

Action Plan of University of West Bohemia (July 2019)

No.	Proposed Actions	GAP Principle	Timing	Responsible Unit	Indicator(s) / Target(s)
1	[UWB] Provide that the principles of the Charter and Code as well as relevant strategic activities are included in the Strategic Plan of UWB for 2021-2025.	3	4Q/2020	Vice-Rector for Development and External Relations	Strategic Plan of UWB for 2021-2025 organically includes priorities of the Charter and Code
2	[UWB] Focus on the popularization of the Code of Conduct of UWB in order to raise awareness of these principles among employees of all parts who should also know where to report suspected unethical behaviour.	2, 10, 27, 34	2Q/2021	UWB HR Manager	Popularization campaign (brochure, electronic and printed materials for popularizing ethical principles)
3	[UWB] Train employees in identifying the symptoms of breaches of ethical principles defined by the Code of Conduct and on how to proceed in case of such suspicion.	2, 10, 27, 34	2Q/2020	UWB HR Manager in cooperation with the Institute of Lifelong Learning and Distance Education	75 UWB employees have been trained.
4	[UWB] Create a university-wide structure and description of key jobs positions (material for selection procedures and job descriptions)	3, 6, 21, 22, 40	4Q/2020	UWB HR Manager	The document describing the structure of key positions at UWB has been published on the UWB website in Czech and English
5	[UWB] Translate into English selected documents crucial for job applicants and for current employees.	Across all standards, in particular 12–21	Continuously until 4Q/2021, the strategic documents and regulations included in this Action Plan will be translated	UWB HR Manager in cooperation with the Project Centre	Selected documents, mainly the strategic documents and regulations included in this Action Plan, are available on the websites of UWB and University parts in Czech and English
6	[UWB] Formulation of OTM-R (Open, Transparent and Merit Based Recruitment) policy applicable to whole UWB, its authorization and publication in Czech and English language, and its implementation at FA.	10, 12–21	4Q/2020	UWB HR Manager in cooperation with the Rector; the Dean on the FA level	OTM-R policy has been authorized and published on the UWB website in English and Czech. FA selection procedures are conducted in compliance with

					the OTM-R policy.
7	[UWB] Embed the principles for selection procedures of academic staff in the internal legislation, as set by the Charter and Code.	10, 12–21	2Q/2021	UWB HR Manager	Updated internal legislation complies with the principles of the Charter and Code and has been published on the UWB website in English and Czech
8	[UWB] Prepare training in proper recruitment procedure for the members of selection committees.	13–21	2Q/2020	UWB HR Manager in cooperation with the Institute of Lifelong Learning and Distance Education	Content of the training has been created, the training offer has been published on the Lifelong Education Institute website, the selection procedures policy respects the current legislation and the principles of the Charter and Code
9	[UWB] Train selection committee members in the principles of proper recruitment procedure	13–21	4Q/2020	UWB HR Manager in cooperation with the Institute of Lifelong Learning and Distance Education	At least 40 employees, who are commonly members of selection committees, have been trained
10	[UWB] Publish all selection procedures for the positions of researchers on Euraxess in compliance with the OTM-R policy.	13	1Q/2020	UWB HR Manager	Since 1/2020, all job vacancies for researchers are being published on Euraxess in compliance with the OTM-R policy.

Action Plan of Faculty of Arts of UWB (November 2019)

No.	Proposed Actions	GAP Principle	Timing	Responsible Unit	Indicator(s) / Target(s)
1	[FF] Specify the duties and rights of doctoral students and young researchers, as well as their supervisors, and familiarize them through relevant actions with these activities.	36, 39	4Q/2020	Vice-Dean for Study Affairs in liaison with the Vice-Dean for Science and Research	<ul style="list-style-type: none"> Methodology for doctoral students posted on the FA websites including the information for starting researchers. Introductory seminars for doctoral students are conducted; the duties, responsibilities and powers of supervisors and other relevant authorities have been specified in relation to personal development and systematic feedback for doctoral students; supporting materials for doctoral students' evaluation have been updated; doctoral studies boards have been subjected to control in the area of evaluating individual study plans. Faculty will conduct a survey of requirements and expectations of doctoral students and young researchers in the area of their career development which will serve to formulate the strategies for 2021-2025.
2	Translate into English relevant documents, forms and legislation, and standardize the process of translating documents into foreign language	5, 27, 36	Continuously until 4Q/2021	Vice-Dean for External Relations in liaison with the Vice-Dean for Strategy and Development	<ul style="list-style-type: none"> Translated documents presented in the Action Plan and GAP Analysis, all Faculty regulations and selected rules (directives, decisions), and also key strategic documents as well as documents related to personal development and evaluation of employees, doctoral students and young researchers. The documents are available on the FA website; internal materials for planning and evaluation of employees (doctoral students / young researchers) are available in the University storage system.
3	Create FA communication strategy including a plan of activities and communication with interested parties emphasising the popularization of science.	6, 9	3Q/2020	Vice-Dean for External Relations in cooperation with the Vice-Dean for Strategy	<ul style="list-style-type: none"> Created communication strategy (including the implementation plan) that contains systematic and targeted popularization of selected research results towards specific interested parties (groups and organizations from the public, non-profit and private sector, or from the public); the

