



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	1 out of 18
Change page no.:	0
Storage period:	5

## Human resources management

	He elaborated	He checked	Approved	Number printout:
Function	Bursar	Representative for IQS	Rector	
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A date	06/05/2024	15/05/2024	16/05/2024	
Signature				



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	2 out of 18
Change page no.:	0
Storage period:	5

## 1. Guidelines for using the directive

### ➤ *Acquaintance*

- the directive is an internal documented procedure that is made available to employees on the website of IQS in the Moodle system ( <https://moodle.vsbm.sk/> )
- every worker affected by the given process is obliged to familiarize himself with the content of the directive and to familiarize his subordinates with it.
- as long as training is carried out for the given directive, the Commissioner for IQS keeps records of this training (record as evidence).

### ➤ *Storage and manipulation*

- the original of the directive in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
- in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
- the fact that only the valid version of the directive is available on the USM website is the responsibility of the IQS Representative and Vice-Rector for Informatics, who places the documentation there.
- the printed directive without a signature (pdf\_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party that can only be accessed with the written consent of the rector.
- the head of the workplace is responsible for the existence of the printed version and for handling it.

### ➤ *Control*

- senior employees are obliged to consistently require and control compliance with this directive and, upon detection of defects, to remove these defects within their authority.
- in the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.

### ➤ *Changes*

- every employee who discovers the need to change the directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
- if the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

## 2. Purpose

This directive (hereafter SM) defines the rights and obligations in management, as a tool of organization and management within the USM in Košice.

The Directive provides:

- responsibilities and powers in the field of management of relevant resource management processes.
- the form and basic structure of the content of the respective processes.



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	3 out of 18
Change page no.:	0
Storage period:	5

- uniform procedure for approval, review, identification, updating, changes, ensuring accessibility and readability, downloading, archiving and shredding of documentation.

The purpose of this directive is to describe a binding procedure for planning, implementation, documentation

resource management, including human resources. At the USM in Košice, several sub-processes are part of human resources management:

- recruitment, selection and hiring of staff, especially teaching staff,
- education and development of workers, especially teaching staff ,
- assessment of workers.

### 3. Scope of validity

This SM is valid on the day it is signed by the rector, which is also the day it is issued and applies to all USM employees. In a special way, however, pedagogic and research workers, especially working in the position of professor and docent, because their selection and filling of positions are also covered by the relevant provisions of Act no. 131/2002 on Universities, as amended and related decrees of the Ministry of Education of the Slovak Republic.

### 4. Terms and abbreviations

#### Concepts

- ❑ **Regulation** – a document that prescribes the method of carrying out all activities for designated sections, establishes responsibilities and relationships between sections.
- ❑ **Form** -- a form for recording important data that is processed and evaluated.
- ❑ **Record** – written, visual, audio and other recorded information that originates from the company's activities or was delivered to the company.
- ❑ **Competence** – demonstrated ability to apply knowledge and skills.

