REVISION OF THE ACTION PLAN OF THE FACULTY OF INFORMATICS

No.	Proposed actions	GAP Principles	Timing	Responsible Unit	Indicator(s)/Target(s)	Action status - meeting the target	Notes
1	**Open Science**	8	11/2022	FI OpenScience Coordinator Working group Designated Vice-Dean Personnel office	Workshop/training Relevant web link easily accessible to the Faculty staff	**COMPLETED**	the Open Science (OS) strategy at the central MU level was approved by MU management as a strategic document on 1.11.2022 (https://openscience.muni.cz/en/open-science at-mu/strategie-open-science-na-mu-2022-2028). Workshops and a road show at MU faculties were prepared and held. List of workshops and recordings can be found at https://openscience.muni.cz/en/open-science-at-mu/realizovane-akceprednasky. A record of the road show at FI/MU is available at https://openscience.muni.cz/open-science-na-mu/realizovane akceprednasky/os-roadshow-na-mu-2021. The topic of OS has been incorporated into the teaching of students and PhD students. The course CORE042 is implemented. The topic of OS is also incorporated into the education of PhD students through the MU Freshers educational platform. The openscience.muni.cz website was created and is being developed. FI has the OS methodologist, the contact for FI staff is available at https://openscience.muni.cz/en/contacts/open-science methodologists. Since 1 September 2022, two full-time positions operate at MU to provide full support for Open Science at MU.
2	**OTM-R policy**	11, 12, 13, 14, 15, 20, 21	06/2021 The approved document on the MU level 11/2021 The Faculty internal guidelines 12/2021-1/2022 Training of the relevant staff 1/2022 The OTM-R policy document and Faculty documents available on the dedicated website	FI in cooperation with RMU	The internal OTM-R policy document relelevant to the Masaryk University is implemented	**COMPLETED**	At the Faculty level, the OTM-R policy is approved (https://www.fi.muni.cz/files/pers/otrmpolicy.pdf) and implemented in recruitment, postdoctoral appointments. OTM-R principles are the ground of the new MU Recruitment Code (https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho-rizeni-mu), and are also addressed in the Faculty document Rules of selection procedures at the Faculty of Informatics https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/opatreni/Opatreni_dekana_03_2023_RVR_FI.pdf?info=1. All relevant documents are published on the FI website dedicated to Human Resources Strategy for Researchers (HRS4R)/HR Award: https://www.fi.muni.cz/staff/career/hrs4r-hr-award/. This website is not only accessible from the main FI website, but is also part. The members of selection committees are trained on ethical, non-discriminatory behaviour during the selection procedure. All members of selection committees undergo either live half-day training (preferred option) or elearning training in the MU Information system. Elearning training has been launched by MU as of 1 January 2023. In addition, 12 academics (mainly vice-deans, heads of departments) received personal training on 3/2/2023 and 13 more will undergo this on 19/5/2023. To ensure that information on selection procedures at FI is as accessible as possible, a website describing the selection process and a link to the Measure FI No. 3/2023 and a website advertising vacancies at FI have been created. The weblinks: https://www.fi.muni.cz/staff/selection-procedure/, https://www.fi.muni.cz/staff/vacancies/index.html.en.
3	**The revision of MU recruitment regulation in line with OTM-R**	15	03/2022	MU FI working group Personnel office The main decision body: Steering Committee	The revised MU Recruitment Regulation is in place. The faculty guidelines address the principles of the revised MU Recruitment Regulation implemented.	**COMPLETED**	The MU Recruitment Code addresses the OTM-R and transparency principles is valid from January 1, 2023 (https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho rizeni-mu). At the Faculty level gathered in the Rules of selection procedures at the Faculty of Informatics (https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/opatreni/Opatreni_dekana_03_2023_RVR_FI.pdf?info=1). At the Faculty level, the selection procedure is strongly lead as open as can be (all job positions are open and advertised in advance, in English, at job relevant platforms both national and abroad), presentations are public, etc.

