MUNI SPORT

ACTION target(s)/indicator(s)	2021				2022				2023			
	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
	jan feb mar	apr may jun	jul aug sep	oct nov dec	jan feb mar	apr may jun	jul aug sep	oct nov dec	jan feb mar	apr may jun	jul aug sep	oct nov dec

1. Improvement of access to laboratory equipment
- Defining clear rules for reservation, contacts and prices of laboratory services
- Update and implementation of the internal Dean's Directive no.1/2020 Organisation of laboratory activities at the Faculty of Sports Studies MU.
- Information campaign
• Updated internal directive accessible in the university internal system
• 100% informed employees
• % of trained heads of departments

2. Introduction of regular training on ethical and professional aspects of research
- Raising awareness of researchers on the following topics: intellectual property management, use of research results, Open Science, research data management, plagiarism, predatory publishing, gender aspects in research, copyright, co-authorship in the case of research with supervisors, rules for law enforcement to be recognised and cited according to the actual contribution.
• 2-3 actions carried out annually
• % of trained employees
• Weblink with methodological materials on the FSpS Research sub-page

3. Improvement of information and procedures in the field of administrative support
- To acquaint employees with information about administrative tools in economic and personnel support in the preparation and realisation of research projects, line management, popularisation of research, strategic documents of the faculty, etc.
- Implementation of the training for the Internal System for Project Management at Masaryk University (ISEP) application.
- Creation of educational material for project management
• Formulated and published document - a graphic map with administrative procedures and how departments support is provided (process map)
• Regular information seminars: 2 per year
• % of trained employees
• Weblink with e-course of project management
• Published manual for working with the Internal System for Project Management at Masaryk University (ISEP)
• Weblink on the FSpS Research sub-page with valid guidelines for the preparation and realisation of research projects

4. Creation of the Gender Equality Plan
- Set up a focus group to define gender equality gaps at the faculty and propose actions
- Formulation of the faculty Gender Equality Plan as a subsequent part of the Gender Equality Plan of Masaryk University
- Establishment of a faculty body (an advisory body to the Dean) for non-discrimination and gender equality issues, the definition of the body's competence and rules of conduct.
• Faculty Gender Equality Plan – document and weblink + weblink to the university Gender Equality Plan
• 100% of complaints to be discussed by the faculty body for non-discrimination and gender equality issues
• the tracking system of complaints/cases

5. Improvement of working conditions for parents and carers
- Revision and adjustment of employment contracts to promote the compatibility of family and working life (flexibility of working hours, home office).
- Setting up facilities at the faculty for researchers with families and care responsibilities.
• 100 % of revised employment contracts
• Space for parents with children (changing table, play area with toys, breastfeeding room

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	january	february	march	april	may	june	july	august	september	october	november	december	january	february	march	april	may	june	july	august	september	october	november	december	january	february	march	april	may	june	july	august	september	october	november	december
6. Implementation of an employee evaluation system - Ensuring transparent and regular evaluation of work performance in the areas of teaching, research, social role, commercial and promotional activities, internationalisation, and mobility activities. - Linking the evaluation system for remuneration in three areas (teaching, research and the third role - promotion, commercial courses, socially beneficial activities). - Employee evaluation training for the senior employees. • Regular annual evaluation of employees related to financial remuneration • 100 % of evaluated employees • 100 % of trained heads of departments • 1-2 training carried out annually																																				
7. Revision of the concept of the PhD studies - Specify and implement PhD study standards, specification of students' rights and obligations—incorporation of faculty's specifics in the university-wide concept. - Faculty's handbook for new doctoral students. - The realisation of regular seminars for doctoral students to develop their research skills (International Exchanges within PhD, Financing Research, Publication Ethics, Communication of Science and Research Results Promotion, Intellectual Property, etc.). • A website with revised information for doctoral studies. • Handbook for PhD students, printed and published electronic version • 100% of new PhD students receiving a handbook • % of PhD students who annually attend seminars for the development of skills and knowledge in research • At least 5 seminars offered to PhD students annually																																				
8. Improvement of quality of supervision at the faculty - Setting and implementing standards for supervisors (roles, duties, and responsibilities in the process of supervision of PhD students). - Regular evaluation of the activities of internal supervisors (e.g., within the annual evaluation of faculty departments). - Regular seminars for supervisors to develop a student-supervisor relation (best practice in leading doctoral students from the perspective of the supervisor and the student; working with talents; effective feedback; ways of communication using IT tools, mentoring, etc.). • Handbook for supervisors, printed and published electronic version • 2-3 seminars per year • % of trained supervisors • Feedback for the supervisors from their evaluation annually																																				
9. Formulation of a strategy of postdoc positions - Cooperation on creating university-wide postdoc strategy (position definition, employment conditions, care system for a foreign postdoc). - Implementation of university strategy in the conditions of FSpS. - Formulation of supporting materials for the promotion of postdoc positions. • Rules for postdoc recruitment included in the internal recruitment and selection methodology • Number of new postdoc employees per year																																				
10. Implementation of support for mobility activities - Promotion of support for departures and arrivals - Update and revision of international partnership agreements - Establishing cooperation with partner universities, which are higher in international rankings evaluating the quality of the university - Strengthen the weight of experience with mobility during selection procedures. - Appreciation of mobility activities within the faculty evaluation system. • List of newly established international cooperation • Weblink promoting mobility opportunities and funding of internships • % of employees and PhD students who took part in mobility per year • number of incoming PhD students and visiting experts per year																																				