#### Abbreviations

**QM** - Quality manual

**D** – Directive

**R** - Rector

**USM** – University of Security Management in Košice

**F** – Form (VŠBM)

**DSR** - Department of Science and Research

**AW** - Authorized worker

**BD** - Board of Directors of VŠBM

**SPCH** - scientific-pedagogical characteristics

**QR** – Quality Commissioner

**B** – Bursar

**QCa** - Qualification card

**HRM** - Human resource Management

**TEW** - Technical and economic worker



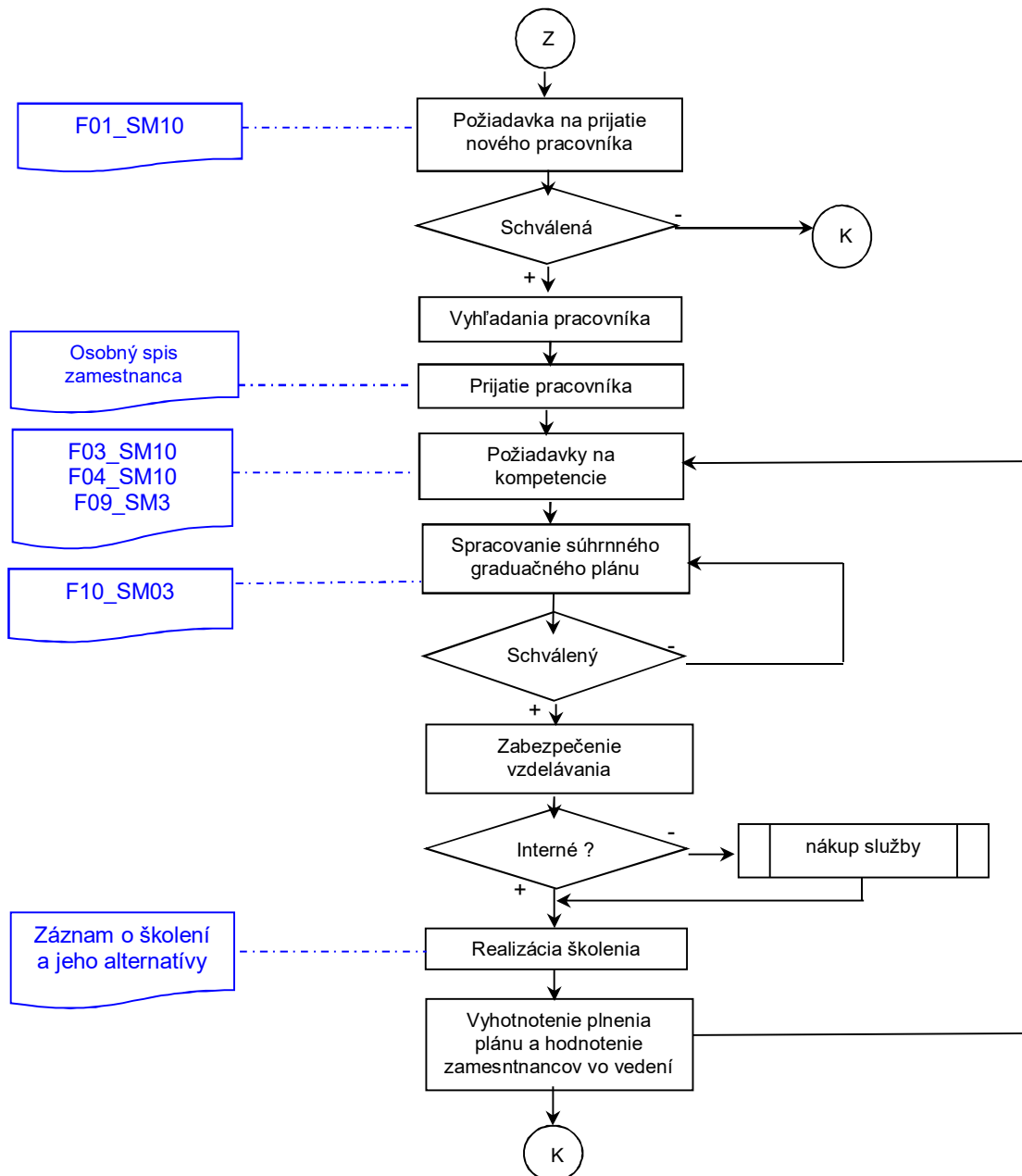
DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	4 out of 18
Change page no.:	0
Storage period:	5

## 5. Flow diagram of human resources management of the USM in Košice

Simplified flow diagram of HRM





DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	5 out of 18
Change page no.:	0
Storage period:	5

## 6. Responsibility and authority

### Matrix of Responsibilities

Z – responsible R S – cooperates C I – is informed I	DB	R	OR	B	DSR
Requirement to hire a new employee	S	S	S	S	S
Approval of the request for a new worker	Z	Z	-	S	-
Worker searches	S	S	-	Z	-
Hiring a worker	FROM	S	-	S	-
Competency requirements	I	S	Z	Z	S
Development of the education plan and SPCH	S	S	S	Z	Z
Graduation plan approval	Z	S	S	S	S
Ensuring education	S	Z	S	Z	S
Evaluation of the implementation of the plan	I	S	Z	S	S
Evaluation of workers	Z	Z	Z	Z	S

## 7. Description – human resource management procedure

### 7.1 Requirement to hire a new employee

Consideration of the need to hire a new employee is based on the following incentives:

- Vacancy of an existing job: retirement, dismissal, other termination of employment. ratio, reassignment of the employee to other jobs. place etc.
- Creation of a new job: expansion of the range of study programs, organizational changes, increase in the number of students, need for temporary (permanent) help, etc.

