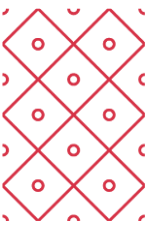# The HRS4R action plan of Charles University for 2024

ACTION PLAN OF THE HUMAN RESOURCES STRATEGY FOR RESEARCHERS (HRS4R) OF CHARLES UNIVERSITY FOR 2024

1. ETHICS, INTEGRITY, AND OPEN SCIENCE

1.1. Ethics (New activity)

Responsible persons: Ombuds and Head of the Rector's Office; Rector's Office/CU Point

- Organizing a minimum of six educational seminars for ombudspersons at CU faculties and units.
- Developing a methodological procedure for investigating complaints of inappropriate behaviour by the Ombuds and integrating it into the faculties and units.
- Pilot training relating to social safety at CU for academic and non-academic employees.
- Cooperation with student associations in identifying ethically complex topics.
- Preparing opinions of the Ombuds relating to ethically complex topics (in cooperation with Masaryk University).

1.2. Open Science and research data management

Responsible persons: Vice-Rector for Research; Central Library (together with the Research Support Office, the Central Library of Charles University, and the Computer Science Centre)

- Preparing the document "Research Data Policy at Charles University"; discussing it with the university's bodies, and presenting it to the faculties and university institutions.
- Launching the test version of Charles University's repository for research data.
- Creating a network of data stewards at selected faculties.
- Implementing a tool for creating data management plans.

1.3. Sustainable CU (New activity)

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

- Expanding the Strategy in the sub-area of Sustainable Development Management and preparing a new Action Plan in connection with implementing the NPO Green Skills project at CU and updating the Action Plan for its implementation.
- Strengthening cooperation throughout the Rectorate and the university: developing a system of sustainable development coordinators at the units, establishing working groups for Management and Operations, and increasing student participation.
- Incorporating sustainable development into the updated Strategy for Responsible Public Procurement.
- Collection of data and other materials with the goal of mapping out energy management and other areas relating to the operations and activities of the university.
- Mapping out educational activities and expanding the outlook for CU's scientific and research activities in the area of sustainable development.

2. RECRUITMENT (SELECTION PROCEDURES FOR ACADEMIC STAFF)

2.1. OTM-Recruitment Process (Guidelines)

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

- Continuous training of HR employees in the area of selection procedures and the management of job advertisements on the portals of Alma Career.

- Initiating the automatic posting of advertisements on the Euraxess portal from the internal selection procedures application.

2.2. Application for selection procedures

Responsible persons: Bursar; Computer Science Centre

- Further development of the application for selection procedures and adding new functionalities (e.g. functionalities for data collection on applicants, nomination and approval of the selection committee at the Faculty of Science and the Faculty of Arts) and their subsequent implementation at all testing faculties (including the launch of committee appointments at the Faculty of Mathematics and Physics).

2.3. Rectorate's Career Pages

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department and the Research Support Office

- Upgrading the relevant web pages of the university and preparing the conceptual plan for a new form of the unified career web pages throughout CU
- Updating the English versions of CU's career pages.

3. EVALUATION OF EMPLOYEES

3.1. Evaluation of academic staff and researchers

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department and Paedagogium

- Six training sessions offered to head employees for evaluating employees.
- Collecting suggestions and feedback on the current form of evaluation of academic staff, researchers, and lecturers and adopting any measures.

3.2. Evaluation of technical and economic staff

Responsible persons: Bursar; Human Resources and Payroll Office

- Training offered to new employees and head employees of the extended Rectorate on the topic of evaluation (the process, work with the application, motivation for the evaluation, and the purpose and objectives.
- Sharing good practice from the evaluation of technical and economic staff in the extended Rectorate for the faculties and units (e.g. a meeting for HR officers (or secretaries) on sharing good practice and familiarization with the timetable for implementing the new university-wide online application).
- Updating the methodological materials for evaluating the technical and economic staff (Employee Evaluation Manual, Manual for Evaluators) and subsequent sharing with the faculties and units.
- Methodological support in the creation and subsequent implementation of faculty measures for evaluating technical and economic staff.
- Coordinating the testing and implementation of the online application for evaluating the technical and economic staff at the faculties and units.

3.3. Application for evaluating employees

Responsible persons: Bursar, Computer Science Centre in cooperation with the Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

- Acquiring a new university-wide online application for the evaluation of technical and economic staff (in the HR portal) and its testing so that evaluations for 2024 will already be carried out in a new manner in the new application.

- Methodological support and training for faculties in implementing or further developing the new university-wide application for the evaluation of technical and economic staff.

