

Action Plan of Faculty of Economics University of West Bohemia

No	Action	GAP Principles	Timing	Responsible Unit	Indicator/Target
1	[UWB] Selected documents translated into English that are important for prospective and current employees.	5, 12-21	Continuously, by 10/2022	Vice-Rector for Internationalization	Selected documents, especially the strategic documents and guidelines outlined in this Action Plan, Labour-law documents and documents related to the study (e.g. work contract, application for recognition of foreign university education and qualifications, application for study, contract on renting a service apartment, study and examination rules, etc.) and the internal regulations used to process GAP Analysis are available on the UWB websites also in English.
2	[UWB] In connection with the popularization campaign for the Code of Conduct, continuously evaluate the suggestions and concerns received from UWB's employees regarding unethical behavior, verification of the functionality of the currently set system for detecting unethical behaviour.	2, 10, 34	Regular annual evaluation	Ethical Board of the UWB	Indicator: Number of suggestions to the Ethical Board. Every year, the Ethics Committee prepares and publishes a report on its activities which summarizes the received complaints and their solution.
3	[UWB] Systematic support in the field of education and development of human resources with emphasis on the identification of educational needs of employees and connection with the Career Regulations - systematization of training records using information systems.	13, 28, 33	4Q/2022	HR Manager of UWB in cooperation with Institute of Lifelong Learning	The information system for the identification of educational needs and records on training sessions is operational.

4	[UWB] Gradual implementation of online training for employees - where appropriate (e.g., mandatory training by law -professional competences, etc.) to streamline employees trainings.	33	Regular annual evaluation	HR Manager of UWB in cooperation with Institute of Lifelong Learning	Indicator: Number of e-trainings. At least 10 trainings per year.
5	[UWB] Targeted promotion of programs and projects of creative activity - regular promotion and popularization of science at international fairs.	9	Regular annual evaluation	Vice-Rector for Research and Development	Indicator: Number of international science fairs in which UWB participated. Participation at 5 science fairs per year at least.
6	[UWB] Revise financial and non-financial benefits at the level of the UWB and, according to financial and legislative possibilities, consider the introduction of new benefits (e.g. a contribution to supplementary pension insurance).	26	3Q/2022	HR Manager of UWB	Report on the revision of the UWB's financial and non financial benefits.
7	[UWB] Create a GEP (Gender Equality Plan) at the level of the UWB.	10, 12, 17, 18, 19, 24, 27	4Q/2022	Chancellor of the UWB	The GEP is created and approved by the UWB management. The Gender Equality Plan, being prepared on the University level, will be part of the "Equal Opportunities Plan" focusing on different types of discrimination (age, disability, ethnic, etc.). Therefore, this document is closely linked not only to the point number 7 of the Action Plan.
8	[FEC] Ensure that the principles of the Charter and Code of Conduct will be a component of FEC Strategy Plan in the period 2021-2025.	3, 4, 5	4Q/2021	Vice-Dean for Strategy and Development, Dean	The priorities of the Charter and Code are an integral part of the goals, outputs and activities of the Strategic Plan of FEC for 2021-2025. Indicators of the strategy are relevant to the indicators of this Action Plan. The Strategic plan is evaluated annually. Every year a Plan for the implementation of the Strategic plan is compiled.

9	[FEC] Translate into English relevant documents, forms and legislation.	5, 24, 36	Continuously	Vice-Dean for Internationalization and External Relations, Secretary	Indicator: Number of translated documents. All FEC regulations and selected rules, and also key strategic documents are translated and available on the FEC website - Strategic Plan, Annual Report, Statute of the Faculty of Economics, Rules of Procedure of the Scientific Board, Rules of Procedure of the Academic Senate, Electoral Rules of the Academic Senate, Career Rules of Staff, Organisational Rules, Methodological Instructions for the process of recruitment and adapting new employees, Motivational Decree to increase output, Documents for doctoral students and young researchers etc.
10	[FEC] Create new FEC website in English.	4, 8, 36	1Q/2022	Vice-Dean for Internationalization and External Relations, IT Technician	The new FEC English website will meet UWB standards. The website is modern and is one of the tools for communication strategy with stakeholders.
11	[FEC] Specify the duties and rights of doctoral students and young researchers, as well as their supervisors, and familiarize them through relevant actions with these activities.	7, 31, 32, 36, 37, 39, 40	3Q/2022	Vice-Dean for Strategy and Development	Indicator: The number of trained persons. Methodology for doctoral students and young researchers posted on the FEC website including the information for starting researchers, the list of introductory and recommended seminars for doctoral students and young researchers. The duties, responsibilities and powers of supervisors and other relevant authorities have been specified in relation to personal development and systematic feedback for doctoral students - at least 10 trained persons annually. Workshops for doctoral students and young researchers. Workshops will be held directly at the