Every executive who discovers the need to hire a new employee shall report this fact on form [F01\\_SM10](#), together with the reasons, to the Board of Directors of the USM. The form shall indicate whether the employee needs to be hired for a permanent employment (PE) or for a fixed-term employment relationship lasting up to one year for shorter working hours than the established weekly working hours.

### 7.2 Approval of the request for a new employee

The Board of Directors of the USM will assess whether the request is justified. For the evaluation, he will request the opinion of the rector for academic staff and the opinion of the bursar for TEW staff. If it is a job position of assistant, professional assistant, docent, professor and researcher, the Chairman of the Administrative Board will announce a selection procedure in accordance with Annex no. 1. of this directive. In the event that a TEW position is filled, the search for a worker is ensured by the bursar.



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	<b>1</b>
Page :	<b>6 out of 18</b>
Change page no.:	<b>0</b>
Storage period:	<b>5</b>

#### New employees searching

If the need to hire a new employee is approved, the recruitment of the USM workers in Košice is carried out from the following sources:

- ❑ Requirement for the selected personnel agency or labor office (usually for TEW workers);
- ❑ Calling for a selection procedure to fill the positions of university teachers, researcher positions, professor and docent positions;
- ❑ From internal sources (reassignment of workers).

### 7.3 *Hiring an employee*

The recruitment procedure for TEW workers is carried out by the quaestorate in accordance with *the Labor Code*. The recruitment of academic staff is carried out in accordance with Annex no. 1 - *Principles of the selection procedure for filling the positions of university teachers, researchers and professors and docents*. The commission prepares a record ( [F02\\_SM10](#) ) about the result of the admission interview, which it submits to the rector and to the administrative board of the USM.

The framework structure of the admission interview includes:

- ❑ Examination of the application and CV (achieved education, experience);
- ❑ Interview with the applicant (personal characteristics);
- ❑ Assessment of compliance with the established requirements for the given job;
- ❑ Clarification of job description;
- ❑ Agreement on the form of employment;
- ❑ Negotiation of wage conditions;
- ❑ Specifying the start of work;
- ❑ Explanation of the procedure for the adaptation process - employee training.

In the case of a decision of the USM Board of Directors on the result of the selection process, the bursar is responsible for announcing the result in accordance with Annex no. 1. of this directive. In the case of a decision of the Administrative Council of the USM to conclude an employment relationship, the bursar is responsible for creating and recording the necessary documentation of the new worker (his personal file) and, in cooperation with the economic department, also for notifying external institutions (insurance companies, etc.) of the employment relationship.

### 7.4 *Education requirements*

The level of education of all workers and its constant consolidation and increase is a basic prerequisite for the ability of the USM in Košice to fulfill the specified requirements of interested parties in the required quality and to their satisfaction. University teachers develop their professional, language, pedagogical, digital skills and transferable competences.

The activities of education and professional training of workers, especially university teachers of the USM, result from:



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	7 out of 18
Change page no.:	0
Storage period:	5

- requirements of the standards (qualifications, competences, skills, workload distribution, level of results of creative activities, practical experience, pedagogical skills and transferable abilities),
- recommendations resulting from binding partnerships that enable the participation of relevant stakeholders in quality assurance, implementation and development of the study program,
- individual senior employees,
- employee evaluations,
- the conclusions of control checks,
- planned changes,
- offers of educational institutions,
- applicable legislation.

the employee's *Qualification Card (QCa)* (F03\_SM10) and the *training plan* for the employee's THP within 5 working days after starting employment. (F04\_SM10).