4	**The improvement of the Faculty recruitment process which will address: OTM-R principles, complaints system, career code**	12, 13, 14, 15, 16, 17, 18, 19, 20, 21	12/2021 The OTMR-R policy document reflects the MU OTM-R policy document which will be implemented. 06/2022 An internal guide setting the principles and rules in line with the OTM-R policy document. 08/2022 Templates gathering all necessary details to advertised the job position 08/2022 Template on providing feedback 09/2022 Report analysis of satisfaction and feedback from job applicants 09/2022 Feedback from members of selectin committees	FI working group Personnel office Designated Vice-Dean The main decision body: Steering Committee	The OTM-R policy document reflects the MU OTM-R policy document which will be implemented. An internal guide setting the principles and rules in line with the OTM-R policy document. Report analysis of satisfaction and feedback from job applicants. Feedback from members of selection committees. Templates gathering all necessary details to advertise the job position. Template on providing feedback.	**IN PROGRESS**	The MU Recruitment Code addressing the OTM-R and transparency principles is valid from January 1, 2023 (https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho rizeni-mu). At the Faculty level gathered in the Rules of selection procedures at the Faculty of Informatics (https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/opatreni/Opatreni_dekana_03_2023_RVR_FI.pdf?info=1). The plan for the next period is to create and apply the career code. A questionnaire on candidate satisfaction with the selection procedures at FI (https://is.muni.cz/pruzkum/27363?lang=en) was created. It maps the subparts of the entire selection procedure. The responses received from candidates are continuously evaluated, and no negative responses or suggestions have yet been received that would trigger the need to modify the selection procedures. A job advertisement template has been developed and is being used; the template contains a specific example of a job advertisement for a frequently requested position: lecturer, assistant professor. The documents are managed by the Faculty´s HR Department.
5	**To provide more information about the evaluation key criteria in the job advertisement consistent with the demands of the job position.**	12,16	08/2022 Templates gathering all necessary details to advertise the job position 08/2022 Template on providing feedback	FI working group Personnel office Designated Vice-Dean The main decision body: Steering Committee	Templates gathering all necessary details to advertise the job position Template on providing feedback	**COMPLETED**	A questionnaire on candidate satisfaction with the selection procedures at FI (https://is.muni.cz/pruzkum/27363?lang=en) was created. It maps the subparts of the entire selection procedure. The responses received from candidates are continuously evaluated, and no negative responses or suggestions have yet been received that would trigger the need to modify the selection procedures. A job advertisement template has been developed and is being used; the template contains a specific example of a job advertisement for a frequently requested position: lecturer, assistant professor. The documents are managed by the Faculty´s HR Department.
6	**Postdoctoral appointments**	21	03/2022	MU Office for Research & Science Personnel Office FI working group Personnel office Designated Vice-Dean The main decision body: Steering Committee	The position is described and implemented in the Faculty Career Code	**EXTENDED**	At the University level, there was a wide discussion on postdoc appointments, and the outcome is the approved Guideline of the Department for Personnel Management of the Rector's Office of Masaryk University Principles and Recommendations for Personnel Management of Postdoc Positions at Masaryk University (With effect from 1 January 2023). At the Faculty level, the postdoc position has been defined and strongly held as a 1-2 year position (2 years usually), supported by project funding with the aim to share experience and support research. The job position is advertised abroad, in English, the recruitment is open, transparent and it is led the same way as selection procedure on academic position.
7	**To prepare the Faculty complaints system formally, with description of the process, responsibilities, and duties.**	10, 11, 20, 32, 34	12/2021	FI working group Personnel office The main decision body: Steering Committee	The document has been approved and implemented, available on the dedicated web link To describe the complaints process formally and publicly 100 % of staff is informed	**COMPLETED**	At the Faculty level, the document was written and is accessible to the staff. At the University level, the position of ombudsman is newly set in the organizational structure; the appointment of the ombudswoman just recently took place.

