

**Guideline of the Personnel Management Department  
of the Rector's Office of Masaryk University  
Career system at Masaryk University**

*(With effect from 1 January 2023)*

## Part One

### Starting points of the career system at MU

- (1) Masaryk University and its units systematically create prerequisites and conditions for the career development and growth of employees through the concept and planning of the personnel development of MU and its units, as well as through planning the career development and growth of individual employees.
- (2) The need to address the issue of career development and the subsequent provision of career services and counselling are also enshrined in the strategic documents of MU and MU units.
- (3) The creation of a university framework for career development and growth is in line with the requirements of The European Charter & Code for Researchers principles, the fulfilment of which is a condition for obtaining the prestigious HRS4R award, specifically - principle 28:

#### CAREER DEVELOPMENT | CAREER DEVELOPMENT

Employers and/or funders should develop a specific career development strategy for researchers at all career stages, regardless of their contractual situation, including researchers on fixed-term contracts, as part of their human resources management. This strategy should include the availability of advisors to provide support and guidance for researchers' personal and professional development, motivating them and contributing to reducing uncertainty about their professional future. All researchers should be aware of these provisions and arrangements.

## Part Two

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## Article 1

### Career development and career growth

- (1) Career development is one of the essential tools of human resources management. It supports career planning and motivation of employees for career growth.
- (2) Career development of employees is then understood as their qualification and functional advancement achieved based on their personal and professional development and improvement of qualifications. Career progression is a change in the classification of a staff member to a higher-graded post within their career path. Career change is a change in career path from academic to scientific or administrative or from scientific to academic or administrative.
- (3) Career development is a prerequisite for career growth, i.e. a systematic and sustained effort to improve one's professional competencies and formal qualifications in the area of work, including learning about broader issues related to the profession, job function, leadership, etc.

## Article 2

### Motivational elements for career development and growth

- (1) **The direct provision of career development and growth of academic staff at MU** is mainly implemented through
  - a) support for staff preparing to submit a proposal for the habilitation procedure or the procedure for the appointment of a professor by allowing sabbaticals or internships abroad,
  - b) support for the participation of staff in professional events at national and international levels contributing to the improvement of their expertise in the given field or the organisation of research management,
  - c) support for the systematic training of staff in the organisation and management of research and research projects in the form of organised training units or individual courses as part of internal education and education outside MU,
  - d) support for improving foreign language skills in the framework of the internationalisation programme,
  - e) the organisation of training in the areas of presentation, communication and organisational skills, information technology, etc.,
  - f) creating a background for creative work, especially by harmonising and balancing staff research and teaching activities, and supporting the provision of equipment for research workplaces in accordance with the current level and trends.
- (2) **The direct provision of career development and growth of other/non-academic staff** at MU is implemented mainly through
  - a) support for the participation of staff in professional events at national and international levels contributing to the improvement of expertise in the

management, administration, and administration of educational and research projects,

- b) support for systematic education of staff in the field of management, administration and administration of educational and research projects in the form of organised programmes and lifelong learning courses within internal education and education outside MU,
- c) support for language education under the internationalisation programme,
- d) supporting the acquisition of staff experience in the management administration and administration of educational and research projects through short-term internships at external sites.

(3) **Indirect support for the** career development and growth of all staff is based primarily on these opportunities:

- a) Adjusting the working conditions of staff, completing the preparation of documents for the submission of a proposal to initiate habilitation proceedings or proceedings for the appointment of a professor,
- b) adjusting the working conditions of staff after returning from parental leave, encouraging faster integration or reintegration into MU creative teams or units,
- c) changing the working conditions of workers whose career development is or could be stagnating due to objective external constraints, in particular, due to long-term unsatisfactory health or the need to care for immediate family members,
- d) adjusting the working conditions of staff whose career development is or could be stagnating due to objective internal constraints, in particular, due to a long-term unbalanced work structure (e.g. excessive teaching resulting from the needs of the workplace or the burden of a managerial or academic role),
- e) adjusting the working conditions of workers with sensory and mobility impairments,
- f) the gradual building of social facilities on the premises of MU and its units for workers with preschool children (to harmonise the family and work life of employed parents with children).

(4) Support for the career development and growth of staff through systematic lifelong learning is implemented, in particular through relevant educational events organised by MU or its components and by enabling professional internships and staff participation in conference events related to career development and growth.