The Department of Science and Research will ensure, in cooperation with the employee and his immediate superior, the preparation of the *Teacher's Scientific and Pedagogical Characteristics (hereinafter SPCH)* (F09\_SM03) for the hired university teachers. SPCH registers and publishes the department of science and research according to the relevant directive. *SPCH forms* are a sub-code for the *Comprehensive Graduation Plan* (F10\_SM3).

Qualification card, education plan and SPCH are issued:

- for newly hired employees within 5 working days,
- in case of transfer (transfer) to another job - change of function, occupation (profession) - on the day of transfer.

In the qualification card, education plan and SPCH shall be appropriately stated:

- qualification requirements according to the current need for the range of professional knowledge that is required for the performance of professional activities for the given job,
- training requirements to the extent corresponding to the functional classification of the relevant employee.

Updating of the qualification card is carried out :

- in the event of a change in qualification requirements - qualification cards are updated by superior employees and the quaestorate,
- after the completion of the increase (deepening) of qualifications - the qualification cards are updated by superior employees and the quaestorate,
- continuous updating of qualification cards - ie recording of implemented activities based on *Training Reports and other similar documents (e.g. prescribed records from projects, etc.)* are provided by the conservatorship, supervised by a senior employee, in the case of training reports within projects, supervised by DSR,
- senior employees check and update data in qualification cards and education plans at least once a year. SPCH are updated DSR according to SM 03. The duty of the senior employee is to review the records in KK about completed trainings, comment on the relevance of planned but not yet implemented activities and, if necessary,



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	8 out of 18
Change page no.:	0
Storage period:	5

submit proposals for additions or changes to training requirements, or other educational activities.

### 7.5 Processing of education plans and summary graduation plan

Managers submit their requirements for the training of TEW workers in writing in the form of *training plans* to the bursar by November 30 of the relevant calendar year. In the case of professions requiring special competence with a time limit, the relevant senior employee proposes mandatory retraining within the time limits set by law. The bursar summarizes the requirements and, in cooperation with the rector, incorporates them into *the summary grading plan*.

For creative employees, the development of the qualification structure of university teachers and the development of the status of university teachers without a scientific rank are evaluated regularly by the department of science and research every six months (as of 30.11. and 31.5. of the calendar year). Education proposals resulting from suggestions by employees, senior employees, SPCH and other requirements (laws, standards, capabilities, etc.) will be processed by DSR as a proposal to the rector.

The preparation of *the summary graduation plan* for the year and based on the requirements of the heads of individual departments, the bursar and DSR will be ensured by the rector, assessed by the QC, and submitted to the Board of Directors of the USM for approval.

### 7.6 Approval of the summary graduation plan

The comprehensive graduation plan for the relevant year is assessed, returned for revision and approved by the Board of Directors of the USM. From the point of view of ensuring the continuous improvement of the quality management system of the USM in Košice, the opinion of the Quality Council of the USM will be requested before approval.

### 7.7 Ensuring education

Individual forms of educational activities are carried out:

- ❑ directly at the workplace,
  - Adaptation training - each newly hired employee is internally trained to perform their work as part of the adaptation process. The rector, or the director of the institute, will appoint a senior employee who will help, explain and show work procedures and service activities to the newly hired employee. Such in-house training is usually set for a short period of time, usually a trial period.
  - Training on IQS : quality policy, quality objectives, relevant regulations - for newly hired workers and, if necessary, implemented by QC.
  - Introductory training on safety and health protection at work , fire protection, and personal data protection - provided by the bursar,
  - Training on the operation of the USM information systems - provided by the vice-rector for informatics and development . At the same time, in accordance with the directive in question, it will ensure the creation of accounts in information systems and the assignment of login data to the employee.
  - Training to increase qualification, competence, skills, level of results of creative activities, practical experience, pedagogical skills and transferable abilities. Such





DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	9 out of 18
Change page no.:	0
Storage period:	5

trainings are coordinated from the level of the Quality Council, which also defines the person responsible for the training in question. The student submits the training report to the quality representative and the bursar.