8	To prepare the Faculty Career code.	11, 12, 13, 14, 16, 20, 21, 24, 25, 28, 29, 33, 38, 40	04/2022	FI working group Personnel office The main decision body: Steering committee	Career code of the Faculty of Informatics describes all types of positions, as well as gathers information about the possibilities of the career growth. An internal guide setting OTM-R policy of MU 100% of staff is informed	EXTENDED	During the implementation phase, there has been strong discussion on the University career code. Since that work on the Faculty career code is not completed. Meanwhile, MU elaborated and published at the end of 2022 the Guideline Career system at Masaryk University (https://ucnmuni.sharepoint.com/sites/mu-RECT_hraward/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fmu-RECT_hraward%2FShared%20Documents%2FEN_Career_system_at_Masaryk_University%2Epdf&parent=%2Fsites%2Fmu-RECT-hraward%2FShared%20Documents&p=true&ga=1), which provides information and guidance for employees regarding the 1. Career development and career growth; 2. Motivational elements for career development and growth; 3. Consultancy and advisory support for career development and growth; 4. Self-assessment tools for career development and growth . The processing, approval and implementation of the faculty Career Code must therefore be postponed. The process will follow the approval of the new Career Code MU. In the meantime, the HR websites were created. They includes the webpage Career and career development (https://www.fi.muni.cz/staff/career/career-development/index.html.en) containing comprehensive information on career growth and development opportunities of FI staff
9	To describe and set onboarding process.	1, 2, 3, 4, 5, 6, 7, 8, 9, 24, 31, 37	04/2021	FI working group Personnel office The main decision body: Steering committee	The document which has been approved and set in place addresses: - the written responsibilities and duties of relevant staff -the list of necessary information for every job position	IN PROGRESS	The first phase is done. There were individual interviews with newly-coming employees (3-6 months after their appointment) about how their adaptation went through. According to their comment and experience, a pilot phase of onboarding has been planned and tested. The next inputs were received from the survey 2023, and it will be part of the next work. Also the new employee responsible for the adaptation (under the Faculty personnel office) is recruited from April 2023. The current process is still on individual base and contact, only partly automatic.
10	To set an office for central project support.	23, 24	06/2021	FI The main decision body: Steering committee	The office is set in the organizational scheme of the Faculty, and is functional.	COMPLETED	The office for central project support is set and functional (https://www.muni.cz/en/about-us/organizational-structure/faculty-of-informatics/339917- office-for-rdprojects). The current agenda is specified in the Organizational Regulations of the Faculty of Informatics, as amended with effect from 1 January 2023 (https://is.muni.cz/auth/do/fi/uredni_deska/predpisy/organizacni_rad/Organizacni_rad_2023_01_01.pdf?info=1.) The office manages the faculty website dedicated to science and research and the provided administrative
11	To regularly inform the staff about the HR process and outputs.	24	regularly, 11/2022	FI working group in cooperation with Personnel Office	Improved HR related website 80 % of staff is informed about the existence of such website	COMPLETED	The web with information both to the staff and applicants can be found at https://www.fi.muni.cz/staff/career/index.html.en. FI career websites (website Life in Brno, FI as an employer, selection procedures, career and career development, HR (HRS4R) strategy, achievements of our colleagues, women in IT - inspiring women at FI, employee benefits, promoting gender equality, sexual harassment), a website advertising vacancies at FI and a website on ethics have been created and are continuously developed/updated with up-to-date information. Weblinks: https://www.fi.muni.cz/staff/career/, https://www.fi.muni.cz/staff/vacancies/, https://www.fi.muni.cz/staff/ethics/. Links to sub-websites are also placed on the webpage Employees of the Faculty of Informatics of Masaryk University: https://www.fi.muni.cz/staff/index.html.en.
12	To strengthen the use and learning of English	24, 38, 39	11/2022	FI working group Personnel office	67 % of the Faculty relevant documents are in English. Language courses offered by the MUNI Center language center.	IN PROGRESS	This is a strong priority in our ongoing effort. There is near-automatic use of English in email communications, and regulations are translated in English as standard. Still, weak knowledge of English of administrative staff is an issue. The English test has become part of the selection procedure for administrative positions. In cooperation with the MUNI language center, it is possible to attend the courses in working-hours.

13	**Gender Equality Policy**	27	12/2021 The MU policy document has been approved and implemented. 03/2022 An internal guide setting the principles and rules in line with the MU GE Policy document 03/2022 When Gender Equality policy will be prepared, then principles will be updated in current documents at the Faculty 11/2022 Popularization actions to inform and communicate the success of women in the field of informatics. 09/2022 The satisfaction survey on working conditions of women	MU FI working group Personnel office The Faculty promotion managers	The MU policy document has been approved and implemented. An internal guide setting the principles and rules in line with the MU GE Policy document When Gender Equality policy will be prepared, then principles will be updated in current documents at the Faculty Popularization actions to inform and communicate the success of women in the field of informatics. The satisfaction survey on working conditions of women	**COMPLETED**	MU Gender Equality Plan is done, approved and valid (https://www.fi.muni.cz/files/ovv/gep.pdf).. The principles are updated in the Faculty documents. At the Faculty the first of workshops on gender in IT was done in cooperation with Barbora Bühnova and Czechitas (https://www.czechitas.cz/en), the following one is planned in next months. Also two contact persons for sexual harassment were trained (https://www.muni.cz/en/students/sexual-harassment). At the Faculty web, there is a page dedicated to inspiring women in IT (https://www.fi.muni.cz/staff/gender-equality/women-in-it/). At the MU management level, a Gender Equality Guarantor has been appointed who will cooperate with other Vice-rectors and, in particular, with MU units and representatives of relevant departments from the MU Rector's Office in the implementation of the GEP MU activities. The Guarantor is the Vice-Rector for Human Resources and Academic Affairs, in collaboration, particularly with the Vice-Rector for Student and Alumni Affairs. The annual report will also be available to the management of the individual MU units and all MU employees and students. 2022 was devoted to the elaboration and Introduction of preventive tools to prevent unwanted behavior (e.g. bullying, discrimination, sexual harassment, etc.) as well as tools to help in the event of their occurrence. The weblink: https://www.muni.cz/en/students/sexual-harassment/what-to-do-if-you-are-a-witness-to-sexual-harassment-or-someone-confides-to-you-that-they are-a-victim. MU prepared a guide for parents (https://is.muni.cz/auth/do/rect/metodika/personal/48040456/48040629/48040777/48041740/Materska_otcovska_a_rodicovska_dovolena_2022.pdf) that brings comprehensive information about what awaits the MU employees as a parent, what they must arrange what obligations arise for them from the relationship with the employer/MU and with various authorities and institutions. Parents can in the guide also find information that will facilitate their natural and smooth return to the Employment. MU supported the operation of children's groups or kindergartens within individual (or more) parts of the University (https://www.elanek.eu/sites/default/files/elanek-muni-brno-center-eng.pdf). The gender principles are updated in the Faculty documents incl. job advertisements. At the Faculty the first of workshops on gender in IT was done 5.4.2023 in cooperation with Barbora Bühnova (https://www.fi.muni.cz/staff/gender-equality/support-of-gender-equality/index.html.en) and Czechitas (https://www.czechitas.cz/en), the following one is planned in next months. FI tries to communicate the achievements of women scientists, e.g. through participation in informatics colloquia.
14	**Evaluation system - revision of the evaluated criteria.**	11, 20, 24, 33	03/2022 Revision of the evaluation criteria 09/2022 Satisfaction survey	FI working group Designated Vice-Dean The main decision body: Steering committee	Evaluation held according to the revised criteria	**IN PROGRESS**	Revision of the evaluation criteria is still in progress, still influenced by attempts to find a good balance applicable (equally) to all positions (balance research, teaching and other supported activities). The inputs are regularly discussed in the HRA working group as well as the Faculty management.
15	**Evaluation system To tie the results of the evaluation more strongly in career growth.**	11, 20, 24, 33	03/2022 The system is in practice by using the Faculty evaluation system more effectively as a motivational point, mainly in the career growth. 03/2022 The Career code of the Faculty of Informatics describes all types of positions, as well as gathers information about the possibilities of career growth. 09/2022 Satisfaction survey	FI working group Designated Vice-Dean The main decision body: Steering committee	The system is in practice by using the Faculty evaluation system more effectively as a motivational point, mainly in the career growth. The Career code of the Faculty of Informatics describes all types of positions, as well as gathers information about the possibilities of career growth Satisfaction survey	**EXTENDED**	Due to strong discussion on the University career code, the Faculty career code is still not complete.

16	**The Faculty Career code tied together with the evaluation system.**	38	03/2022	FI working group Personnel office The main decision body: Steering committee	The principles of the evaluation will be part of the work contract.	**EXTENDED**	Not done due to discussion about the university career code
17	**To inform about educational offers of internal and external offices/ companies more systematically.**	38, 39	regularly, 11/2022	FI working group Personnel office	HR weblink as the direct channel with relevant information.	**COMPLETED**	The Faculty closely cooperates with CERPEK (https://cerpek.muni.cz/en). The offers and courses can be found at https://www.fi.muni.cz/staff/career/career-development/index.html.en, and also distributed by emails, in Information systems.