

	Director's directives 1/2012 on the selection of R & D positions at The Institute for Nanomaterials, Advanced Technologies and Innovation			
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Approved by	doc. Ing. Petr Tůma, CSc.	Director	01.11.2018	
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Scope of validity:	Valid for all CxI employees.			

Article I

General conditions

1. This Director's directives are supplemented by the valid Rules of Procedure for the appointment of academic staff and other staff of the Technical University of Liberec (hereinafter referred to as TUL Tender regulations) for the purposes of the Institute for Nanomaterials, Advanced Technologies and Innovation (CxI).
2. R & D personnel are admitted to the CxI through a selection procedure announced by the CxI Director.
3. The TUL Tender regulations foresee the publication of the tender announcement in the national periodical and on the official notice board of the principal. Announcement of the CxI tender is generally published, beyond the list above, on the EURAXESS and ResearchGate website in English language.

Article II

Selection committee

1. The Selection Committee and its Chairman are appointed by the CxI Director. Its members are HR department worker, heads of departments or laboratories to which at least one job applicant who has been part of a tender is listed. The selection board has at least three members. The Director, in the appointment of the Board, shall take into account the professional and gender balance. In justified cases, an expert from abroad will also be a member of the selection board.
2. Members of the selection board are properly trained by a staff member of the Human Resources Department prior to selection procedure.

Article III

Selection criteria

1. Candidates will be awarded a point rating, with a maximum number of points (excluding bonuses) of 100. The selection procedure is two-round.



2. In the first round, materials describing quantitatively the applicant's history with regards to the period of R&D worker's career interruption according to the merit criteria calculation methodology used in the current CxI Career Regulation are evaluated (the results achieved relate to all previous jobs in the period under review). The number of points is set in such a way that 50 points are awarded to the candidate for the job with the best rating and the other points according to the following formula:

$$\text{number of points of the applicant} = 50 \times \frac{\text{numerical evaluation of the merit criteria of the candidate}}{\text{numerical evaluation of the merit criteria of the candidate for the given job with the best evaluation.}}$$

3. In the second round, a structured interview is conducted in order to verify the candidate's motivation and assess the excellence of the results so far. All members of the selection board participate in the interview. The number of points (maximum 50) will be allocated by the selection board.

4. Both rounds of the selection procedure may be held immediately after each other, the second round may be cancelled by the selection board if only one tenderer reports on the job. On the basis of the evaluation of the rounds of the selection process, the recommended ranking of the tenderers is determined.

5. Bonuses of 15% for the base point evaluation will be awarded to applicants who:

- (a) they have completed a post-doctoral study abroad for a period of at least one year during the last 10 years,
- (b) have been employed in industrial research for the last 10 years for at least one year.

If the applicant falls into more than one category, bonuses are added together.

When selecting a worker for a particular project, the selection process must respect the terms and conditions of the provider.

Article IV

Final provisions

1. The Director's Directive for the selection of R & D staff positions at The Institute for Nanomaterials, Advanced Technologies and Innovation is published on the website <http://cxi.tul.cz>.
2. The Director's Directive shall become effective on 1 January 2012

