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| Regulation No. 20/2026 | Internal Regulation of the Institute of Technology and Business in Prešov |
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# Directive VŠTE No. 20/2026 Principles of the Selection Procedure for Filling Academic Positions of University Teachers, Posts of Researchers, Academic Positions of Professors and Associate Professors

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# Principles of the Selection Procedure for Filling Academic Positions of University Teachers, Posts of Researchers, Academic Positions of Professors and Associate Professors and Positions of Senior Employees

Institute of Technology and Business in Prešov

Directive of VŠTE No. 20/2026 Principles of the Selection Procedure for Filling Academic Positions of University Teachers, Posts of Researchers, Academic Positions of Professors and Associate Professors and Positions of Senior Employees (Smernica VŠTE č. 20/2026 Zásady výberového konania na obsadzovanie funkčných miest vysokoškolských učiteľov, pracovných miest výskumných pracovníkov, funkčných miest profesorov a docentov a funkcií vedúcich zamestnancov)

2026

## Article 1. Basic Provisions

1. Directive No. 20/2026 of the Institute of Technology and Business in Prešov (hereinafter the "Directive") is an internal regulation of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") issued in accordance with Section 31(1)(d) of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act") and in accordance with Directive of VŠTE No. 14/2026 Organisational Rules (Smernica VŠTE č. 14/2026 Organizačný poriadok). This Directive constitutes the principles of selection procedure pursuant to Section 31(1)(d) of the Act.

2. The Directive lays down the procedure for the selection procedure for filling:

- a) academic positions of university teachers (professor, associate professor, assistant professor, specialist lecturer, professional lecturer, lecturer – Section 50(1) of the Act),
- b) posts of researchers (Section 53 of the Act; the qualification requirements and job descriptions of researchers are governed by the Work Rules of VŠTE in Prešov),
- c) academic positions of professors and associate professors,
- d) positions of senior employees to the extent determined by the Statute of VŠTE in Prešov (Štatút VŠTE v Prešove) or by Directive of VŠTE No. 14/2026 Organisational Rules.

3. The general principles of the selection procedure are governed by:

- Section 52 of the Act in conjunction with Sections 50 and 53 of the Act.

4. The selection procedure verifies the abilities and professional knowledge of the applicant which are necessary or appropriate with regard to the nature of the duties which the employee is to perform. Academic positions of university teachers are filled according to the ranking of the results of the selection procedure (Section 52(1) of the Act). VŠTE in Prešov may, in this Directive or in the announcement of the selection procedure, set stricter qualification requirements than those laid down in Section 50 of the Act.

5. A selection procedure for filling the academic position of professor or the academic position of associate professor is at the same time a selection procedure for filling a post of university teacher.

6. A condition for applying for the academic position of professor or the academic position of associate professor is fulfilment of the criteria approved by VŠTE in Prešov. These are set out in a separate internal regulation of VŠTE in Prešov – the criteria and conditions for filling academic positions approved by the Scientific Board of VŠTE in Prešov (Section 28(1)(f) and Section 31(1)(n) of the Act). The qualification requirement for filling the academic position of professor or associate professor is fulfilment of the criteria for obtaining the title of professor or associate professor; the acquisition of the title of associate professor or professor may not be a condition for filling the academic position (Section 50(5) and Section 52(3) of the Act). A prerequisite for working in the academic position of professor or associate professor is continuous fulfilment of the current criteria (Section 52(5) of the Act). The Rector informs the applicant in advance of the formal fulfilment/non-fulfilment of the above criteria.

7. The Rector invites an applicant who fulfils the conditions of the selection procedure to the selection procedure at least seven days before it begins. The selection procedure takes the form of a personal interview. The personal interview and the meeting of the selection committee may also be held via the videoconferencing system of VŠTE in Prešov, in particular where the applicant or a member of the selection committee is based outside the seat of VŠTE in Prešov; a member of the selection committee connected with camera and microphone is deemed to be present. In such a case, the public nature of the selection procedure (Section 52(9) of the Act) is ensured by making the interview accessible to the public online in the manner published together with the date of the selection procedure on the website of VŠTE in Prešov.

8. An academic position of university teacher may be filled on the basis of a single selection procedure for a maximum of five years (Section 52(6) of the Act); this period is extended by the duration of maternity leave, paternity leave, parental leave and temporary incapacity for work lasting at least 42 days. If a university teacher has worked in an academic position for at least nine years, the employment contract with VŠTE in Prešov is concluded for a fixed term until the end of the academic year in which he or she reaches 70 years of age (Section 52(7) of the Act); the provision on the maximum five-year period does not apply in this case. The employment relationship of a university teacher ends at the end of the academic year in which he or she reaches 70 years of age; after reaching that age, an employment relationship may be concluded for a maximum of one year, including repeatedly (Section 50(12) of the Act).

