

# BUT ACTION PLAN SCHEDULE 2021-2022 and 2023-2025

Note: F - Faculty, C - Component part, RS - Researchers/Research Staff, AS - Academic Staff, TOS - Technical/Office Staff, W - Worker, CISC - Computer and Information Services Centre, R1 - PhD student, R2 - postdoc

Action No.	Name of action	Person responsible or workplace	2021				2022				2023-2025				DEADLINE for completion	Objectives - status monitoring
			1	2	3	4	1	2	3	4	1	2	3	4		
<b>Actions of BUT Action Plan (2021/2022 + 2023-2025)</b>																
1	Revision and creation of a new updated Code of Ethics in accordance with the Charter and the Code.	Ethics Committee in cooperation with the Vice-Rector for Research and Development													by 31. 3. 2022	
2	Creation of the CGRP Methodology – Code of Good Research Practice at BUT.	Vice-Rector for Research and Development and Head of Personnel Department in cooperation with the Coordination Group													by 30. 9. 2021	
3	BUT Strategic Plan for the years 2021–2025 in accordance with the principles of the Charter and the Code (The following documents are the Implementation Plans for each calendar year of the Strategic Plan).	Rector, Bursar, Vice-Rector for Academic Agenda, Vice-Rector for Studies, Vice-Rector for Research and Development, Vice-Rector for International Relations, Vice-Rector for Information Technology, Chancellor, Strategy Department													by 31. 3. 2021	
4	Creation of the concept of the Career Code / concept of the Evaluation System in connection with the existing Salary Rules.	Vice-Rector for Academic Agenda in cooperation with the Rector, Bursar, F/C Management													by 31. 12. 2021	
5	Career Code / the Evaluation System in connection with the current Salary Rules is implemented in the environment of BUT.	BUT management, F/C management													Implementation from 1. 1. 2023	
6	Revision of The Rules for Selection Procedures (RSP) and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.	Head of Personnel Department in cooperation with the Coordination Group, Bursar, F/C management													by 31. 3. 2021	
7	Creation of new BUT Career Pages.	Department of Marketing and External Relations in cooperation with the Personnel Department of BUT													by 30. 9. 2021	
8	Development of a recruitment methodology in accordance with the Charter and the Code. The OTM-R principles will be enshrined.	Personnel Department of BUT in cooperation with Personnel Departments F/C and the Coordination Group													by 31. 3. 2021	
9	Publication of job offers for researchers at EURAXES according to the updated new The Rules for Selection Procedure and the Recruitment Methodology.	Personnel Department of BUT and Personnel Departments F/C													by 31. 12. 2022	
10	Creation of a methodology of selection procedures and e-learning for members of selection committees, including recommendations for selection committees in accordance with the Charter and the Code. The OTM-R principles will be enshrined.	Personnel Department of BUT in cooperation with Personnel Departments F/C and the Coordination Group													by 31. 3. 2021	
11	Creation of e-learning (online training) for selection members of selection committees.	Personnel Department of BUT and Personnel Departments F/C													by 30. 3. 2022	
12	Training of all members of the selection committee	Bursar, F/C management and Head of Personnel Department													Training from 1. 4. 2022	
13	Translation into English – personnel documents and documents related to recruitment and selection (BUT Personal Data Protection Directive, BUT Code of Practice, BUT Safety and Organisation of Occupational Health and Safety and Fire Protection Directive, Working Time Schedule Directive, Social Fund Use Directive, etc.).	Head of Personnel Department													by 31. 3. 2022	
14	Creation of Advertising Templates in Czech and English for all groups of employees (RS – AS – TOS – W – managers).	Personnel Department in cooperation with Personnel Departments F/C and the Coordination Group													by 31. 12. 2021	
15	Update and creation of a new Brochure not only for a new employee.	Personnel Department of BUT in cooperation with Personnel Departments F/C and the Coordination Group													by 30. 9. 2021	
16	Setting up and implementation of training for employees of the Personnel Department and personnel departments in the area of personnel and communication.	Personnel Department of BUT in cooperation with Personnel Departments F/C and the Coordination Group													by 31. 12. 2022	

# VUT ACTION PLAN SCHEDULE 2021-2022 and 2023-2025

Note: F - Faculty, C - Component part, RS - Researchers/Research Staff, AS - Academic Staff, TOS - Technical/Office Staff, W - Worker, CISC - Computer and Information Services Centre, R1 - PhD student, R2 - postdoc

