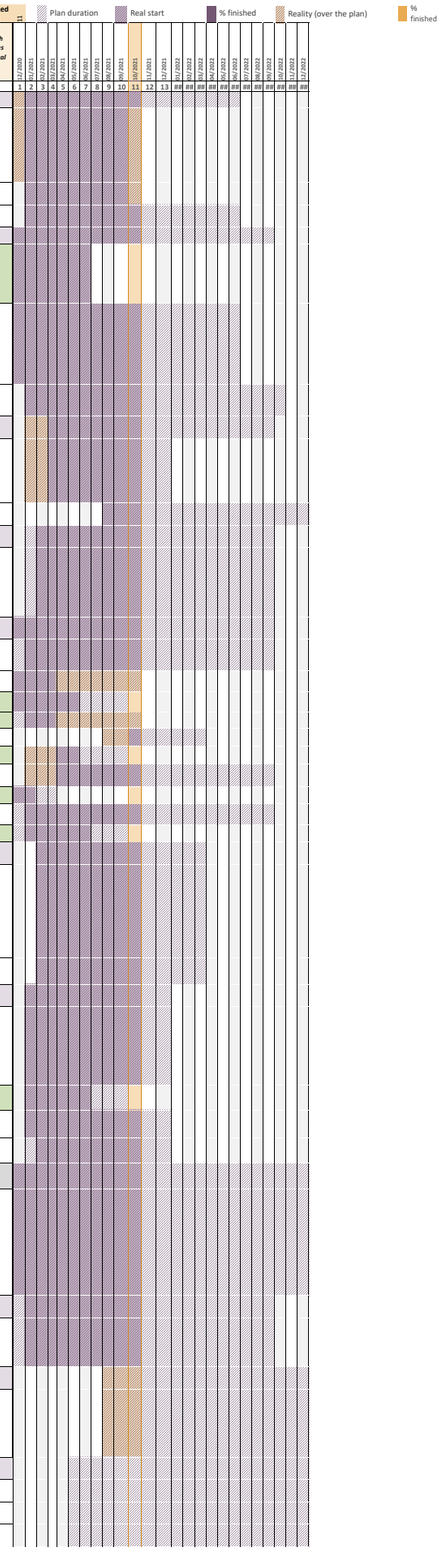
Gantt Chart - HR Award

PROPOSAL	ANTICIPATED START OF PROPOSAL	*ASP - which month should the proposal start in*	ANTICIPATED END OF PROPOSAL	*AEP - Number of months during which the proposal should be conducted*	REAL START OF PROPOSAL	*RSP - which month does the proposal starts in*	REAL END OF PROPOSAL	*REP - which month does the proposal ends in*
Strengthening of recruitment and selection process (1)	**01/2021**	**2**	**06/2022**	**18**	**12/2020**	**1**		**11**
Strengthening of recruitment and selection by OTM-R requirements, creation of a recruitment and selection handbook for department heads, adjustments in advertisement template, adjustments in the candidate evaluation form for higher transparency, taking into consideration situation of applicants from abroad, official implementation of principles 16-20 from the Charter and Code into the handbook, question on the perception of the gender equality solutions in the workplace, posting job advertisement on the Euraxess (1a)	01/2021	2	09/2021	9	12/2020	1		11
Cooperation on university´s OTM-R policy (1b)	01/2021	2	09/2021	9	02/2021	2		10
Cooperation on Adjustments of Regulations on Competitive Selection Procedures - according to OTM-R (1c)	01/2021	2	06/2022	18	02/2021	2		10
(Post)doctoral school (2)	**12/2020**	**1**	**09/2022**	**22**	**12/2020**	**1**		**11**
Promotion of (post)doctoral school and participation of early-stage researchers, creation of (post)doctoral website and other documents, general definition of dissertation topics according to department profiles, comprehensive presentation of PhD studies (presentations online and offline), support PhD students and postdoctoral researchers in departmental and faculty meetings and support them in sharing (2a)	12/2020	1	06/2021	7	12/2020	1	06/2021	7
Support of the emerging (post)doctoral school, setting up and realization of the Publishing Skills course, support in discussions about self-presentation and self-education, support in improving English skills for PhD students, development of the mentoring system for PhD students and postdoctoral researchers - HR Award team members will share best practice in (post)doctoral school with specialists from other universities, approaching supervisors to participate in workshop for supervisors, familiarization of PhD students and postdoctoral researchers with new notions and platform of research at the FoE MU (2b)	12/2020	1	06/2022	19	12/2020	1		11
Design and piloting of the conception of support for the professional guidance of early-stage researchers (career development plan, publication portfolio, etc.) and setting rules for the appointment of post-doctoral positions (2c)	01/2021	2	09/2022	22	01/2021	2		10
Creation of the new approach to the onboarding process (3)	**03/2021**	**4**	**09/2022**	**19**	**01/2021**	**2**		**10**
Improving of the approach to the onboarding, checklist creation for heads of department and employees for easier checking of the onboarding process, familiarization with important information related to the job, introduction to the activities of support departments and basic conception of their activities, creation of Buddy/Mentoring system for quick workplace induction, monitoring of ISO (International support office) services (3a)	03/2021	4	12/2021	10	01/2021	2		10
Creation of a handbook for new heads of departments as a part of the oboarding to the new role (3b)	08/2021	9	12/2022	17	08/2021	9		3
Improving the quality of the employee evaluation process (4)	**01/2021**	**2**	**09/2022**	**21**	**02/2021**	**3**		**9**
Improving the quality of the employee evaluation process, creation of internal document for connection of processes of remuneration, motivation, learning and development with the employee evaluation, creation and communication of the overview of parameters of employee evaluation, including information about employee evaluation to the adjusted onboarding process, heads of departments and HR employees will undergo training in employee evaluation (4)	12/2020	2	09/2022	21	02/2021	3		9
Strengthening employee knowledge and skills through training (5)	**12/2020**	**1**	**09/2022**	**22**	**12/2020**	**1**		**11**
Training in leadership and management skills for heads of academic departments, managerial skills, effective leadership, employee evaluation (5a)	12/2020	1	09/2022	22	12/2020	2		10
Project management training (5b)	12/2020	1	03/2021	4	12/2020	1		11
Publishing skills training for early-stage researchers (5c)	12/2020	1	09/2021	10	12/2020	1	05/2021	6
Training in recruitment and selection (5d)	12/2020	1	03/2021	4	01/2021	2	10/2021	10
Gender equality awareness training (5e)	10/2021	11	03/2022	6	08/2021	9		3