4. WORKING CONDITIONS AND PROCEDURES

4.1. Harmonization of HR procedures at CU units, including employee benefits

Responsible persons: Bursar, Member of the Rector's Board for Social Affairs and Sustainable Development; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department, and CU Point

- Regular meetings of HR officers from all CU units (on a monthly basis or as needed). The focus is to unify HR processes and employment documentation across CU in relation to the changes in legislation and the needs of the university.
- The following new activities will be carried out in the area of preventive activities leading to the promotion of healthy lifestyles for employees:
  - Health and beauty day with an aesthetic and laser medicine clinic
  - Health day at CU (measuring specific blood test values)
  - Medical massages provided by students of the 1st Faculty of Medicine
  - Educational/aviation programmes at the Czech Aviation Training Centre.
- Establishing a new CU Resilience Centre (CU RC), the aim of which is to promote the communal and individual resilience of the members of the CU community by systematically strengthening the specific abilities, skills, and knowledge of employees, which can then be used to better manage crisis or stressful situations. Starting with the 2024 pilot winter semester, various types of support and training activities will be available as part of the CU RC's activities, e.g. workshops on conflict management and de-escalation, mediation and negotiation skills, first aid, etc.

4.2. Onboarding

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

- A survey at the faculties and units regarding the current onboarding process, an analysis of the current state of onboarding at the university, and a proposal for new standardized procedures throughout CU.

4.3. Exit interview

Responsible persons: Bursar; Human Resources and Payroll Office of the Finance, Human Resources and Payroll Department

- Conducting a survey at the faculties and units on the topic of exit interviews and offboarding as a basis for analysing the current situation.

4.4. Improving the HR systems WhoIs and EGJE

Responsible persons: Bursar; Computer Science Centre

- A proof of concept will be developed by the supplier by the end of 2024 for the planned upgrade of the EGJE payroll system and the unification of processes and procedures in this area across CU.

4.5. Administration of business trips and mobility records

Responsible persons: Bursar; Computer Science Centre

- Testing of the prepared solution by key users, i.e. the Faculty of Science, the Faculty of Mathematics and Physics, the Faculty of Arts, and the Faculty of Pharmacy.
- Launching pilot operations at the Faculty of Science.

5. REFORM OF PHD STUDIES

5.1. Development of the Doctoral Study Hub

Responsible persons: Vice-Rector for Research; Doctoral Studies Office of the Student Affairs Department

- Development of a new portfolio of courses for the Doctoral Study Hub based on the concept of the European Competence Framework for Researchers (ResearchComp) and implementation of part of them starting in the 2024/2025 academic year. Use of the findings of the PPROVŠ national project – Preparations for implementing the reform of PhD studies for 2024/2025.
- Launching the Doctoral Café app starting in the 2024/2025 academic year.

5.2. New system for funding PhD studies

Responsible persons: Vice-Rector for Research; Doctoral Studies Office of the Student Affairs Department

- Modifying the conditions and introducing new tools for admission procedures for PhD study programmes in relation to the anticipated amendment to the Higher Education Act. Use of the findings from the roundtables within the framework of the PPROVŠ national project.
- Finalizing the draft Standards for PhD Study Programmes at CU and submitting them to the CU bodies for approval.
- Preparing the Standards for Supervisors at CU, subsequent intra-university discussion, and submission of the proposal to the CU bodies for approval.
- Preparing materials for amending the university's internal legislation, especially the Code of Study and Examination, which will incorporate the university's priorities and the provisions of the amendment to the Higher Education Act concerning PhD studies. It will be submitted to the university bodies for approval taking into account the final form and validity of the amendment to the Higher Education Act.
- Streamlining the settings for the modules of the Student Information System, especially the PHDIC, with an emphasis on students newly enrolled in PhD study programmes.

6. DIVERSITY AND INCLUSION

6.1. Gender equality

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

- Preparing a new Equal Opportunities Plan for the period 2025–2027 based on experience from fulfilling the first Plan and from the gender audit and the internal re-audit.
- Conducting a survey focusing on identifying the needs and situation of caregivers, both students and employees.
- Creating a new university award for contributions to equal opportunities and presenting this award for the first time (the Cori Prize).

6.2. Embracing diversity

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

- Establishing cooperation with the Pride Business Forum, an organization that brings together employers who are committed to equal opportunities for LGBTQ+ people.

- Preparing the draft "Principles of Inclusive Communication at CU" and a discussion on this topic by the Equal Opportunities Board and the Rector's Board.