- ❑ at another scientific and educational institution,
  - *Short-term employee internships* (up to 6 months) as part of exchange programs or as part of the Erasmus+ program,
  - *Long-term internships of employees* - according to § 77 par. 9 of the Act on Higher Education and according to the Strategy for the Internationalization of Higher Education Institutions until 2030, university employees are supported in the development of international cooperation and contacts at universities abroad as part of the development of their research careers, by supporting classical mobility, including the creation of real possibilities for realization and longer-term stays in the form of so-called sabbaticals for university teachers. For this purpose, the senior employee submits a separate request with justification to the rector. The rector discusses the application with the the USM Quality Council and submits the result to the USM Administrative Board. The administrative board decides on the authorization of the internship and submits the information to the rector. The rector will ensure the implementation of the internship.
- ❑ External institution as a purchased service.

A record of internal training in the employee's *qualification card* supervised by a senior employee. The internal training report will be handed over by the trainer to the bursar and the quality officer (QC, for the purpose of knowledge management and human resources records. In the case of training on safety and health protection at work, the trainer will also make an entry in *the Occupational Safety Notebook*.

Training records:

- ❑ in external educational institutions,
  - ❑ at vocational schools and universities,
  - ❑ in the form of guards in other organizations at home and abroad,
- will be provided by the bursar in the form of entries in *the qualification card* with evidence in the form of *certificates, certificates and similar official records* . The bursar informs the quality representative about the record and evidence.

### 7.8 Documenting the training implementation

The trainer will make a copy of *the training record* for the conservatorship and QC. The worker authorized by the bursar shall record in QCa a record of completion of the training within 30 working days from the end of the training at the latest.

If the result of the training was a *certificate* , the quaestorate will create a copy of it and place it in the employee's personal file.

When purchasing external training, the supplier is selected according to this directive, section "Purchase of materials and services".



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	<b>1</b>
Page :	<b>10 out of 18</b>
Change page no.:	<b>0</b>
Storage period:	<b>5</b>

### 7.9 *Evaluation of the implementation of the plan*

The progress and results of the training of employees are continuously monitored by the Quality Council and evaluated once a year, as a basis for *the Management Review Report*, which is submitted to the Board of Directors of the USM, the rector, the bursar and the quality representative.

The evaluation of the management education plan consists of two parts:

- analytical,
- analysis of education costs.

### 7.10 *Evaluation of workers*

The evaluation of THP workers is carried out once a year by the bursar, based on the documents of the relevant senior employees. They are judged according to the following criteria:

- results in work activity;
- evaluation of expertise, work behavior;
- results in management activity;
- timeliness of meeting deadlines.

The Bursar submits a report to the Board of Directors of the USM


Evaluation of creative workers, or scientific-pedagogical workers are carried out by the directors of the institutes on the basis of SPCH be determined by DSR. The resulting report is presented to the rector. The rector takes the results of the report into account when proposing the following *summary graduation plan*. The Rector submits a report to the Administrative Board of the USM..

### 7.11 *Transitional provisions*

If in the period after the validity of the amendments from 25.4.2022 Act No. 131/2002 Coll. and no. 268/2018 Coll., a university teacher in a valid employment relationship at the position of professor and associate professor, the rector will appoint a committee that will assess, in accordance with the rules of this directive, whether the university teacher in the position meets the currently valid requirements of the law for filling the positions of professor and associate professor. The rector submits the result of the assessment to the Board of Directors of the USM for a decision on continuation, modification or cancellation of an employment contract with a university teacher.

## **8. Exchange service**

Only the Rector of the USM in Košice is authorized to approve changes in this directive based on the verification of the Representative for IQS (R-IQS), who will make any changes. The record of the change is stored by R-IQS.

	<p>DIRECTIVE</p> <p><b>Human resources management</b></p> <p>Number: SM 10_v3_16.5.2024_z0</p>	Edition:	<b>1</b>
		Page :	<b>11 out of 18</b>
		Change page no.:	<b>0</b>
		Storage period:	<b>5</b>

This directive SM 10\_v3\_13.5.2024\_z0 and its annexes become valid and effective on the day of approval by the rector, namely 16 May 2024. This also terminates the validity and effectiveness of directive SM 10\_v2\_30.4.2022\_z0 and its annexes as of 15 May 2024.

