>
<b>Current status: Completed</b>				Vacancies are newly published on the Euraxess Portal. There is an advert template available which complies with the OTM-R Policy and follows the structure of the Euraxess Portal for job offers. In 2020 and 2021, FAS

				published 10 vacancies via the Euraxess Portal.
<b>13 [FAS]</b> Conducting selection procedures for research positions in accordance with OTM-R policy.	12,13,14,15,16,19,21	Q4 / 2020 and then each following year	The Dean in cooperation with the HR Manager	<p>100% of selection procedures for researchers are carried out in accordance with the OTM-R Policy.</p> <p>The selection procedure committee is appointed by the Dean of the Faculty of Applied Sciences. The number of committee members depends on the nature of the job position demanded. The committee must have at least three members. The appointment procedure is transparent.</p> <p>Depending on the profile of the position sought, the composition of the committee shall be balanced and appropriately diverse in order to make maximum use of the competencies, experience and gender sensitivity of its members. The committee, as a whole, has the necessary competence for selecting the most suitable candidates, see OTM-R Checklist, points 16, 17, 18. The composition of the committee and its diversity eliminate any conflicts of interest.</p> <p>By the nature of the position demanded and the number of applicants, the interviews conducted in the pre-selection stage can be done online (e.g. via Skype), see OTM-R Checklist, point 4.</p> <p>The criteria for selecting an applicant are published in advance on the EURAXESS Portal and, depending on the nature of the position, the criteria include the achievements, competencies and experience of the applicant. Gender balance can be explicitly emphasized, e.g. " women welcomed ", see OTM-R Checklist, point 8. Applications are evaluated qualitatively and quantitatively in the context of the applicant's career, see OTM-R Checklist, point 19.</p> <p>The selection committee notifies all applicants, who submitted an application, of its decision. For applicants, who participated in the interview, the committee prepares a brief report which evaluates their strengths and weaknesses in relation to the job position, see OTM-R Checklist, points 20 and 21.</p> <p>Applicants are also informed about the conditions under which they can file a complaint concerning a decision issued by the committee, see Checklist OTM-R, point 22.</p> <p>A brief report is prepared on the selection procedures carried out in a given</p>

				year, evaluating the effectiveness of the OTM-R Policy (number of applicants for the advertised positions, of which from abroad, of which women, internationalisation of research teams, administrative complexity of the process, etc.). This report is included in the implementation of the FAS Strategic Plan, see OTM-R Checklist, point 23.
<b>Current status: Completed</b>				<p>OTM-R principles are binding in all cases of recruitment of academic staff and specialists in the fields of science, research and development. The recruitment procedure is defined in Rector's Directive 4R/2021 "Rules for the Recruitment of Specialists in Science, Research and Development at the University of West Bohemia". Thanks to the structuralization of the recruitment process, conditions for the use of the OTM-R Checklist were created.</p> <p>In the years 2019-21, 11 selection procedures for the positions "academic employee" and "specialist in the field of science and research" were held. 6 women and 22 men applied for these selection procedures. 2 women and 13 men were selected. The selection committees always had at least 5 members and in most of them, there was always at least 1 female member.</p> <p>The OTM-R principles for the recruitment of new employees will be applied in the coming years.</p>
<b>14 [UWB]</b> Translate important documents for job applicants, current employees and students into English.	5, 12-21	Ongoing - until 10/2022	UWB HR Manager	Labour-law documents and documents related to the study (e.g. work contract, application for recognition of foreign university education and qualifications, application for study, contract on renting a service apartment, study and examination rules, etc.) are available on UWB and FAS web pages in English.
<b>Current status: In Progress</b>				<p>Most University documents that are relevant for foreign employees and students have been translated into English. The translation of other documents is in progress, see Rector's Directive 33R/2019 "Translations of Documents into a Foreign Language: Supporting the Internalization of the University of West Bohemia" dated 01 August 2019.</p> <p>At FAS, internal communications addressed to the academic and research community, including official e-mail communication, are bilingual (in Czech and English).</p>
<b>15 [UWB / FAS]</b> Setting up an adaptation	5, 39	4Q / 2019	UWB HR Manager in	There is a link to the course and a manual for new employees on UWB and