7. INTERNATIONALIZING THE INSTITUTION

7.1. Internationalizing the institution

Responsible persons: Member of the Rector's Board for Social Affairs and Sustainable Development; CU Point

- Preparing a new concept of intensive evening Czech language courses for international employees in cooperation with the Institute for Language and Preparatory Studies with the aim of helping international employees adapt to the Czech environment as quickly as possible.
- Implementing translators and artificial intelligence tools to support the bilingual environment at CU (e.g. for translating selected texts or for processing payroll deductions abroad);
- Analysing university materials for the international agenda and establishing areas for preparing methodological materials relating to hiring foreign nationals at CU (primarily in the HR area, e.g. Methodology for Seconding CU Employees Abroad, Comprehensive Overview of Tax Obligations from the perspective of the employee/employer, Health Insurance for Employees, etc.)
- Announcing new selection procedures for the provision of external consultancy services for incoming and outgoing staff members, which will be seamlessly linked to the previous framework agreement.

8. SUPPORT FOR POSTDOCS

8.1. Support for postdocs

Responsible persons: Vice-Rector for Research; Research Support Office

- Preparing and submitting the Marie Skłodowska-Curie Actions Cofund project, which will enable CU to recruit twenty international postdocs between 2025 and 2028.
- Mapping out and assessing the effectiveness of the support provided to postdocs at CU, and revising this support.
- Restructuring the Postdoctoral Hub to provide relevant information in a clear format.
- Creating a system for postdocs and its pilot launch in the 2024/2025 winter semester.
- Launching a call for mentors as a part of the approved concept of mentoring at CU.
- Creating the digital tool Career Development Plans for Postdocs.
- Modifying the CU database to track the number of men and women in postdoc positions.

9. REFORM OF GRANT SUPPORT

9.1. Support for submitting grant projects

Responsible persons: Vice-Rector for Research; Research Support Office

- Continuing with workshops in cooperation with the Expert Group for ERC grants and updating the information brochures.
- Launching a campaign to attract the highest quality applicants for Postdoctoral Fellowships – Marie Skłodowska-Curie Actions:
  - Internal advertising among vice-deans for research and grant issues, PhD studies and development, and the heads of project offices and research offices at the faculties and university institutes,

- o Announcing the topics and supervisors by the faculties;
- o Creating a leaflet and external advertising (Euraxess, Crowdhelix, LinkedIn).
- Finding an appropriate format and conducting information sessions with grant advisors and researchers to better exploit the opportunities of community programmes (e.g. funding opportunities from Horizon Europe or Erasmus+).

10. CAREERS IN RESEARCH AND THE DEVELOPMENT OF TALENT

10.1. Associate professorship and full professorship procedures

Responsible persons: Vice-Rector for Research, Vice-Rector for Academic Appointments; Research Support Office

- Modifying the rules for associate professorship and full professorship procedures – preparation of a new Rector's directive that will place more emphasis on qualitative criteria, the role of committees, and equal opportunities during the procedures.
- Implementing new rules relating to the conflict of interests into all procedures conducted in 2024.

10.2. Communication of research (New activity)

Responsible persons: Vice-Rector for Public Relations; Research Support Office

- Organizing large events for popularizing research with CU representation:
  - o Science fair,
  - o VědaFest,
  - o Researchers' Night,
  - o Research competition for students FameLab, etc.
- Ongoing popularization of the research of CU academics in the university's on-line and printed magazine Forum; expansion of the format to include short videos promoting the diversity of research at CU.
- Pilot collection of contacts of media-savvy experts from the faculties and units to be used as input data for a future online database (planned launch in 2025).
- As a part of unifying the visual presentation of Charles University, we will focus in particular on unifying names and abbreviations at the level of CU faculties and units, the graphic integration of roll-ups, selected (especially promotional) websites and posters, the gradual unification of graphic elements in the area of communication on social networks.
- As a part of the popularization of research results, afternoon clubs for gifted pupils will be held in the first half of 2024.
- Educational workshops will be offered at the Didaktikon starting in September 2024 to complement the lectures offered for Junior CU.

10.3. Panel of (young) researchers (New activity)

Responsible persons: Vice-Rector for Research; Research Support Office

- Preparation of the concept and establishment of a panel of (young) researchers, its first meeting with the university's management.

11. INTERNAL COMMUNICATION

11.1. Internal communication

Responsible persons: Head of the Rector's Office; Rector's Office

- Involvement of all units of the extended Rector's Office, including university institutes, special-purpose facilities, and other workplaces, in the university's intranet.
- Official launch of the intranet for all CU employees.
- Education of employees – e.g. training in Microsoft Copilot and ChatGPT.