

Process Description

Case number: 2018CZ362368

Name Organisation under review: University of West Bohemia in Pilsen, Faculty of Arts

Organisation's contact details: Sedláčkova 38, Plzeň, 30100

Date endorsement charter and code: 10/12/2018

Process

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	Steering Committee	Working Group	Management line/ Department
doc. Dr. RNDr. Miroslav Holeček	Rector of UWB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
Alena Jandová, DiS.	HR Manager of UWB (until 4/2019)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
Mgr. Lenka Caisová, Ph.D.	HR Manager of UWB (since 4/2019)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
prof. RNDr. Tomáš Kaiser, DSc.	Vice-Rector for Research and Development (until 6/2019)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
doc. Ing. Luděk Hynčák, Ph.D.	Vice-Rector for Research and Development (since 7/2019)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management

Name	Position	Steering Committee	Working Group	Management line/ Department
doc. Ing. Vladimír Duchek, Ph.D.	Vice-rector for Development and Public Affairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
PhDr. David Šanc, Ph.D.	Dean, Faculty of Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FA Management
doc. PhDr. Lukáš Novotný, Ph.D.	Vice-Dean for Research, Faculty of Arts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FA Management
PhDr. Tereza Šlehoferová, Ph.D.	Vice-Dean for Strategy and Development, Faculty of Arts, HRS4R coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FA Management
PhDr. Helena Horová, Ph.D.	Vice-Dean for Student Affairs, Faculty of Arts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FA Management
doc. PhDr. Jan Záhořík, Ph.D.	Vice-Dean for External Relations, Faculty of Arts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FA Management
PhDr. Mgr. Petr Jurek, Ph.D.	Head of the Department of Political Science and International Relations, Faculty of Arts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FA Management
PhDr. Sandra Štollová	Quality Assurance Manager, Faculty of Arts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FA Administration
Mgr. Lukáš Lenk	Secretary of Faculty of Arts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FA Management
Mgr. Petr Šimon	Project Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	UWB Project Centre
Mgr. Jiří Kohout, Ph.D.	Associate Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Education, UWB
doc. PaedDr. Dana Egerová, Ph.D.	Associate Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Economics, UWB
Ing. Ivana Stuchlová	Project Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ladislav Sutnar Faculty of Design and Art, UWB

Name	Position	Steering Committee	Working Group	Management line/ Department
PhDr. Denis Mainz, Ph.D.	Associate Professor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Education, UWB
Ing. Petr Netolický, Ph.D.	Quality Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Electrical Engineering, UWB

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	General enquiry of topics articulated in the Charter. Basic formulation of the problems.
Academics, R1-R4 Representative Selection	Focus Groups	Specification of the problems analysed in the questionnaire surveys. Articulation of opinions, improvement suggestions, general discussion over the Charter and Code.
FA Dean's Board	Meetings, reports, discussion of submitted documents	Specification and contextualization of formulated problems. Improvement suggestions. Approval of the GAP analysis and Action plan concept.
FA Faculty Management	Meetings, reports	Formulation of FA HR strategy, participation on the GAP Analysis and Action Plan formulation.
FA Academic Senate	Discussion of submitted documents	Approval of the GAP analysis and Action plan.
FA Scientific Board	Discussion of submitted documents	Approval of the GAP analysis and Action plan.