Public relations training (5f)	04/2021	5	09/2021	6	01/2021	2	05/2021	5
Soft skills training for heads of departments, effective communication, presentation, time-management (5g)	04/2021	5	09/2022	18	01/2021	2		10
Higher education legislation training (5h)	12/2020	1	03/2021	4	12/2020	1	01/2021	2
Human resources training (employee motivation, employee evaluation, effective communication) (5i)	12/2020	1	09/2022	22	01/2021	2		10
Strategy management training - personal strategy, onboarding (5j)	12/2020	1	09/2021	10	01/2021	2	06/2021	6
Raising gender awareness (6)	**02/2021**	**3**	**03/2022**	**14**	**02/2021**	**3**		**9**
Raising gender awareness at FoE MU, gender equality awareness training – focusing on raising awareness of the topic of gender equality – see training above, identifying and encouraging women with the potential for successful habilitation to start the process and asking women in research to present their research results, increasing intensive parental support during parental leave, regular adaptation of the language of internal regulations to gender-inclusive language, including a question on the perception of gender equality solutions in the workplace in the selection process – see recruitment and selection part, implementation of the rule of a gender-balanced committee whenever possible (6a)	02/2021	3	03/2022	14	02/2021	3		9
Cooperation at the University level on preparation of the Gender Equality policy (6b)	02/2021	3	03/2022	14	02/2021	3		9
Support of publishing activities (7)	**01/2021**	**2**	**12/2021**	**12**	**01/2021**	**2**		**10**
Promotion of tools supporting publishing activities and excellent research results, annual updates of the document Publishing Support Strategy at FoE MU, visibility of the Black list of predatory journals, creation and promotion of proofreaders' profiles, infographics of marketing support services and publishing services, presentation of excellent research results on the FoE MU website in section on Research and development, realization of information events in intellectual property and co-autorship (7a)	01/2021	2	12/2021	12	01/2021	2		10
Interdepartmental meeting in the form of Pecha Kucha Night as a presentation of research projects (7b)	01/2021	2	09/2021	9	01/2021	2	06/2021	6
Cooperation in Open Access at the University level, creation of new internal regulations treating Open Access (7c)	01/2021	2	12/2021	12	01/2021	2		10
Update of Code of Ethics (7d)	01/2021	2	12/2021	12	02/2021	3		9
Website development (8)	01/2021	1	12/2022	25	12/2020	1		11
Updating the current website in: linking important university links to the faculty´s website and creation of diverse sections on the web, visibility of the document Publishing Support Strategy at FoE MU and Program for the Preparation of Habilitation Procedures and Professor Appointment Procedures at FoE MU, visibility of workshops offered by the project support office and information about the office itself, raising awareness of branding of researchers through Research Gate, Academia.edu, ORCID, DOI and events related to this topic, raising employees' awareness of the activities of the Centre for the Support of Foreign Employees, visibility of employee benefits, regular information about the HR Award, communication of the faculty´s and individual workplace´s mission among employees and public (8)	01/2021	1	12/2022	25	12/2020	1		11
Support of internationalization (9)	**12/2020**	**1**	**09/2022**	**22**	**01/2021**	**2**		**10**
Support of internalization, translation of directives and important website subpages into English, support of research and education cooperation with foreign partners, taking into account the specific situation of candidates from abroad in a strengthened OTM-R process (9)	12/2020	1	09/2022	22	01/2021	2		10
Specification of the research profile of workplaces (10)	**11/2021**	**12**	**12/2022**	**14**	**08/2021**	**9**		**3**
Specification of the research profile of workplaces with regard to vision and mission, determination of dissertation topics related to significant faculty research topics – see (post)doctoral school section, approaching researchers with a relevant profile for cooperation, or potential employment, specification of visions and missions of individual departments, communication specification of the content and scope of workload in relation to the workplace profile (10)	11/2021	12	12/2022	14	08/2021	9		3
Employee development (11)	**05/2021**	**6**	**12/2022**	**20**				
Career counselling system (11a)	05/2021	6	12/2022	20				
Creation of university Career Code (11b)	05/2021	6	12/2022	20				
Institutionalization of Development and Education at the MU level and establishing a common platform for employee training at MU (11c)	05/2021	6	12/2022	20