

## HR Excellence in Research

# | Process Description

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### Case number

2023CZ158003

### Name Organisation under review

Skoda Auto University

### Organisation's contact details

Na Karmeli 1457, Mladá Boleslav, 29301, Czech Republic

### Date endorsement charter and code

17/11/2023

## Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Ing. Michaela Provazníková	D&I Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department
Ing. Eliška Hniličková	HR Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department
Dr. Jan Lachman	Vice-Rector for Science and Research	<input type="checkbox"/>	<input checked="" type="checkbox"/>	School management
Ing. Věra Herčuthová	Specialist of the Department of Research and Creative Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Research and Creative Activities
Mgr. Gabriela Benáková	Lawyer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HR Department
Ing. Sandra Lacinová	CEO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School management
prof. Ing. Ondřej Krejcar, Ph.D.	Rector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School management
prof. Ing. Vojtěch Dinybyl, Ph.D.	Head of Mechanical and Electrical Engineering Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mechanical and Electrical Engineering Department
Mgr. Pavlína Příbramská	Member of Languages and Intercultural Competences Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department of languages and intercultural competences

Name	Position	Steering Committee	Working Group	Management line/ Department
doc. Ing. Tomáš Krabec, MBA, Ph.D.	Member of Finance and Accounting Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department of finance and accounting
Mgr. Eva Švejdarová, MBA, M.A., Ph.D.	Head of Human Resources Management Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department of human resources management

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
Steering Committee	face-to-face and online meetings, or hybrid form of meetings	As part of the preparation and drafting of the GAP analysis, a working group was established to play a key role in supporting and overseeing the activities of the working group. This working group met regularly and these meetings being essential for ensuring effective communication and collaboration between individual members and the steering committee. During these regular meetings, the Steering Committee actively participated in reviewing specific points and provisions within the GAP analysis. Each member had the opportunity to express their opinions, present suggestions, and provide feedback on particular parts of the analysis. This approach allowed for a broader perspective and ensured that the GAP analysis would reflect the needs and priorities across the entire organisation. The quarterly meetings also provided space for discussions on key issues and for identifying any shortcomings or areas for improvement. This process enabled an ongoing review and adaptation of the analysis to meet the requirements of both internal and external stakeholders.

Stakeholder group	Consultation format	Contributions
Working group	face-to-face and online meetings, or hybrid form of meetings	<p>The working group played a key role in initiating and preparing the documentation necessary to obtain the HR Award. This team of experts launched the development of all required documents and conducted a detailed GAP analysis, identifying key areas for enhancement in line with European standards for researchers. Based on the GAP analysis, the working group prepared proposed measures, which were then integrated into the action plan. These proposals were regularly presented to the steering committee to ensure effective feedback. The steering committee had the opportunity to review each item and provide comments, creating space for thorough discussion and optimisation of the action plan. To facilitate the efficient processing of the GAP analysis, the working group divided the individual points according to their professional responsibilities and university positions. This approach allowed each member's expertise to be effectively utilised and ensured that the analysis was detailed and of high quality. The working group held monthly meetings where detailed discussions were conducted on each part of the analysis, and progress in document preparation was monitored. Thanks to this regular and structured approach, the GAP analysis was completed on schedule, with a strong emphasis on quality.</p>
Academic and administrative staff	annual employee satisfaction survey	<p>Academic and administrative staff are engaged in the continuous improvement of the work environment through an annual satisfaction survey, which is sent to all employees at the university. This survey includes questions focused on various aspects of workplace satisfaction, such as employee benefits, flexible work options, and organizational processes and policies. The feedback gathered through this survey played an important role in involving employees in the preparation of the GAP analysis and the development of the resulting action plan. By understanding employee satisfaction levels and identifying areas for improvement, the university ensures a transparent, open dialogue between staff and management. This process enables the university to respond more effectively to employee needs, adapting work conditions to better support satisfaction and productivity for all team member. The results from the December 2023 satisfaction survey were used.</p>

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

The committee overseeing the work and results of the working group was appointed based on a decision by university management, with careful consideration given to each member's prior experience and contributions. The goal was to ensure that the committee's input in discussions surrounding the GAP analysis would best represent the perspectives and needs of the university's research community.

The working group held regular meetings with the committee to review the progress on specific points within the GAP analysis and presented outcomes from the GAP and OTM-R checklist to be included in the Action Plan. Prior to each meeting, the committee was provided with the points for discussion, allowing each member time to review and prepare their feedback on the relevant issues.

This collaborative approach facilitated a thorough, well-rounded discussion, ensuring that the resulting Action Plan was both comprehensive and aligned with the needs of the university's research and academic staff.

Please describe how the Working Group doing the Gap Analysis was appointed:

The working group was appointed by decision of the university management, primarily including members from the Department of Science and Research, HR staff, and the Vice-Rector for Science and Research. Given the university's size, the working group is relatively small, but it ensures efficient progress and clearly defined responsibilities for each area of the GAP analysis.

Oversight of each activity was further supported by a steering committee, which provided broader input from academic staff and research professionals. This structure allowed the working group to focus effectively on their assigned responsibilities while the steering committee contributed essential perspectives from the university's academic and research community.