## 9. Related documentation

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Quality manual\_4.1.13 Internal quality system  
Act on Universities No. 131/2002 Coll  
SAAHE standards for IQS and SP  
POR 06\_Registrar regulations  
SM 03\_Management of science and research

## 10. Attachments

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- Annex no. 1** : Principles of the selection procedure for filling the positions of university teachers, researchers and the positions of professors and associate professors
- F01\_SM10** : Requirements
- F02\_SM10** : Record of the result of the admission interview
- F03\_SM10** : Qualification card
- F04\_SM10** : Education plan
- F09\_SM03** : Scientific-pedagogical characteristics of the USM teacher
- F10\_SM03** : Summary graduation plan

.....  
Dr.h.c. assoc. prof. Ing. **Peter Lošonczi**, PhD.,MSc., MBA  
Rector

	<p>DIRECTIVE</p> <p><b>Human resources management</b></p> <p>Number: SM 10_v3_16.5.2024_z0</p>	Edition:	<b>1</b>
		Page :	<b>12 out of 18</b>
		Change page no.:	<b>0</b>
		Storage period:	<b>5</b>

**Annex no. 1**

**Rules of the selection procedure  
for filling the positions of university teachers, positions of  
researchers, positions of professors and Associate  
professors of the USM in Košice**



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	<b>1</b>
Page :	<b>13 out of 18</b>
Change page no.:	<b>0</b>
Storage period:	<b>5</b>

**Art. 1**

**Introductory provisions**

1. The principles of the selection procedure for filling the positions of the USM employees in Košice (hereinafter "Principles") are in accordance with § 15 par. 1 letter d) Act. no. 131/2002 Coll. on universities and amendments to certain laws as amended (hereinafter "the Law on Universities"). internal regulations of the college.
2. The principles establish the method of selection procedure for recruitment:
  - a) university teacher jobs,
  - b) researcher jobs,
  - c) functional positions of professors and Assoc. prof.
3. The recruitment of positions through a selection procedure does not apply to the hiring of university teachers for a fixed-term employment relationship lasting up to one year for shorter working hours than the established weekly working hours.
4. The selection procedure verifies the applicant's skills and professional knowledge, which are necessary or appropriate given the nature of the duties that the employee has to perform at the workplace or functional place.
5. During the selection procedure, the USM in Košice is obliged to observe the principle of equal treatment in accordance with SR legislation and USM's code of ethics. In accordance with the principle of equal treatment, discrimination is also prohibited due to marital and family status, skin color, language, political or other opinion, trade union activity, national or social origin, disability, age, property, gender or other status.
6. As part of the selection procedure, personal data is processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons in the processing of personal data and on the free movement of such data (hereinafter referred to as "GDPR") and Act no. 18/2018 Coll. on personal data protection as amended.

**Art. 2**

**Selection committee**

1. The selection committee is established by the Board of Directors of the USM in accordance with § 77, Act 131/2002 Coll. A representative of the Board of Directors of the USM is also a member of the selection committee. The selection procedure for filling the positions of university teachers and the positions of professors and docents is governed by the requirements of § 75 and 77 of the Act on Universities. The selection procedure is public, and a representative of the students, who is determined by the Academic Senate of the USM, also participates in the selection procedure. The



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	<b>1</b>
Page :	<b>14 out of 18</b>
Change page no.:	<b>0</b>
Storage period:	<b>5</b>

members of the selection committee must meet the qualification requirements for filling the relevant position.

2. One member of the selection committee is a person from outside the USM environment, but always with regard to the expertise of the job that is filled through the selection procedure.
3. The selection committee is capable of reaching a resolution if at least three members of the selection committee participate in the vote.
4. The members of the selection committee are obliged to maintain confidentiality about the opinions and evaluations of individual members of the committee, about the course and the result of the selection procedure.
5. If a member of the commission cannot participate in the selection process for serious reasons, or does not participate in the selection procedure, then a new committee member is appointed before the start of the selection procedure at the latest. The proposal to change a member of the commission is submitted to the chairman of the Board of Directors of the USM by the chairman of the commission. If the missing member of the commission is the chairman, then the chairman of the USM Board of Directors decides on the addition of the committee and appoints the chairman. The mentioned changes take place in accordance with Art. 2, par. 1.

