

Action Plan of Faculty of Economics University of West Bohemia (March 2021)

| No | Action | GAP Principles | Timing | Responsible Unit | Indicator/Target |
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| 1 | [UWB] Selected documents translated into English that are important for prospective and current employees. | 12-21 | Continuously, by 10/2022 | Selected Coordinator from the Project Centre | Selected documents, especially the strategic documents and guidelines outlined in this Action Plan, 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 | Regular annual evaluation | Ethical Board of the UWB | Number of suggestions to the Ethical Board |
| 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. | 33 | 4Q/2022 | HR Manager of UWB in cooperation with Institute of Lifelong Learning | The information system for training records is functional. |
| 4 | [UWB] Gradual implementation of online training for employees - where appropriate (e.g., mandatory training | 33 | Regular annual evaluation | HR Manager of UWB in cooperation with | Number of e-trainings |

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| | by law -professional competences, etc.) to streamline employees trainings. | | | Institute of Lifelong Learning | |
| 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 | Number of international science fairs in which UWB participated. |
| 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, 27 | 4Q/2022 | Chancellor of the UWB | The GEP is created and approved by the UWB management |
| 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 | 3Q/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. |
| 9 | [FEC] Translate into English relevant documents, forms and legislation. | 5, 24, 36 | Continuously | Vice-Dean for Internationalization and External Relations, Secretary | Number of translated documents. All FEC regulations and selected rules, and also key strategic documents are translated and available on the FEC website. |
| 10 | [FEC] Create new FEC website in English. | 4, 8, 36 | 4Q/2022 | Vice-Dean for Internationalization and External Relations, IT Technician | The new FEC English website is meet UWB standards. The website is modern and is one of the tools for communication strategy with stakeholders. |

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| 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, 36, 37, 39, 40 | 3Q/2022 | Vice-Dean for Strategy and Development | 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. Workshops for 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. |
| 12 | [FEC] Establish regular evaluation of researchers' activities in compliance with the Charter and Code principles. | 6, 11, 23, 24, 28, 29, 32 | 2Q/2022 | Dean, Head of the Departments | The number of employees who were evaluated in accordance with the Career Development Regulations of FEC. Implement the principles of Career Development Regulations of UWB and FEC to the level of individual departments and employees. |
| 13 | [FEC] Improvement of qualifications in soft skills/human resources. Training of senior staff FEC in soft skills/human resources: <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, | 6, 26, 28, 37, 38 | 1Q/2023 | Dean, Head of the Departments, Secretary | The number of trained persons. |

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| | <ul style="list-style-type: none"> Expanding knowledge and skills in HR, HR processes and their Implementation. | | | | |
| 14 | [FEC] Revision of internal procedures for recruitment of academic staff, scientific research staff (to be in line with OTM-R policy). | 12, 13 | 2Q/2022 | Dean, FEC Management in cooperation with UWB HR Manager | Revised procedures in line with the Charter and the Code. All FEC job vacancies are monitored, analysed and evaluated. |
| 14 | [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. | 1-6, 10, 27, 34 | 4Q/2022 | Dean, FEC Management in cooperation with Heads of Departments | The number of trained employees and doctoral students at FEC. |
| 16 | [FEC] Set up process for adapting new FEC employees. | 5, 7, 33, 39 | 1Q/2023 | Dean, Secretary, Heads of Departments | Creating a solution procedure for adapting new FEC employees. The number of new FEC employees who have attended an introductory course. |
| 17 | [FEC] Annual Faculty meeting. | 11, 23, 24 | Annual discussion with Dean of FEC (first 4Q/2021) | Dean | Report from the meetings (summarize the full-year activities in the field of science, research and education). |