<p>process for new employees.</p> <p>In order to implement this process, a course for all new UWB employees will be created. The aim of the course is to acquaint new employees with the basic principles of the organization (external relations, information systems, UWB legislation, personnel issues, registration of R&amp;D outcomes, project management, study and examination regulations, study-related matters, occupational safety and health, fire protection, etc.).</p>			<p>cooperation with the Dean of FAS</p>	<p>FAS web page.</p> <p>New foreign employees will be provided complete support on arrival and during their stay in the Czech Republic.</p>
<p><b>Current status: Completed</b></p>				<p>A procedure for new employees who start a job at the University/Faculty was set. A course for new employees who would like to become familiar with the university environment was updated. A brochure, Useful Information For New Employees, was published. The online version can be accessed here: <a href="https://www.FAS.zcu.cz/en/Faculty/Hr/HR-award/index.html">https://www.FAS.zcu.cz/en/Faculty/Hr/HR-award/index.html</a></p> <p>Thanks to the translation of relevant documents, foreign employees do not have to face barriers when starting a new job.</p>
<p><b>16 [FAS]</b> Strengthening the participation of researchers in information, consultation and decision-making bodies of the Faculty.</p> <p>Conditions are created for the establishment of the Council of Scientific and Research Employees as an advisory body to the Dean, whose elected representative will be a member of the Dean's College. The Council will deal with the issues related to research and development. The Council will not have its own budget.</p>	<p>35</p>	<p>2Q / 2020</p>	<p>Dean of FAS</p>	<p>Dean's directive codifying the establishment of the R&amp;D Board is on FAS web page.</p>
<p><b>Current status: Completed</b></p>				<p>FAS published Dean's Decree 9D/2020 "Statute of the Council of Scientific and Research Employees of the Faculty of Applied Sciences" as of July 1,</p>

				<p>2020. This Decree establishes the Council of Scientific and Research Employees as an advisory board to ensure closer cooperation between the Faculty management and researchers, especially with those who are not members of the academic community and, therefore, cannot vote and be elected to the Academic Senate of the Faculty according to Act 111/1998 Sb., on Higher Education.</p> <p>Based on the Decree, the election for the five-member Council was called. The electronic voting took place from 2 to 6 November 2020. The first Council meeting was held on November 26, 2020. The Chair of the Council was elected at this meeting. The Chair is a member of the Dean's College and is invited as a guest to the meetings of the Academic Senate. Since the beginning of 2021, the Council holds a meeting once a month. In the near future, the Council wants to focus on the following:</p> <ul style="list-style-type: none"> <li>- improve the awareness of researchers of Council's activities and objectives,</li> <li>- proposals for changes of the Career Regulations,</li> <li>- fixed-term and permanent contracts,</li> <li>- improve the procedural functioning of the NTIS Research Centre and foster the awareness of its mission,</li> <li>- launch regular University meetings, the format of which will be submitted to FAS/NTIS management.</li> </ul>
<p><b>17 [FAS]</b> Training sessions in human resources.</p> <p>The training session is aimed at enhancing the knowledge and competencies in the following areas: leadership, mentoring for mentors, motivational and evaluation interviews, human resources, management of organizational culture, ethics and whistleblowing.</p>	<p>2,28, 37</p>	<p>4Q / 2018 – 4Q / 2020</p>	<p>Vice-Dean for Internationalization and External Relations</p>	<p>In particular, heads of FAS departments or their representatives will be trained.</p> <p>The minimum number of trained staff at FAS is 100.</p>