### **Article 3**

#### **Tender announcement**

1. The selection procedure is announced by the chairman of the administrative board of USM at least three weeks before its start.
2. The university will publish the notice of the selection procedure on the website designated by the Ministry of Education, Science, Research and Sports of the Slovak Republic, which is the website of the USM in Košice, in the section "selection procedures", on the official notice board of the university .
3. The published notice of the selection procedure for filling the positions of university teachers, researchers and professors and docents must contain the following details:
  - a) name of employer,
  - b) job classification (functional position), which is filled through a selection procedure,
  - c) amount of working time,
  - d) qualification prerequisites:
    1. education, in the case of filling the positions of university teachers and researchers,
    2. fulfillment of the criteria for filling the position of Associate professor,
    3. fulfillment of the criteria for filling the position of professor,
  - e) other criteria and requirements in connection with the selection procedure,
  - f) list of required documents,
  - g) date and place of submission of the application for participation in the selection procedure,
  - h) information on the terms of personal data processing.



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	15 out of 18
Change page no.:	0
Storage period:	5

4. If the selection committee does not select an applicant for a vacant position on the basis of a selection procedure, or position, because no applicant was successful, the chairman of the board of directors will decide on the announcement of a new selection procedure.
5. The Chairman of the Board of Directors of the USM can call for a new selection procedure even if no one applied for the selection procedure, or none of the applicants showed up for the personal interview.
6. The chairman of the board of directors has the right not to accept the proposal of the selection committee and can cancel the selection procedure and possibly call for a new selection procedure.

**Art. 4**  
**Selection procedure and its results**

1. The selection procedure begins on the day of the selection committee meeting, at which it examines the fulfillment of the prerequisites specified in the notice of the selection procedure. The selection committee is obliged to invite the applicant for an interview at least seven calendar days before the selection procedure. The date, place and time of the selection procedure are indicated in the invitation. The selection procedure consists of a discussion of written materials and an interview.
2. ( F02\_SM10 ) about the course of the selection process for filling the post of university teacher, researcher and the selection process for filling the position of associate professor or professor .
  - a) names and surnames of commission members,
  - b) indication of the type of tender procedure with the date of its procedure,
  - c) evaluation criteria, verbal evaluation of applicants, their order and justification of the result in relation to each applicant,
  - d) the record of the deliberations and voting of the selection committee must be signed by the chairman and the present members of the relevant committee with an attached attendance sheet.
3. The invited applicant is obliged to participate in the selection process in person. If he cannot attend, he will excuse his absence in writing. This fact will be stated in the record of the tender procedure.
4. If the applicant does not participate in the selection process without an excuse no later than the day of the selection process, the committee will exclude him from the selection process. This fact will be stated in the record of the tender procedure.
5. The selection committee will evaluate the result of the selection procedure and, based on the results of the secret ballot, determine the order of the applicants. In case of equality of votes, the vote of the chairman of the selection committee is decisive. This fact shall be recorded.



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	1
Page :	16 out of 18
Change page no.:	0
Storage period:	5

6. In the record, the selection committee will indicate which applicants it recommends, or does not recommend accepting for the filled position.
7. The selection procedure is completed by the signing of the record of the discussion and voting of the selection committee by the chairman and members of the selection committee.
8. The record of the course of the selection procedure and its result will be submitted by the chairman of the selection committee to the chairman of the Administrative Board of the USM without unnecessary delay.
8. Within 5 working days from the holding of the selection procedure for filling the post of university teacher and the selection procedure for filling the position of docent or professor, it shall publish on its website:
  - a) list of members of the selection committee in the scope of first and last name,
  - b) data of the selected applicant and unsuccessful applicants who have given their consent to the publication of their data, to the extent pursuant to § 76 par. 10 letters a) Act on Universities,
  - c) the name of the field of study in which the selected applicant is to work, a
  - d) number of applicants.
9. The Board of Directors of the USM decides on the conclusion of an employment relationship with the applicant. When filling the positions of university teachers, researchers, docents and professors, the order of applicants in the selection process is not binding for the Board of Directors of the USM.