9. In accordance with Section 52(10) of the Act, an academic position of university teacher may be filled without a selection procedure: a) for reduced working time for a maximum of one year, b) by an agreement on work performed outside an employment relationship for a maximum of one year, c) in the case of the academic position of professional lecturer, for a maximum of five years, d) by a person who has reached 70 years of age. A university teacher or researcher may have at most three employment relationships with higher education institutions having their seat in the Slovak Republic, of which at most one for the established weekly working time (Section 49(5) of the Act); the applicant demonstrates this fact by a sworn declaration.

## Article 2. Process of Announcing and Conducting the Selection Procedure

1. The announcer of the selection procedure (hereinafter the "announcer") is the Chairman of the Board of Trustees of VŠTE in Prešov.

2. Further procedural and material matters connected with the selection procedure after its announcement are handled by the Rector of VŠTE in Prešov.

3. The announcement of a selection procedure for filling the posts and academic positions under Article 1(2) must be published at least three weeks before it is held on the website of VŠTE in Prešov (www.vste.sk) and on the website designated by the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter the "Ministry") (Section 52(2) of the Act) and may optionally also be published in other generally accessible mass media.

4. The Chairman of the Board of Trustees of VŠTE in Prešov is responsible for the implementation of the results.

5. The selection procedure is organised by the Rectorate (Rector's Office) and the Office of the Chairman of the Board of Trustees.

6. The chair and the members of the selection committee are responsible for the conduct of the selection procedure.

7. The announcement of the selection procedure must contain in particular:

- a) the full name and seat of the institution,
- b) the designation of the post or academic position to be filled by the selection procedure,
- c) the qualification requirements for filling the post or academic position,
- d) other criteria and requirements for applicants in connection with the selection procedure (Section 52(4) of the Act),
- e) the date, place and manner of submitting the application for participation in the selection procedure,
- f) the list of documents required for the selection procedure,
- g) the expected period for which the academic position is to be filled (a maximum of five years pursuant to Section 52(6) of the Act) and the field of study or study programme in which the selected applicant is to work.

8. In justified cases the announcer has the right to cancel the selection procedure.

## Article 3. The Selection Committee and the Performance of Its Tasks

1. To conduct the selection procedure, the Rector appoints a selection committee, including the designation of its chair.

2. The selection committee for filling a post or academic position of university teacher has at least three members, who are appointed by the Rector of VŠTE in Prešov.

3. The selection committee for a selection procedure for filling the academic position of associate professor or the academic position of professor has five members (Section 52(8) of the Act).

4. The members of the selection committee for filling the academic position of associate professor or the academic position of professor are appointed by the Rector, whereby one member of the selection committee is designated by the employees' representative. At least two members of the selection

committee teach in the academic position of associate professor or professor, in the case of a selection procedure for filling the academic position of associate professor, or in the academic position of professor, in the case of a selection procedure for filling the academic position of professor. The Rector appoints the members of the selection committee so that at least one of them is not an employee of VŠTE in Prešov.

5. The member of the selection committee representing the employees is designated by the vice-chair of the Academic Senate of VŠTE in Prešov (hereinafter the "Senate") for the employee section.

6. A student representative designated by the student section of the academic community of VŠTE in Prešov, by the procedure laid down in an internal regulation of VŠTE in Prešov (Directive VŠTE No. 33/2026 on the Process of Determining the Representative of the Student Part in Selection Committees for Filling Academic Positions of Professors and Associate Professors (Smernica rektora č. 15/2022), in its revised wording) (Section 52(8) of the Act), also takes part in the selection procedure.

7. The Rector may also appoint as members of the selection committee other experts from practice or from related institutions in the Slovak Republic or institutes of the Slovak Academy of Sciences, including from abroad, with expertise and qualifications corresponding to the nature of the position to be filled.

8. If a member of the committee is biased, he or she notifies the Rector and the other members of the committee of this fact. In such a case the Rector arranges for the appointment of another member.

9. A selection procedure for filling a post of university teacher and a selection procedure for filling the academic position of associate professor or the academic position of professor is public (Section 52(9) of the Act).

10. The selection committee assesses in particular the applicants' teaching activity, creative activity and the responses to it, and the other criteria laid down in an internal regulation of VŠTE in Prešov. The minutes clerk of the selection committee, designated by a majority of its members, draws up minutes of the course of the selection procedure, stating the assessment criteria, the verbal assessment of the applicants, their ranking and the reasons for the result in relation to each applicant (Section 52(9) of the Act).