<p><b>Current status: Completed</b></p>				<p>Employees of the Faculty attended many training sessions and courses which were prepared especially for the Heads of Departments, research programs and teams. The courses were carried out by an external company which focused on the following topics: strategic management, management of organizational culture, ethics and whistleblowing, leadership, mentoring for mentors, expanding knowledge and skills of management and other relevant staff in the field of HR, HR processes and their implementation, conducting motivational and evaluation interviews for team leaders and management, gender equality as part of human resource management, gender (in)equality and scientific excellence, gender equality plans, gender audit in the institution.</p> <p>In the years 2018-2020, full-time training sessions were attended by 118 employees.</p>
<p><b>18 [FAS] Supporting non-discriminating and gender-fair environment at FAS.</b></p>	<p>27</p>	<p>4Q / 2020 and subsequently every year</p>	<p>HR Award Team</p>	<p>Promoting Work-Life Balance – active balancing of gender inequalities related to maternity and parental leave (possibility of reducing working hours, support for individual career plans, possibility of taking a break from teaching to concentrate on research activities, taking into account the needs of parents with young children when drawing up their schedule, etc.)</p> <p>Through the Gender Inclusive Leadership Training Tool (GILTT), which represents the output of the submitted project to H2020 (GILIRO: Gender Inclusive Leadership in Research Organisations), educational programmes, motivational tools and training materials will be created in order to raise awareness of the gender issue among UWB and FAS managers.</p> <p>The implementation and promotion of gender-sensitive actions and activities (e.g. inclusion of gender perspective in teaching and research content), greater promotion of actions aimed at increasing women's interest in technical fields (summer school of informatics for girls, the project Women in IT, etc.)</p>
<p><b>Current status: Extended</b></p>				<p>The Heads of Departments and NTIS research programmes were asked how they approached Work-Life-Balance, especially how they dealt with the active balancing of gender inequalities related to motherhood and parental leave. Their responses show that they are committed to creating the gender-fair environment. An individual approach is applied when adjusting the qualification growth plan due to parenthood.</p> <p>The H2020 GILIRO Project: Gender Inclusive Leadership in Research</p>

				<p>Organizations was not adopted. Its planned outputs regarding educational fields, motivational tools and training materials aimed at raising awareness of the issue of gender among UWB and FAS employees will be included in the new planned activity “Create GEP (Gender Equality Plan) at University level.”</p> <p>FAS activities focused on raising women's interest in technical fields are in process. A significant example is the prize awarded to Lucie Houdová - a successful scientist from NTIS/FAS Research Centre. Lucie Houdová focuses on biocybernetics with a significant humanitarian mission that is inspirational for other women and girls. In 2018, she gained, as the head of an IT group, the Vladimír Koza Scholarship of the Czech National Bone Marrow Donor Registry.</p>
<p><b>19 [FAS]</b> Strengthening the internationalization of research teams and openness of the Faculty towards employees from other universities, research organizations and application sectors.</p> <p>Support of long-term in- and outcoming mobility programmes and participation in international projects and double-degree study programmes.</p>	13,18,19	2021 and in following years	Heads of FAS workplaces	<p>Increase in the number of doctoral students at the Faculty of Applied Sciences who participate in a double-degree programme. The aim was to have at least 10 students who work on their thesis with two supervisors.</p> <p>Percentage increase in the number of FAS academic and research employees who have long-term work or study experience outside the Faculty. The aim was to achieve a ratio of at least 20%.</p>
<p><b>Current status: Extended</b></p>				<p>The Faculty entered into contracts on joint doctoral study programmes with the University of Sydney (Australia), the Université d'Orléans (France) and the University of St. Petersburg (Russia). However, at present, it is not possible to meet the conditions of the contracts effectively. For this reason, we plan to strengthen the activities in this area, and we would like to prepare a Bachelor's double degree programme in cooperation with the University of Deggendorf and possibly other joint doctoral study programmes. The faculty is preparing a Bachelor's and a follow-up Master's programme in English.</p> <p>In order to increase the percentage of Faculty employees with long-term work or study experience outside the Faculty, the Faculty announces a selection procedure for post-doctoral employees every six months. At some workplaces, newly hired employees are required to successfully complete a long-term internship abroad, which is then part of their CV. Considerable effort is also devoted to strengthening international contacts and active participation in</p>