Action No.	Name of action	Person responsible or workplace	2021				2022				2023-2025				DEADLINE for completion	Objectives - status monitoring
			1	2	3	4	1	2	3	4	1	2	3	4		
Actions of BUT Action Plan (2021/2022 + 2023-2025)																
17	Continuous support of a non-discriminatory and gender-balanced environment at BUT – e-learning for all employees	Creation of e-learning: Personnel Department. Adherence and implementation into the BUT environment: Rector, Bursar, Vice-Rectors, F/C Management													by 30. 9. 2021	
18	Realisation of a questionnaire survey among all employees in order to evaluate the effectiveness of the measures proposed in the submitted action plan, or to propose their further extension.	Personnel Department of BUT in cooperation with Personnel Departments F/C and the Coordination Group, F/C management													by 30. 9. 2022	
19	Centralisation of educational events at BUT (preservation and integrity of F/C)	CISC, Vice-Rector for Information Technology in cooperation with representatives of F/C, the Central Library and the Head of the Personnel Department													by 30. 6. 2022	
20	Creating a separate section of project support on the BUT website – How to project?	Vice-Rector for Research and Development with the support of the Project Support Department and the Technology Transfer Department													by 30. 6. 2022	
21	Creating an adaptation process and competency models for employees in the most frequently employed positions	Personnel Department of BUT in cooperation with Personnel Departments F/C and the Coordination Group, F/C management													by 31. 12. 2021	
22	Training of leaders / mentors	Personnel Department of BUT in cooperation with Personnel Departments F/C and F/C management													Training from 1. 4. 2022	
23	Marketing and PR at BUT – Update of the calendar of events - Only Czech / <a href="https://www.vutbr.cz/vut/akce">https://www.vutbr.cz/vut/akce</a> and the creation of a new section of events that BUT organises at the university, which relate to F/C and take place outside BUT. Accessible for all BUT employees. Short version of the section also in English.	Head of Marketing in cooperation with CISC													by 31. 3. 2022	
24	A support department will be created for the entire BUT in Brno, falling under the Personnel Department at BUT. Its activities will include the personnel agenda as well as the control of legislation and the resolution of labour law issues related to HR at the university.	Head of the Personnel Department in cooperation with the Bursar and F/C management													by 30. 9. 2022	
25	Design and creation of storage space for archiving research data in accordance with the Open Access policy.	Vice-Rector for Research and Development with the Vice-Rector for Academic Agenda in cooperation with the Central Library.													by 30. 6. 2022	
26	Storing the results of research activities in the university repository in accordance with the Open Access policy.	Vice-Rector for Research and Development with the Vice-Rector for Academic Agenda in cooperation with the Central Library.													Implementation from 1. 1. 2023	

Action No.	Name of action	Person responsible or workplace	2021				2022				2023-2025				Note: F - Faculty, C - Component part, RS - Researchers/Research Staff, AS - Academic Staff, TOS - Technical/Office Staff, W - Worker, CISC - Computer and Information Services Centre, R1 - PhD student, R2 - postdoc
			1	2	3	4	1	2	3	4	1	2	3	4	
<b>Other Action Objectives outside the Action Plan</b>															
1	Support for additional advertising channels – job offers.	Personnel Departments F/C in cooperation with the Personnel Department of BUT													by 30. 9. 2021
2	Design and testing of job advertisement monitoring 2021/2022.	Personnel Department of BUT	Design	Design	Design	Testing	Testing	Testing	Testing						Design by 30. 9. 2021 / Testing from 1. 10. 2021
3	Regular monitoring of job advertisements – with the aim of streamlining job advertisements.	Personnel Departments F/C in cooperation with the Personnel Department of BUT													Monitoring from 1. 1. 2023
4	Monitoring the proportion of women studying for PhD at BUT (R1) and BUT graduates at R2 position – in the form of statistics.	Pedagogical Departments F/C in cooperation with the Personnel Department of BUT													Monitoring from 1. 1. 2021
5	Support for gender balance in R2 group on the basis of identified needs from an online survey in R1 group (students in the last year of PhD studies) – reasons for leaving the university.	Pedagogical Departments F/C in cooperation with the Personnel Department of BUT													Online survey from 1. 1. 2023
6	Employee care – benefits (extension of the benefits offer for BUT employees).	Personnel Department of BUT in cooperation with the Bursar													by 31. 12. 2022
7	Design and concept of training for new managers (institutes / workplaces) – softskills.	Personnel Department of BUT in cooperation with Personnel Departments F/C													Proposal by 30. 6. 2021 / Implementation of training from 1. 1. 2022
8	Design and concept of regular training for existing managers (institutes / workplaces) – softskills	Personnel Department of BUT in cooperation with Personnel Departments F/C													Proposal by 30. 6. 2021 / Implementation of training from 1. 1. 2022
9	Design of regular training in the area of intellectual property protection for new and existing employees, including R1 and R2.	Technology Transfer Department													Proposal by 30. 9. 2021 / Implementation of training from 1. 1. 2022
10	Implementation of training for existing managers and new employees.	Personnel Department of BUT, Personnel Departments F/C, LLI BUT													Implementation of regular training sessions from 1. 1. 2023
11	Implementation of regular training in the area of intellectual property protection.	Technology Transfer Department													Implementation of regular training sessions from 1. 1. 2023
12	Proposal of solutions and possibilities for Complementary pedagogical studies with regard to the possibility of recognition of certificates outside BUT.	Director of LLI BUT													by 30. 6. 2022
13	Implementation of the one contract concept.	Personnel Department of BUT													by 31. 12. 2021
14	Administrative support website for trips is at least in the minimum scope of the basic text also in English (for employees from BUT).	Head of International Relations in cooperation with the Vice-Rector for Foreign Affairs													by 31. 12. 2021
15	Draft revision of Habilitation Procedures and Procedures for Professorship Appointment in relation to the international competitiveness of the applicant's research activities, the quality of publishing activities and other outputs of his or her research activities.	Vice-Rector for Research and Development, Rector, Bursar, F/C Management, Vice-Rectors													by 31. 12. 2022
16	The Habilitation Procedure and the Procedure for Professorship Appointment are in accordance with the international conditions and competitiveness of the university, with the research activity of the applicant, the quality of publishing activity and other outputs of his or her research activity.	Vice-Rector for Research and Development, Rector, Bursar, F/C Management, Vice-Rectors													Compliance with international conditions from 2023