

---

# People and departments involved in HR Excellence in Research at CU

---

Here you can find a list of members of the implementation team, steering committee, working group, and other departments involved in maintaining the prestigious HR Excellence in Research Award at Charles University.

## Implementation Team

name	role
<u>MUDr. Josef Fontana, Ph.D.</u>	Chair, Vice-Rector for Strategy and Development
<u>Ing. Lenka Henebergová</u>	Member of the Rector's Board for Social Affairs and Sustainable Development
<u>Mgr. František Lukáš</u>	Head of Human Resources and Payroll Office of the CU Rectorate
<u>Mgr. Zuzana Poláková</u>	Head of CU Point of the CU Rectorate
<u>RNDr. Věra Šťastná, Ph.D.</u>	Head of Department of Analyses and Strategies of the CU Rectorate
<u>Mgr. Iveta Bayerová</u>	CU Point of the CU Rectorate, Secretary of the Equal Opportunities Board
<u>Mgr. Nikola Burkovská</u>	Human Resources and Payroll Office of the CU Rectorate
<u>Jana Lungová</u>	Human Resources and Payroll Office of the CU Rectorate
<u>Mgr. Simona Teplá</u>	Head of Staff Welcome Centre (CU Point) of the CU Rectorate
<u>Mgr. Martin Zelenka</u>	Department of Analyses and Strategies of the CU Rectorate

## Steering Committee

name	role
<u>MUDr. Josef Fontana, Ph.D.</u>	Chair, Vice-Rector for Strategy and Development
<u>MUDr. Kateřina Grygarová</u>	PhD student
<u>Ing. Lenka Henebergová</u>	Member of the Rector's Board for Social Affairs and Sustainable Development
<u>Mgr. Adéla Jiroudková</u>	Head of the Research Support Office of the CU Rectorate
<u>Mgr. František Lukáš</u>	Head of Human Resources and Payroll Office of the CU Rectorate
<u>Mgr. Martin Maňásek</u>	Bursar
<u>doc. Mgr. Radek Skarnitzl, Ph.D.</u>	Faculty of Arts
<u>prof. RNDr. Petr Solich, CSc.</u>	Faculty of Pharmacy in Hradec Králové
<u>RNDr. Věra Šťastná, Ph.D.</u>	Head of Department of Analyses and Strategies of the CU Rectorate
<u>prof. RNDr. Jan Trlifaj, CSc., DSc.</u>	Faculty of Mathematics and Physics

## Working Group

This Working Group includes representatives of all faculties and some units of Charles University:

name	organizational structure
<u>Jana Ferbyová</u>	Catholic Theological Faculty
<u>Mgr. Pavel Moskala, Th.D.</u>	Protestant Theological Faculty
<u>doc. PhDr. Jiří Pavlík, Ph.D.</u>	Hussite Theological Faculty
<u>Bc. Iveta Zichová</u>	Faculty of Law
<u>Ing. Petra Bernardová - Eva Janovská</u>	First Faculty of Medicine
<u>Jitka Bendová</u>	Second Faculty of Medicine
<u>prof. MUDr. Hana Malíková, Ph.D.</u>	Third Faculty of Medicine
<u>Ing. Daniela Vyzrálová</u>	Faculty of Medicine in Plzeň
<u>Ing. Gabriela Hruběcká</u>	Faculty of Medicine in Hradec Králové
<u>prof. PharmDr. Tomáš Šimůnek, Ph.D.</u>	Faculty of Pharmacy in Hradec Králové
<u>doc. Mgr. Radek Skarnitzl, Ph.D.</u>	Faculty of Arts
<u>Ing. Kateřina Konečná</u>	Faculty of Science
<u>prof. RNDr. Jan Trlifaj, CSc., DSc.</u>	Faculty of Mathematics and Physics
<u>Mgr. Ivana Metelková</u>	Faculty of Education
<u>Bc. Angelika Hájková</u>	Faculty of Social Sciences
<u>Eva Snížek</u>	Faculty of Physical Education and Sport
<u>doc. Tereza Pospíšilová, Ph.D.</u>	Faculty of Humanities
<u>Ondřej Rydval, M.A., Ph.D.</u>	Center for Economic Research and Graduate Education
<u>prof. PhDr. Petr Svobodný, Ph.D.</u>	Institute of the History of Charles University and Archive of CU
<u>RNDr. Věra Šťastná, Ph.D.</u>	Rectorate

## Other bodies and departments involved in the HRS4R Action Plans

Rector

**Description:** The highest official of academic self-government; head of the university.

**Involvement:** The Rector is informed of the individual steps of implementation on a regular basis and provides comments on them.

Rector's Board

**Description:** Rector's Board meets approximately once a week. Members include: vice-rectors, the Head of the Rector's Office, the Bursar, the Chair of the CU Academic Senate, student representatives, and several other members entrusted with a certain agenda.

**Involvement:** Members of the Rector's Board were part of teams that prepared materials for the individual steps falling within their agenda. Subsequently, they submitted these materials to the entire Rector's Board for approval. In addition, the board was regularly informed of the status of implementing the action plan and any risks or obstacles.

Rector's Advisory Board

**Description:** The Rector's Advisory Board meets approximately once a month. Members include deans of faculties, and directors of other units of the university.