				<p>international consortia in order to encourage cooperation in international projects.</p> <p>The faculty strives to intensify the support of internationalization at all levels by strengthening the language skills of its employees, among other things.</p>
<p><b>20 [FAS]</b> Implementation of a survey among FAS employees with the aim to evaluate the effectiveness of the measures proposed in the presented Action Plan, or to suggest their further extension.</p> <p>The aim of the survey is to find out whether, in the opinion of FAS employees and postgraduates, the activities implemented eliminated or mitigated the identified deficiencies.</p> <p>After the evaluation of responses, a meeting of the focus group will be held.</p>	3,5,8,11,31,32,34	4Q / 2021	<p>Vice-Dean in collaboration with the HRS4R coordinator of the faculty</p>	<p>The link to the survey is published on the web page of the faculty.</p> <p>All academic and research employees and doctoral students of the faculty, will be asked to complete the questionnaire.</p> <p>The aim is to obtain responses from at least 25% of employees and doctoral students.</p> <p>The results of the survey and the findings of the focus group will be compared with the results of the previous survey, published on Faculty HR Award web page and used to update the Action Plan for the next period.</p>
<p><b>Current status: Completed</b></p>				<p>The survey was conducted by an independent organization the Centre for Community Organization in the first quarter of 2021. The results of the questionnaire confirmed employees' growing interest in ethical standards related to R&amp;D, possibilities of influencing activities at their workplace, transparent evaluation of their job performance and possible discrimination at the workplace. In 2021, the number of respondents doubled when compared to the number of respondents in 2018 (25.4% in 2018 and 45.7% in 2021, 193 respondents in total).</p> <p>A comparison with the results of the survey conducted in 2018 showed a slight improvement on the following issues: the ability to influence activities in the workplace in a wider institutional context (an improvement of 7.4%), discrimination in the workplace (improvement of 5.2%), adequacy of requirements for post- or doctoral job positions (an improvement of 8.8%), assessment of requirements listed and required during selection procedures at UWB (an improvement of 5.5%), presentation of research results to the public (an improvement of 8.8%) and mobility support to foreign institutions (an improvement of 6.6%).</p>

				<p>At the request of the faculty, an agency carried out a cross-evaluation based on respondents' job positions. The aim was to find out if the responses of academic and research employees (R&amp;D) differ. The largest negative differences in the responses of researchers compared to the overall sample were detected for the following questions: the ability to influence activities in the workplace in a wider institutional context and the clarity and transparency regarding the evaluation of job performance.</p> <p>There has been a significant increase in comments, suggestions and critical views on the above areas.</p> <p>The Faculty management prepared an analysis of suggestions and complaints with the aim to discuss them with individual workplaces and all employees and improve thus the situation at the Faculty. The first meeting with the Dean and Faculty employees was held within the FAS Day, on June 25, 2021.</p> <p>The aim is to carry out the survey in the coming years, as it is an important source of suggestions which contribute to the overall quality improvement of the Faculty, and to further increase the number of respondents.</p>
<p><b>21 [UWB]</b> In connection with the popularization campaign for the Code of Conduct, continuously evaluate the suggestions and concerns received from UWB's employees regarding unethical behaviour, verification of the functionality of the currently set system for detecting unethical behaviour.</p>	2	Ongoing – regular annual evaluation	UWB Ethics Committee	<p>Every year, the Ethics Committee prepares and publishes a report on its activities which summarizes the received complaints and their solution.</p>
<p><b>Current status: New</b></p>				
<p><b>22 [UWB]</b> Systematic support in the areas of education and human resources development with emphasis on the identification of employees' educational needs related to Career Regulations - systematization of the records of the training sessions using information</p>	33	Ongoing – regular annual evaluation	Division of Life-Long Learning in cooperation with the HR Division	<p>The information system for the identification of educational needs and records on training sessions is operational.</p> <p>Preparation of further training courses in e-learning form.</p>

systems. A gradual introduction of online courses for employees - where appropriate (e.g. mandatory courses stipulated by law - professional competencies, etc.) to strengthen the education of employees.				
<b>Current status: New</b>				
<b>23 [ UWB / FAS ]</b> Preparation and implementation of special training courses in full and in e-learning form according to the requirements of FAS employees.  The survey in 2021 showed that employees would welcome more training sessions, e.g. on the legal aspects and possibilities for establishing spin-off companies, on research and publication ethics and on modern teaching methods.	28	Ongoing – regular annual evaluation	Division of Life-Long Learning in cooperation with the HR Division	FAS employees who expressed their interest in the above-mentioned issues will have the possibility to participate in e-learning courses.  The number of requested and completed courses: 3  At least once a year, an expert Faculty workshop focused on interdisciplinarity, and the promotion of inter-team collaboration will be implemented.
<b>Current status: New</b>				
<b>24 [UWB]</b> Create a GEP (Gender Equality Plan) at the University level.	27	4Q / 2022	Chancellor	The GEP is created and approved by the UWB management.
<b>Current status: New</b>				
<b>25 [UWB]</b> Revise financial and non-financial benefits at the level of the UWB and, according to financial and legislative possibilities, consider the introduction of new benefits (e.g. a contribution to supplementary pension insurance)	26	3Q / 2022	Bursar	Report on the revision of UWB's financial and non-financial benefits.
<b>Current status: New</b>				