## **Art. 5**

### **Final provision**

An integral part of this document are the criteria for filling the position of docent - associate professor (assoc. prof.) and professor in the field of study "Safety Sciences".

These principles, which form Annex 1 of this directive, replace the Principles of the selection procedure for filling the positions of university teachers, researchers, professors and associate professors listed in Annex 1 of the directive SM 10\_v2\_30.4.2022\_z0.

The Academic Senate of USM in Košice commented on these principles at a meeting held on May 7. 2024.

These principles containing general criteria and specific conditions for filling the positions of associate professors and professors, forming Annex 1 of this directive, were approved in accordance with § 12 of Act no. 131/2002 Coll. Scientific Council of USM on May 15, 2024.





DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	<b>1</b>
Page :	<b>17 out of 18</b>
Change page no.:	<b>0</b>
Storage period:	<b>5</b>

## Criteria for filling the position of Associate professor and professor in the field of study "Safety Sciences"

	Requirements mandatory (Minimum conditions)	position <b>Associate Professor</b>	position <b>Professor</b>
1.	Scientific rank Scientific-academic rank Academic degree	CSc., DrSc. PhD. PhD.	CSc., DrSc. PhD. PhD.
2.	Scientific and pedagogical degree	-	-
3.	Scientific and pedagogical activities at the university <sup>1</sup>	3 years	6 years
4.	Management of doctoral students	-	successful training at least 1 PhD student
5.	University textbook	-	1 at least 5 AH
6.	Scientific monograph	1 at least 5 AH	2 at least 8 AH
7.	Solving a scientific research task <sup>2</sup>	1 responsible subtask solver	1 responsible solver
8.	Authorship (co-authorship) university textbooks, scripts or teaching texts <sup>3</sup>	2 at least 6 AH	4 at least 12 AH
9.	Original scientific outputs in domestic peer-reviewed journals and anthologies <sup>4</sup>	12	14
10.	Original scientific outputs in foreign peer-reviewed journals and anthologies	12	6 of which at least 2 after obtaining a scientific rank
11.	Citations and references in domestic publications <sup>5</sup>	6 of which at least 3 after obtaining a scientific rank	14 of which at least 6 after obtaining a scientific rank
12.	Citations and references in foreign publications <sup>6</sup>	8 of which at least 2 after obtaining a scientific rank	14 of which at least 4 after obtaining a scientific rank

<sup>1</sup>Only the time during which the applicant was employed by the university (including abroad), gave lectures or seminars is taken into account for the performance of teaching activities.

<sup>2</sup>Including USM institutional projects

<sup>3</sup>Author sheets of university textbooks can be replaced by AH in scientific monographs to the extent of no more than 2/3

<sup>4</sup>Scientific outputs in domestic publishing houses can be replaced by outputs in foreign publishing houses (line 10), the same applies in the case of citations (line 12).



DIRECTIVE  
**Human resources management**

Number: SM 10\_v3\_16.5.2024\_z0

Edition:	<b>1</b>
Page :	<b>18 out of 18</b>
Change page no.:	<b>0</b>
Storage period:	<b>5</b>

13.	The total number of original scientific works and outputs of category A according to the detailed rules for the evaluation of the research area 23 Security services (mainly outputs in journals and proceedings of the Web of Science and Scopus databases)	at least 4	at least 6
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The criteria were taken from the University implementing the same field of study "Security Sciences" (Academy of the Police Force in Bratislava, published on 22/04/2022). The criteria were adjusted for the need for a higher level of scientific outputs, especially a higher ratio of foreign to domestic outputs, as well as in the case of citations, the number of required scientific outputs registered in renowned databases was also increased. The goal of the adjustment is to achieve a higher level of required publication outputs, as well as a greater emphasis on achieving the strategy of VŠBM internationalization and ensuring the quality of higher education. The conditions relating to the habilitation procedure as a condition for filling the position of "professor" were in contradiction with § 77, par. 1 of Act no. 131/2002 Coll. released.