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Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

Process Description

Case number: 2020CZ372190

Name Organisation under review: University of West Bohemia, Faculty of Economics

Organisation's contact details: Univerzitni 22, Pilsen, 30100

Submission date: 23/04/2021

Date endorsement charter and code: 20/02/2020

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. Miroslv Holeček	Rector of the University of West Bohemia (UWB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
doc. Ing. Luděk Hynčík, Ph.D.	Vice-Rector for Research and Development (UWB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
doc. Ing. Vladimír Duchek, Ph.D.	Vice-Rector for Development and External Relations (UWB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
Ing. Dita Hommerová, Ph.D., MBA	Vice-Rector for Internationalization (UWB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
Ing. Petr Hofman	Bursar (UWB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
Mgr. Lucie Václavová Čulíková, Ph.D.	Chancellor (UWB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UWB Management
Ing. Romana Jedličková	HR Coordinator (UWB)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	UWB Administration
doc. Ing. Michaela Krechovská, Ph.D.	Dean, Faculty of Economics (FEC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FEC Management
prof. Ing. Emil Vacík, Ph.D.	Vice-Dean for Strategy and Development (FEC)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FEC Management
Ing. Kateřina Mičudová, Ph.D.	Secretary (FEC), HRS4R Coordinator - since 5/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FEC Management
Mgr. Petr Šimon	Project Manager (UWB)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quality Division, UWB

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Name	Position	Steering Committee	Working Group	Management line/ Department
JUDr. Petra Smržová, Ph.D.	Vice-Dean for Student Affairs, HRS4R Coordinator, Faculty of Law	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Law, UWB
PhDr. Tereza Šlehoferová, Ph.D.	Vice-Dean for Strategy and Development, Faculty of Arts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Arts, UWB
doc. Mgr. Jiří Kohout, Ph.D.	HRS4R Coordinator, Faculty of Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Education, UWB
PhDr. Sandra Štollová	HRS4R Coordinator, Faculty of Arts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Arts, UWB
Ing. Tetjana Tomášková, Ph.D.	HRS4R Coordinator, Faculty of Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Mechanical Engineering, UWB
Ing. Ivana Stuchlová	HRS4R Coordinator, Ladislav Sutnar Faculty of Design and Art	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ladislav Sutnar Faculty of Design and Art, UWB
Ing. Petr Netolický, Ph.D.	Quality Manager, HRS4R Coordinator, Faculty of Electrical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Electrical Engineering, UWB
Mgr. Lenka Caisová, Ph.D.	HR Manager (UWB) - until 2/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	UWB Management
Doc. PaedDr. Dana Egerová, Ph.D.	HRS4R Coordinator (FEC) - untill 4/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty of Economics , 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
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Stakeholder group	Consultation format	Contributions
Academics, R1 - R4 Researchers	Online Questionnaire survey	Responses to questions on the topics of the Charter and Code. The partial results of the online questionnaire have been processed in the GAP Analysis.
Academics, R1 - R4 Researchers (Representative Selection)	Focus Group	Specification of the problems analysed in the questionnaire surveys. General discussion over the Charter and Code.
Working Group	Regular meetings and consultation	Preparation and processing of the online questionnaire, preparation of the GAP Analysis and Action Plan.
Steering Committee	Guarantee and management of the HRS4R process, transfer of information	Support to the HRS4R process, inclusion in the institution's strategy, review of texts.
Faculty of Economics Management	Meetings, reports	Formulation of HR strategy of the faculty, participation on the GAP Analysis and Action Plan formulation. Approval of the GAP analysis and Action plan.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

At the end of 2018, the management of the Faculty of Economics (FEC) of University of West Bohemia in Pilsen (UWB) adopted a decision to endorse to the European Charter for Researchers and the Code of Conduct for Recruitment of Researchers in order to receive the "HR Award". In this time, the work on this issue was already in progress at three faculties and an independent research centre of UWB. In these cases, the effort to obtain the "HR Award" was supported since October 2017 by the Operational Programme Research, Development and Education, under the Ministry of Education, Youth and Sports, and was funded of the European Structural and Investment Funds, which was not case of FEC. The management of UWB made a decision that each part of the UWB will make effort to receive "HR AWARD" independently. However, the individual faculties and centres cooperated intensively in the Steering Committee as well as in Working Group and the relevant activities were supported by UWB Management by means of HR Division and Project Centre. Several representatives of FEC Management became members of the Steering Committee which had also representation of the UWB management including HR Manager. Members of the Steering Committee have been continuously informed on the progress of work and has approved the prepared texts, especially the findings of the GAP Analysis and the ensuing Action Plan. The Rector and Vice-Rectors of the University have assumed responsibility for key items of the Action Plan and their implementation on the UWB level; the Dean and Vice-Deans of the Faculty have assumed those obligations at FEC.

Please describe how the Working Group doing the Gap Analysis was appointed:

The Working Group was established by the Management of FEC with the cooperation of Management of UWB. It included besides representatives of FEC also the HRS4R Coordinators from other parts of UWB. Group were established based on the previous experiences of the members working also in the working groups of the faculties striving for "HR Award". The Working Group approved the sending of the Commitment to Charter and Code and set the questionnaire survey among the employees of FEC (the survey was prepared in similar manner as in the case of other faculties of UWB). The online questionnaire held 26 questions (some offered the possibility to add comments) focusing on ethics and professional aspects of R&D, recruitment of new staff, the working conditions and benefits, the dissemination of R&D outcomes in practice, the presentation of outcomes to the public, discrimination and ways of addressing it, transparent assessment of performance, influencing agenda at the workplace, etc.). From the 83 employees at FEC, 55 participated in the survey. The results of the questionnaire, including the comments, were presented concisely and included in the GAP Analysis.

The Working Group met on a monthly basis; the meetings followed a previously prepared programme. When necessary, individual consultations and email communication would be used. The GAP Analysis as well as the Action Plan was implemented successfully. First of all, the processes and legislation in force at UWB were compared to the Charter and Code and the same procedure was used to investigate the situation at FEC. Therefore, certain gaps have been identified on the University level with details or specific information relevant on the Faculty level. Faculty Management of FEC has been regularly informed about the progress of work and results obtained.