<p><b>26 [FAS]</b> Creating the position of Faculty internationalization officer.</p> <p>Administrative support for the implementation of the Faculty study programme in English and double-degree Ph.D. programmes. Increasing the language skills of all employees. Implementation of language testing for all employees, followed by the opportunity to participate in language courses supported by the Faculty.</p> <p>Implementation of a bilingual navigation system for the entire Faculty</p>	13,18,19	1Q / 2022 and in following years	Vice-Dean for Internationalization and External Relations	<p>The internationalization officer was appointed.</p> <p>As part of the regular evaluation of FAS academic and research employees, see activity 7, the language level of the employees is checked, and they are offered the opportunity to participate in language courses supported by the Faculty.</p> <p>The bilingual FAS navigation system was implemented.</p>
<p><b>Current status: New</b></p>				
<p><b>27 [FAS]</b> Appointing a Faculty HR Award Assistant, who will communicate the Action Plan activities and check their performance. At the same time will contribute to the preparation and implementation of the Gender Equality Plan.</p>	37	4Q / 2021 and in following years	Dean of FAS	<p>The HR Award Assistant was appointed.</p> <p>The Faculty Officer prepares a quarterly report on the implementation of the activities included in the Action Plan, which they submit to FAS management.</p> <p>In the framework of the implementation of the Strategic Plan, the HR Award Officer submits a report on the implementation of the Action Plan and HRS4R Strategy.</p>
<p><b>Current status: New</b></p>				
<p><b>28 [FAS]</b> The ongoing support of Work-Life Balance and gender-fair environment at FAS.</p>	27	2Q / 2022 and subsequently every year	Dean of FAS	<p>As part of the regular evaluation of academic and research employees, see Activity 7, an annual analysis of the pay of women and men in equal/comparable positions will be carried out and if objective imbalances are found, steps will be taken to correct this situation.</p> <p>The gender balancing of selection committees, the strengthening of flexible working conditions for parents, and the active involvement of FAS in gender audits will continue.</p>
<p><b>Current status: New</b></p>				

<p><b>29 [FAS]</b> Regular meetings of Faculty employees with the Dean (FAS management). Regular meetings of Faculty management with the Board of Researchers. Improving the communication of strategic plans to employees.</p>	34,35, 36	2Q / 2022 and then each following year	Dean of FAS	<p>Annual meeting of Faculty employees with the Dean (FAS management) within the FAS Day. An informal discussion with Faculty employees regarding the evaluation of the past year and the future direction of the Faculty in the coming years.</p> <p>Regular meetings of Faculty management with the Board of Researchers.</p>
<p><b>Current status: New</b></p>				
<p><b>30 [FAS]</b> Implementation of a survey among FAS employees with the aim to evaluate the effectiveness of the measures proposed in the presented Action Plan, or to suggest their further extension.</p> <p>The aim of the survey is to find out whether, in the opinion of FAS employees and postgraduates, the activities implemented eliminated or mitigated the identified deficiencies.</p>	31,32,34	4Q / 2023	The Dean of FAS in cooperation with the HR Assistant	<p>The link to the survey is published on the web page of the Faculty. All academic and research employees and doctoral students of the Faculty will be asked to complete the survey.</p> <p>The aim is to obtain responses from at least 50 % of employees and doctoral students. The results of the survey will be compared with the results of the previous survey, published on Faculty HR Award web page and used to update the Action Plan for the next period.</p> <p>Based on the survey, one "most desired" action related to the development of an employee-friendly environment at the Faculty will be implemented each year.</p>
<p><b>Current status: New</b></p>				
<p><b>31 [FAS]</b> Active negotiations with the banking sector in order to obtain favourable conditions for mortgage financing, even for employees with fixed-term contracts.</p>	25	4Q / 2021 and then each following year	The Dean of FAS in cooperation with the HR Assistant	<p>Creating a Faculty support system for guaranteed job positions.</p>
<p><b>Current status: New</b></p>				