					<p>faculty at least once a year (topics: duties and rights of doctoral students, European Charter for Researcher, UWB Code of Conduct, etc.). Workshops will be mandatory for all full-time doctoral students and young researchers. Faculty will conduct a survey of requirements and expectations of doctoral students and young researchers in the area of their career development.</p>
12	<p>[FEC] Establish regular evaluation of researchers' activities in compliance with the Charter and Code principles.</p>	6, 11, 24, 28, 29	Regular annual evaluation	Dean, Managerial employees	<p>Indicator: The number of employees who were evaluated in accordance with the Career Development Regulations of FEC.</p> <p>All employees are evaluated once a year, if the amount of their workload is at least 20 hours per week.</p> <p>Implement the principles of Career Development Regulations of UWB and FEC to the level of individual departments and employees.</p>
13	<p>[FEC] Improvement of qualifications in soft skills/human resources.</p> <p>Training of senior staff FEC in soft skills/human resources:</p> <ul style="list-style-type: none"> • Leadership, • Management of organization culture, ethics and whistleblowing, • Mentoring for mentors, • Managing motivational and evaluation interviews for team leaders, • Expanding knowledge and skills in HR, HR processes and their Implementation. 	6, 10, 11, 12, 15, 26, 28, 30, 36, 37, 38	Continuously	Dean, Managerial employees, Secretary	<p>Indicator: The number of trained persons.</p> <p>Each employee in a leadership position attends a selected training at least once a year - 10 trained persons annually.</p> <p>Training are organized in cooperation with Institute of Lifelong Learning UWB.</p>

14	[FEC] Revision of internal procedures for recruitment of academic staff, scientific research staff (to be in line with OTM-R policy).	12, 13, 14, 15, 16, 17	3Q/2022	Dean, FEC Management in cooperation with UWB HR Manager	Revised procedures in line with the Charter and the Code. Methodological Instructions for the process of recruitment new employees are created. All FEC job vacancies are monitored, analysed and evaluated.
15	[FEC] Familiarisation with the principles of the UWB Code of Conduct, European Charter for research workers and the code of conduct for recruiting research workers.	1-7, 10, 27, 31, 32, 34	Continuously	FEC management, Managerial employees, Institute of Lifelong Learning UWB	Indicator: The number of trained employees and doctoral students. Each employee in a leadership position is trained. They pass information to subordinate employees during the meetings of the departments. Furthermore, all full-time first-year doctoral students are trained and at least 10 other academic and research staff are trained annually. Training is organized in cooperation with Institute of Lifelong Learning UWB.
16	[FEC] Set up process for adapting new FEC employees.	5, 7, 10, 33, 39	1Q/2023	Dean, Secretary, Managerial employees	Indicator: The number of new employees who have attended an introductory course. Creating a solution procedure for adapting new employees, Methodical Instructions for the process of adapting new employees. The Methodological Instruction also contains a list of recommended trainings and courses for new employees.
17	[FEC] Training of members of selection boards.	14-20	4Q/2022	Secretary	Indicator: The number of trained employees. At least one of the members of each selection board is trained in the selection of new employees. The training is focused on the application of the principles of the UWB Code of Conduct, European Charter for research workers and the Code of

					conduct for recruiting research workers - 10 trained persons in total. All of the members of the selection board are familiar with the Methodical instructions for the process of recruitment new employees (see Action 14).
18	[FEC] Improving the service provided by Project Activities Centre.	4	Continuously	Vice-Dean for Strategy and Development, Head of Project Activities Centre	Increase awareness of the FEC staff about the possibilities of contract research and other project opportunities (focusing on Horizon Europe projects and other international projects). Administrative support of researchers in all phases of project implementation.
19	[FEC] Presentation of project and publication outputs and other successes of FEC.	8, 9	Continuously	Vice-Dean for Strategy and Development, Vice-Dean for Internationalization and External Relations, Project Leaders	To establish a system for coordinated presentation of results of scientific professional activities at the Faculty level. Systematic use of the FEC website and social networks to present the results of research activities of the FEC staff. Closer cooperation between FEC marketing specialist and researchers and the Project Activities Centre - regular meetings.
20	[UWB] Identification and description of key job positions.	16, 19, 20, 22	2Q/2022	HR Manager of UWB	The document describing the structure of key job positions at the UWB is published on the UWB website in English and Czech.
21	[UWB/FEC] Preparation and implementation of special training courses in full and in e-learning form (e. g. the legal aspects and possibilities for establishing spin-off companies, on research and publication ethics and on modern teaching methods).	28	Regular annual evaluation	Institute of Lifelong Learning UWB, FEC management	Indicator: The number of requested and completed courses. Preparation and implementation of special training courses according to the requirements of FEC employees. Training is organized in cooperation with Institute of Lifelong Learning UWB. The number of completed courses: 2.