(5) Other elements of career development support are the rules for selected areas related to the career system in the following regulations:

**a) Staff evaluation rules**

[Document Server MU \(muni.cz\)](#)

**b) Rules for the classification of staff into posts, job descriptions and the classification of staff into groups R1 to R4**

*Catalogue of posts*

[Document Server MU \(muni.cz\)](#)

*Classification of employees in groups R1-R4*

[https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Ostatni\\_dokumenty/Methodika/odbor\\_pro\\_personalni\\_rizeni/Methodicky\\_list\\_Zarazeni\\_akademickyh\\_a\\_neakademickyh\\_zamestnancu\\_final.docx](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Ostatni_dokumenty/Methodika/odbor_pro_personalni_rizeni/Methodicky_list_Zarazeni_akademickyh_a_neakademickyh_zamestnancu_final.docx) (Czech only)

**c) Recruitment rules**

*MU Selection Procedures Regulations*

[https://is.muni.cz/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Vnitri\\_pr edpisy\\_MU/Rad\\_vyberoveho\\_rizeni/Rad\\_vyberoveho\\_rizeni\\_Masarykovy\\_univerzity\\_uc inny\\_od\\_1.1.2023\\_.pdf?lang=en;info=1](https://is.muni.cz/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Vnitri_pr edpisy_MU/Rad_vyberoveho_rizeni/Rad_vyberoveho_rizeni_Masarykovy_univerzity_uc inny_od_1.1.2023_.pdf?lang=en;info=1)

**d) Staff remuneration rules**

*MU Internal Wage Regulations*

[https://is.muni.cz/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Vnitri\\_pr edpisy\\_MU/Vnitri\\_mzdovy\\_predpis/?lang=en](https://is.muni.cz/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Vnitri_pr edpisy_MU/Vnitri_mzdovy_predpis/?lang=en)

**e) Rules for Habilitation and Appointment to Professor Procedures**

[https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Sme rnice\\_MU/SM07-17/](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Sme rnice_MU/SM07-17/)

**f) Rules for sabbatical leave**

[Document Server MU \(muni.cz\)](#)

**g) Rules for the Status of Emeritus Professors**

[https://is.muni.cz/auth/do/mu/Uredni\\_deska/Predpisy\\_MU/Masarykova\\_univerzita/Sme rnice\\_MU/SM05-18/](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Sme rnice_MU/SM05-18/) (Czech only)

Article 3

**Consultancy and advisory support for career development and growth and support for training**

Consultation and advisory support in matters of professional and career development and growth are also provided indirectly by the following MU departments:

- a) **RMU Research Department** <https://portal.muni.cz/en/research>
- b) **CERPEK** <https://cerpek.muni.cz/en>
- c) **Language Learning Centre** <https://www.cjv.muni.cz/en>
- d) **Centre for International Cooperation** <https://czs.muni.cz/en/>
- e) **Centre for Technology Transfer** <https://www.ctt.muni.cz/en>
- f) **Career Centre** (<https://kariera.muni.cz/>) (Czech only)
- g) **Departments of Science and Research and POs of individual units**

**Self-assessment tools for career development**

- (1) MU Career Centre tools are available at <https://kariera.muni.cz/pro-studenty-a-absolventy/jak-na-karieru/jak-na-karieru> (Czech version only)
- (2) IT tools (possibility to use after purchasing a license)
  - a) **Science Careers My IDP My IDP** (Individual Development Plan, <https://myidp.sciencecareers.org/>) has been developed by Science Careers based on the Federation of American Societies for Experimental Biology (FASEB) IDP framework for postdoctoral fellows. It is a web-based career-planning tool targeted at science-based doctoral researchers (R1) and postdoctoral researchers (R2).
  - b) **The PostdocTraining program** (<https://postdoctraining.com/about/>) has been developed by a former research fellow and trainer in Australia. It is a web-based step-by-step training program for postdoctoral researchers, which is a combination of becoming more productive as a researcher and career development delivered
  - c) **Career development for researchers** (<https://euraxess-reflex.saia.sk/>) Systematic and focused career management is becoming increasingly important for both researchers and their employers. It should enable the research institutions to fully use the potential of their human resources and researchers to identify and grasp the number of different opportunities that the labour market offers for their careers.
  - d) **The Vitae Researcher Development Framework (RDF)** (<https://rdfplanner.vitae.ac.uk/>) is for you if you are doing a doctorate, are a member of research staff, pursuing an academic career or thinking about applying the skills developed during your PhD in another career. The framework describes the knowledge, behaviour and attributes of successful researchers. RDF Planner app - an online app based on the RDF is an approach to planning your professional development. Use it to identify strengths, plan actions, review achievements and create a portfolio of evidence.

Part Three  
**Final Provisions**

- (1) This guideline shall enter into force on the date of signature.
- (2) This guideline shall enter into force on 1 January 2023.

In Brno, 21 December 2022

signed electronically

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Vice-Rector for Personnel and Academic Affairs