				and Development	strategy is consulted with relevant internal (Dean's Board, FA Academic Senate) and external (Council of Partners) actors; the question of science popularization is its integral part; following the strategy implementation, improve the methods of data collection and the process of reporting the data on popularization activities.
4	Ensure that the principles of Charter and Code and relevant strategic activities are part of Strategic Plan of FA for 2021-2025.	3, 4, 5	1Q/2021	Vice-Dean for Strategy and Development in liaison with the Dean	<ul style="list-style-type: none"> The priorities of the Charter and Code are an integral part of the goals, outputs and activities of the Strategic Plan of FA for 2021-2025; indicators of the strategy are relevant to the indicators/targets of this Action Plan and they support assessing the impact of proposed measures. Methods in the field of organization and faculty management have been revised and main processes have been mapped and visualized (the organizational structure has been innovated; the FA process map with main processes has been published).
5	Support of the non-discriminatory and gender-balanced environment at FA.	12, 10	4Q/2021	Dean in cooperation with the Vice-Dean for Strategy and Development	<ul style="list-style-type: none"> Strategic documents and FA legislation as well as materials for FA staff recruitment respect gender-balanced approach. With the use of the GEAR Tool (Gender Equality in Academia and Research) as a part of the FA strategy, analyse the current state and create a proposal of measures for increasing gender equality at FA, including determination of indicators for monitoring and evaluation of the success of these measures. Create a list of internal and external partners for cooperation in the question of gender. Introduce a continuous monitoring of the proportion of women and men connected to individual indicators of the FA Strategic Plan.
6	Determine and implement the process of regular planning of researchers' activities in compliance with the Charter and Code principles.	10, 13, 25, 35	1Q/2021	Dean in cooperation with the Quality Assurance Department	<ul style="list-style-type: none"> Create a methodology and process of human resources management at FA (including the strategy of using the fixed-term or permanent employment contracts and working on managing positions at all FA departments), share it with the managing employees and implement it during evaluation of researchers.

7	Determine and establish regular evaluation of researchers' activities in compliance with the Charter and Code principles.	6, 24, 33	2Q/2021	Dean in cooperation with the Quality Assurance Department	<ul style="list-style-type: none"> • Implement the principles of Career Development Order at UWB and FA (update the responsibilities and powers) to the level of individual departments and employees, introduce science popularization to job descriptions, properly report data on popularization activities, apply the evaluation established by the Career Development Order adopted in 2019, consider life situations in evaluations and create methodology with examples of such situations that would clarify how to proceed with evaluation. • Evaluation is carried out for all employees with the load of work higher than 0,5 full-time equivalent (20 hours per week).
8	Implementation of mechanisms for increasing awareness, skills and opportunities for employees' development and for improving competences of supervising employees.	29, 37, 39	2Q/2021	Dean in cooperation with the Vice-Dean for Science	<ul style="list-style-type: none"> • Raise awareness among FA employees of the benefits of virtual mobilities (time saving, harmonisation of work and family life, environmental advantages, etc.) and the possibilities of managing employees' development and professional development of doctoral students and young researchers. • Improve skills and competences of managing employees in the area of counselling targeting the career growth of subordinate workers by means of on-campus or online workshops and courses.
9	Assessment of the measures proposed in the submitted Action Plan using relevant qualitative and quantitative methods with the goal of verifying the effectivity and impact of the measure.	All	4Q/2021	Vice-Dean for Strategy and Development in cooperation with the FA management and relevant parties (Academic Senate, Dean's Board)	<ul style="list-style-type: none"> • Conduct a questionnaire survey among employees and doctoral students with 50% hurdle rate. • Conduct focus groups discussions of selected employees and doctoral students on recognized issues and performed activities. • Assess the impacts and effectiveness of measures based on the survey results and determine future activities and measures (including integration into the implementation of the Strategic plan 2022).