

HR WORKING GROUP MEETING MINUTES

1/2025

Date: April 07, 2025 from 01:00 pm, meeting room no A508/U17

Present: prof. Ing. Vladimír Sedlařík, Ph.D., prof. Ing. Michal Sedlačík, Ph.D., Ing. Barbora Hanulíková, Ph.D., Ing. Pavel Urbánek, Ph.D., Ing. Jana Josefíková, Ing. Martina Dostálová, Ing. Klára Sedláčková

Apologised: doc. PhDr. Ing. Aleš Gregar, CSc.

Current information and tasks

The defense of the HR Award EC has two steps:

- **Processing of the Internal Review for Renewal Assessment (e-tool on the EURAXESS portal) deadline: completed.**
- **Preparation of the program and documents for EC evaluators on site, CPS TBU in Zlín, date: will be proposed.**

Schedule for the preparation of the HR Award EC CPS TBU – EC Renewal Assessment defense:

Completed tasks:

1. The HR Excellence in Research working group was established (prof. Sedlařík, doc. Gregar, dr. P. Urbánek, dr. Hanulíková, Ing. Josefíková, Ing. Dostálová, Ing. Sedláčková).
2. A review of the implementation and update of the AP measures took place.
3. A questionnaire survey was conducted.
4. On September 13, 2023, the schedule for the preparation of the defense of the EC CPS TBU HR Award at the UNI college was discussed.
5. Continuous communication is ensured on the CPS website (in CZ and EN) and at the HR Award CPS TBU Info-point.
6. Control of the institutionalization (embedding) of HRM processes at was checked (documents, training, control).
7. The questionnaire survey was evaluated.
8. The principles that require increased attention have been identified:
 - a) Principle 26 – Financing and wages/salaries
 - b) Principle 33 – Tuition
 - c) Principle 35 – Participation in Decisive Subjects
9. Individual parts of the Internal Review for Renewal Assessment were processed and approved. On February 7, 2024, the final version was discussed at the UNI's Director Advisory board. In the following days, the texts were inserted into the Euraxess template and then sent to the EC for evaluation.
10. New measures of the Action Plan for the next period were defined:
 - N5 Implement a transparent employee rating system
 - N6 Create a strategy for the effective development and sustainability of the UNI/CPS' infrastructure for the needs of modern society

- N7 Promote the development of professional competences of staff ensuring the completion and development of University-wide degree programmes
 - N8 Equal representation of UNI academic staff within the TBU's Academic Senate
 - N9 Develop a system of vertical communication at UNI/CPS
11. On March 7, 2024, the Renewal HR Excellence in Research Award workshop was held, to which interested parties from a number of working groups were sent.
 12. 1. On September 3, 2024, Prof. Ing. Michal Sedlačík, Ph.D., was appointed as the new director of UNI, and he also became a member of the HR working group.
 13. On December 12, 2024, a staff meeting took place.
 14. A formal change to the Charter was introduced – now with 20 principles. The significance and goals remain the same.

Currently in progress:

1. Current implementation of new actions of the Action Plan:
 - **N5 Implement a transparent employee rating system – the concept was introduced**
 - **N6 Create a strategy for the effective development and sustainability of the UNI/CPS' infrastructure for the needs of modern society** – the continuation of the MILAN and RADOST projects.
 - **N7 Promote the development of professional competences of staff ensuring the completion and development of University-wide degree programmes** – As part of the update of the TBU Strategic Plan for 2025, it is proposed to expand accreditation for habilitation procedures and procedures for appointment as professors. At the same time, the activity is connected to the OP JAK POKROK project – Support and comprehensive development of the quality of education at the University of Tomas Bata in Zlín.
 - **N8 Equal representation of UNI academic staff within the TBU's Academic Senate** – Completed. Prof. Sedlačík will ask the Chancellor to prepare an English version of the Rules of Procedure of the Academic Senate of TBU. Dr. Urbánek will prepare the possibility of placing information about the AS representatives on the UNI's website.
 - **N9 Develop a system of vertical communication at UNI/CPS** – CPS Advisory Board is held regularly, where employees and management meet.
2. Communication took place with the EC, and the main evaluator is Tommy Foy. The evaluators were sent the dates (September 4, 2025, September 9, 2025, and September 10, 2025), and we are waiting for their response.

Current tasks:

1. To support the formation of an HR-oriented CPS organizational culture, training will be planned.
2. Prepare a program for the visit of EC evaluators to CPS TBU in Zlín – prof. Sedlařík.
3. The people to participate in the Site Visit were defined:
 - a. Top management – Prof. Sedlačík, Prof. Sedlařík, Ing. Bartoníková
 - b. Middle management – guarantors of research directions
 - c. Researchers R1 – senior researchers – 6 people
 - d. Researchers R2 – junior researchers – 6 people

e. Postdocs, PhD students – 6 people

f. Administration – Ing. Dostálová, Ing. Josefíková, Ing. Studený, Assoc. prof. Gregar

Ing. Dostálová will prepare the lists of employees, divided into the respective groups. The selected individuals will then be informed. Examples of the evaluators' questions are attached.

4. Prepare the presentation of the Internal Review for Renewal Assessment CPS for the meeting with EC assessors at CPS TBU in Zlín.
5. Put Minutes No. 1/2025 from the meeting of the HR Working Group on the HR Award CPS website and on the CPS Infopoint (in CZ and EN).

P1 Examples of the evaluators' questions.

Date of next meeting:	According to need
Date:	April 07, 2025
Created by:	Ing. Klára Sedláčková
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