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11. Creation of OTM-R Recruitment Policy - Co-creation of university OTM-R Recruitment Policy - Creation of faculty-specific OTM-R policy for the recruitment and selection of academic and non-academic employees - Revision and updating of the MU Regulations on Competitive Selection Procedures following the principles of the university OTM-R policy and supplementing the missing principles of the Charter and the Code. - Publication OTM-R policy on the FSpS website (Czech and English). • Document – OTM-R policy • Updated MU Regulations on Competitive Selection Procedures • Weblinks																																				
12. Adjustment of recruitment and selection process according to OTM-R - Publication of selection procedure rules on the FSpS website (Czech and English). - Creation of an internal guide (including the methodological procedure for the recruitment and selection of employees, classification of positions on R1-R4) for the selection committee and other employees participating in the field of recruitment and selection of employees. - Training/workshop for staff in OTM-R policy. - Analysis of available data on submitted applications from individual career portals on the number of applicants from abroad. - Creation of rules/guidelines for advertising vacancies; simultaneously setting the responsibility for defining the qualification requirements for a suitable candidate. - Creation of a uniform template for the wording of vacancies, including information about the relevant unit, FSpS, MU, and additional information on whether this is a job position suitable for applicants with disabilities. • Internal guide for selection committees and other staff involved in recruitment and selection. • 2 seminars annually (OTM-R policy for employees) • % of trained employees • % of employees who participate annually as members of the selection committee • Vacancy template																																				
13. Improvement of support for newcomers - Introduction of feedback on the recruitment process from the candidate's perspective within the adaptation process. - Implementation of "Welcome service." • 100% of newly hired employees were asked for recruitment feedback • 100% of newly hired employees were provided with a "Welcome Service																																				
14. Removal of the language barrier - Supplementing the existing Czech versions of internal regulations and relevant information and public documents with translations into English. - Setting up relevant internal communication with employees in Czech and English. - Increasing the language skills of employees providing support and service to foreign researchers. • translation of all key faculty documents into English • number of support staff who have participated in a language course • faculty website in English																																				

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15. Creation of the Career Code - Contribution to the creation of the university-wide Career Code and its implementation at the faculty level (system of job positions including job descriptions, required research and teaching competencies, the definition of teaching load) - Compilation of a career development plan for researchers following the results of their evaluation - Setting up career guidance processes for researchers • Weblink with the document: Career Code • Methodological document - Personal Development Plan - in printed and electronic versions • Weblink with career guidance procedures and contacts • 100% informed staff and PhD students																																				
16. Increasing the competencies of the senior employees - Compiling an offer of development courses for senior employees in the areas of management and leadership, communication skills, evaluation and remuneration of employees, providing feedback, time management, equal opportunities, etc. - Seminar for senior employees on the topic of the organisational rules of the faculty - powers and responsibilities of senior employees - Setting up the process of sharing the acquired information, knowledge, and insights with the aim of career growth - Setting up the process of sharing good practice between departments (internal practice) • Weblink - offer of courses • % of trained senior employees • Twice a year - meetings of researchers - sharing information, knowledge, and skills for career growth and professionalism in research • 2-3 interdepartmental collaborations per year	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓									