

Minutes No. 2

from the meeting of the HR Excellence in Research Award working group held on 26 September 2025

Present: Doc. Bobák, Dr. Dobeš, M. Drábková, Doc. Gregar, Dr. Homolka, Dr. Juříčková, Doc. Matošková, Ing. Melichárek, Dr. Metzker, Ing. Motýčková, Dr. Smékalová, Ing. Trefilová, Doc. Večeřová

The meeting of the HR Excellence in Research Award working group was opened and chaired by Doc. Jana Matošková.

She began by presenting the results of a questionnaire survey evaluating the principles, which was completed by academic staff and PhD students – see Appendix 1 to the minutes. A total of 68 people participated in the evaluation of the principles, including 22 PhD students (11 full-time and 11 part-time) and 46 academic/research staff. 18 questionnaires were completed in English. The results showed that two principles scored below three.

Dr Homolka stated that it is also necessary to focus on the dispersion of responses.

Doc. Gregar said that it was necessary to provide employees with feedback on the questionnaire survey.

Doc. Matošková added that employees would be informed via a newsletter.

Pillar 1 – Ethics, integrity, gender and open science

The working group, consisting of Doc. Gregar, Dr Homolka and Dr Metzker, studied the individual principles of their pillar and the relevant internal guidelines.

The working group's summary is as follows:

- UTB has an Ethics Committee that focuses primarily on projects. However, it is appropriate to consider establishing a FaME Ethics Committee that would focus on articles.
- The issues of integrity and gender are addressed through internal standards, and these areas function very well at the faculty.
- In the area of open science, greater attention needs to be paid to the preparation of training and awareness-raising activities.

Pillar 2 – Evaluation, recruitment and career advancement

The working group, consisting of Doc. Večeřová, Ing. Motýčková and Ing. Trefilová, studied the individual principles of their pillar and the relevant internal guidelines.

The working group's summary is as follows:

- Guidelines at the university level have been issued, and the faculty is required to comply with them.
- The available overview of internal standards on the official notice board does not include, or could not find, templates for advertisements and the UTB/FaME career rules (for promotion to higher positions).
- The career rules are not explicitly listed as a separate document, with the exception of SD 04/2022, which is more of a framework document.

Pillar 3 – Working conditions and procedures

The working group, consisting of Doc. Bobák, Dr. Juříčková, and Dr. Smékalová, studied the individual principles of their pillar and the relevant internal guidelines.

The working group's summary is as follows:

- Obligations arising from grant and sponsor conditions – The Charter clearly states that this information must be communicated transparently and made available to all researchers. However, this process is not fully functional at FaME, as researchers do not have standard access to complete applications and contracts.
- There is a lack of faculty policies for stabilising researchers' positions (e.g. minimum contract length, transparent rules for contract extensions) and support services for fixed-term employees (e.g. career counselling).
- There is a lack of documents in English.
- Cybersecurity guidelines are fragmented.

Doc. Matošková reported on efforts to update the faculty intranet.

Pillar 4 – Research careers and talent development

The working group, consisting of Dr Dobeš, Ing. Melichárek and M. Drábková, studied the individual principles of their pillar and the relevant internal guidelines.

The working group's summary is as follows:

- Supplement systematic internal surveys focused on mobility and diversity of outputs. Embed recognition of mentoring and leadership in evaluation processes.
- Introduce a formal IDP (Individual Development Plan) for R1–R2 researchers. Provide an overview of counselling services for academic staff (not only for students) and link the Job Centre to employees as well.
- Ensure monitoring of participation and impact of CPD (Continuous Professional Development) activities on academic staff and supplement systematic training of supervisors. Expand the CPD offer to include topics of open science and data management.
- Introduce supervision agreements (defining the rights and obligations of supervisors and doctoral students) and systematic training for supervisors. Record mentoring as part of the evaluation.

Doc. Matošková stated that the results of the questionnaire survey and the conclusions of the working groups will need to be further discussed with employees. In this context, she raised the question of whether to divide the discussion groups according to thematic areas or according to employee classification. The discussion groups will take place once a month (in October, November, January and February).

Dr Smékalová recommended convening discussion groups for each pillar, which the other members of the working group agreed with. Discussions with employees and PhD students will therefore always focus on one of the pillars of the European Charter for Researchers.

Doc. Matošková presented the GAP analysis and action plan prepared by CPS to those present (the materials are available on the CPS website: <https://cps.utb.cz/hrs4r-hr-award/infopoint/aktualni-faze>).

The working group also addressed organisational matters related to the preparation of the first discussion group (on Pillar 1). This meeting will take place on Friday, 24 October 2025, from 1 p.m. to 2.30 p.m. The topic of the first discussion: *Pillar 1 – Ethics, integrity, gender and open science*. The invitation will be sent to employees and doctoral students by email.

Doc. Matošková reminded everyone that employee participation is very valuable and will help not only to better identify what is already working, but also to identify areas where there is room for improvement. She therefore asked the members of the working group to try to persuade their colleagues to participate in the discussion, even informally, or to send suggestions of people who would be suitable to be approached individually with a request to participate in the discussion.

In Zlín on 1 October 2025

Recorded by: Pavla Trefilová

Verified by: doc. Ing. Jana Matošková, Ph.D.

Appendix 1 – Evaluation of HR award principles