11. For the purpose of verifying the result of the selection procedure, VŠTE in Prešov publishes on its website, within five working days of the selection procedure being held, for a period of 90 days (Section 52(9) of the Act):

- a) the list of members of the selection committee, giving their first names and surnames,
- b) the data of the selected applicant and of the unsuccessful applicants who have given their consent to the publication of their data, to the extent set out in Section 140(1)(a) of the Act,
- c) the name of the field of study in which the selected applicant is to work, and
- d) the number of applicants.

12. The selection committee for filling a post or academic position of university teacher draws up minutes of the results and course of the selection procedure, which are signed by all its members present, by hand or electronically (by confirmation in the information system of VŠTE in Prešov or by a qualified electronic signature). The minutes contain:

- a) the date,

– b) the composition of the selection committee,

– c) the names of the applicants registered for the selection procedure,

– d) an evaluation of the results of the selection procedure with the determination of the ranking and a recommendation or non-recommendation for employment.

13. The selection committee evaluates the applicants' prerequisites in relation to the requirements of the announced selection procedure. The ranking of the applicants is determined by the selection committee by vote. If none of the applicants is successful in the selection procedure, the selection committee does not draw up a ranking of the applicants.

14. The academic position is filled according to the ranking of the results of the selection procedure (Section 52(1) of the Act). If the applicant ranked first does not conclude the employment contract, the academic position may be offered to the next successful applicant in the ranking. If no applicant was successful, the announcer announces a new selection procedure.

15. The members of the committee are obliged to maintain confidentiality regarding the opinions and assessments of the individual members of the committee.

16. The result of the selection procedure is communicated to the applicants in writing no later than ten days after its conclusion. The conclusion of the selection procedure means the day on which the minutes are signed by the members of the selection committee.

## Article 4. Related Regulations

1. This Directive builds primarily on the following legal regulations: Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll. (in particular Section 28(1)(f), Section 31(1)(d) and (n) and (2)(a), Section 49(5), Section 50, Section 52, Section 53, Section 140(1) and Section 145(4)); Act No. 311/2001 Coll. the Labour Code, as amended; Act No. 18/2018 Coll. on Personal Data Protection and on Amendments to Certain Acts, as amended, and Regulation (EU) 2016/679; the Standards for Habilitation Procedure and Inaugural Procedure of the Slovak Accreditation Agency for Higher Education.

2. This Directive builds on the following internal regulations of VŠTE in Prešov: the Statute of VŠTE in Prešov; Directive of VŠTE No. 14/2026 Organisational Rules; Directive of VŠTE No. 11/2026 on Human Resources Management and Personnel Work (Smernica VŠTE č. 11/2026 pre riadenie ľudských zdrojov a personálnu prácu); the Work Rules of VŠTE in Prešov (pracovný poriadok); the criteria and conditions for filling academic positions (General Criteria and Specific Conditions for Filling the Academic Positions of Professors and Associate Professors (Všeobecné kritériá a konkrétne podmienky na obsadzovanie funkčných miest profesorov a docentov), in the revised wording approved by the Scientific Board); Directive VŠTE No. 33/2026 on the Process of Determining the Representative of the Student Part in Selection Committees (in its revised wording); Directive No. 5/2025 Code of Ethics (Smernica č. 5/2025 Etický kódex).

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## Article 5. Repealing Provisions

The original wording of this Directive (approved on 20 April 2026) repealed Directive No. 5/2016 of the ISM Slovakia College of International Business in Prešov, Principles of the Selection Procedure for Filling Posts of University Teachers, Professors and Associate Professors at the ISM Slovakia College of International Business in Prešov, of 3 June 2016. No other internal regulation is repealed by this wording. Selection procedures announced before this wording takes effect are completed in accordance with the previous regulations; employment relationships concluded under the regulations in force until 31 August 2026 end upon expiry of the agreed period (Section 145(4) of the Act).

## Article 6. Final Provisions

1. This Directive has no annexes. The template of the announcement of a selection procedure and the template of the minutes of the selection committee are published by VŠTE in Prešov on its website.

2. The Senate expressed a favourable opinion on the original wording of this Directive on 17 April 2026.

3. The original wording of this Directive was approved by the Board of Trustees of VŠTE in Prešov on 20 April 2026.

4. The original wording of this Directive entered into force and effect on 20 April 2026.

The Academic Senate of VŠTE in Prešov expressed its opinion on this version on 9 October 2026. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector after the prior opinion of the Academic Senate (Section 31(2)(a) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 09 October 2026

PhDr. ThLic. Ing. Jozef Polačko, PhD., MBA, university associate professor

Chairman of the Senate of VŠTE in Prešov

Prešov, 29 October 2026

doc. Ing. Jakub Horák, MBA, PhD.

Chairman of the Board of Trustees of VŠTE in Prešov