**Involvement:** Thanks to the documents submitted to the Rector's Advisory Board, it was possible to inform the management of all faculties and other units of the key steps for HRS4R implementation and, in particular, to ensure coordination throughout the entire institution.

Bursar's Advisory Body

**Description:** The Bursar's permanent advisory body, which mainly discusses economic and operational issues. It consists of the secretaries of all faculties.

**Involvement:** Thanks to the documents submitted to this body, the specific steps for HRS4R can be discussed more efficiently and transferred directly to the faculties, e.g. to economists, deans, or HR employees. In addition, this board provides important feedback on individual activities and the possibilities for their implementation.

Academic Senate of Charles University

**Description:** There are 70 members, of which 34 are students and 36 are academics. The members are elected by the academic community. The senate is responsible for primary decision-making, elects the Rector, and approves the budget, internal regulations, and the strategic plan of the university.

**Involvement:** All changes to the internal regulations and the strategic documents of the university have been submitted to the Academic Senate. The Senate was also informed of the steps that await the university in connection with maintaining the award. It discusses the action plan and its fulfilment every year. It discusses and approves the new HRS4R Action Plan 2024–2026 and will also discuss this self-evaluation report.

Ombudsperson

**Involvement:** The job of the ombudsman is to protect the rights of students and employees in situations in which their interests and justified claims may be, are or have been jeopardized as a result of inappropriate or discriminatory behaviour, conflict situations, inactivity on the part of University bodies, and so on. In HRS4R she is involved in actions connected with cultivating of a system for the protection of employees' rights at CU.

Human Resources and Payroll Office of the CU Rectorate

**Description:** Its main role is methodology and coordination throughout the university.

**Involvement:** The head is a member of the Steering Committee. Employees of the HR department participated mainly in implementation work relating to recruitment and HR administration, for example, the HR information system Whols. Rectorate's Student Affairs Department, in particular, the Doctoral Studies Office

**Involvement:** The head of the Doctoral Studies Office was mainly involved in all steps relating to PhD students, especially their education and keeping them better informed.

Research Support Office, especially the Rectorate's European Centre

**Description:** It sets out research strategies, prepares internal grant schemes, and assists with project applications as a part of national and international grant schemes.

**Involvement:** The head is a member of the Steering Committee. As a part of HRS4R, the staff dealt mainly with the education of academics, the support of grant opportunities, steps to increase the success rate of grant submissions and good practice in research. They prepared a new round of internationally guaranteed evaluations of research work at CU. The Committee for Research Ethics and Postdocs also falls under their purview.

CU Point, especially the CU Staff Welcome Centre

**Description:** Information, counselling, and social centre offering services to students, alumni, and employees.

**Involvement:** We mainly consulted the staff of the CU Staff Welcome Centre about the situation with respect to international employees, opportunities for recruiting them, as well as the services offered both to international employees joining CU and to the administrative staff of the faculties (e.g., visas, taxes, etc.). CU Point is also responsible for the agenda of gender equality and sustainable development.

Department of Analyses and Strategies

**Description:** It handles the preparation of analytical documents used to determine the university's strategy for further development and the formulation of its goals in the medium and long term, preparation of documents for the assessment of fulfilling these goals, preparation of the main strategic documents of the university, including the assessment of their fulfilment.

**Involvement:** It took on a coordinating role in the implementation of; HRS4R. In addition, it ensured that the measures and goals of the action plan were included in the university-wide strategy, or vice versa.

Central Library

**Description:** In addition to coordinating the regular library and information agenda, it is in charge of Open Access, open science, and data management.

**Involvement:** The employees of the Central Library, especially the Centre for the Support of Open Science, participated in activities relating to the methodological management of the faculties, preparation of methodological materials, support in preparing the data management plan, and the administration of research data.

Computer Science Centre

**Description:** Its agenda includes all IT infrastructure and information systems.

**Involvement:** The Computer Science Centre develops all changes in the HR information system.

Personal data protection officer at CU (DPO)

**Involvement:** She is responsible for the entire agenda regarding implementation of the GDPR at CU, including complaints. As a part of HRS4R, she is involved in particular in handling personal data as a part of research data management and in the HR area.

Administrative staff at the faculties, especially HR staff

**Involvement:** The HR staff at the faculties are those who actually prepare and participate in the evaluation of academic staff, administer selection procedures, and work with the HR information system. Thus, they were an essential consulting group and those who actually implemented the steps at the faculties.

Academic staff and researchers

**Involvement:** In addition to their involvement in the Steering Committee, the Working Group, and the bodies described above, they participated in ad hoc consultation groups on the individual implementation steps, and they participated in a survey. Some of them turned to us with suggestions and comments, which we then used for the next steps.

## Contact

**RNDr. Věra Štátná, Ph.D.**, coordinator of HR Excellence in Research at Charles University

[vera.stastna@ruk.cuni.cz](mailto:vera.stastna@ruk.cuni.cz)

tel. +420 224 491 770

This project is supported by the operational program Research, development and education within the project "Improving strategic management at Charles University in the field of human resources in R&D", reg. no. CZ.02.2.69/0.0/0.0/16\_028/0006210



EVROPSKÁ UNIE  
Evropské strukturální a investiční fondy  
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,  
MLÁDEŽE A TĚLOVÝCHOVY