

<b>Proposed ACTIONS</b>	<b>GAP Principle(s)</b>	<b>Timing (at least by year's quarter/semester)</b>	<b>Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
<b>Strengthening of recruitment and selection by OTM-R requirements (1)</b>				
Strengthening of recruitment and selection by OTM-R requirements (1a) *Creation of a recruitment and selection handbook for managers * 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 EXTENDED ACTIVITY	12, 13, 14, ,15, 16, 17, 18, 19, 20, 21	Q 03/2021  Q2/2024 New Due Date	*HR Award Team *HR department *Bursar	[# head of departments acquainted with new recruitment and selection rules from the handbook] [implementation of adjusted job advertisements and adjusted candidate evaluation form] [recruitment and selection process is in line with new rules] [creation of a FAQ section on recruitment and selection mainly focused on foreign applicants' questions in English] [Principles 16-20 of Charter and Code are implemented in the handbook] [question focused on gender awareness is part of interviews] [# job advertisement posted on the Euraxess] New Due Date
<i>The university e-application for recruitment and selection Jobs.MU will be further developed and updated</i>	12, 13, 14, ,15, 16, 17, 18, 19, 20, 21	Q4/2025	*HR department in cooperation with Masaryk University responsible unit	[The HR Department of the Faculty of Education is involved in the implementation of changes in the application and uses the new application tools in practice]
Every year at the end of the calendar year, the HR Department monitors and evaluates the effectiveness of recruitment according to set indicators	12, 13, 14, 15, 16, 17, 18, 19, 20	Q4/2023	*HR department	[Every year at the end of the calendar year, the HR Department monitors and evaluates the effectiveness of recruitment according to set indicators and proposes possible measures]
<b>Support of the emerging (post)doctoral school (2)</b>				
Developing background for collaboration and sharing within the community of early career researchers	1, 2, 4, 6, 7, 8, 9, 23, 24, 28, 31, 32, 33, 35, 36, 37, 38, 39	Q4/2025	*Vice-dean for research and academic affairs *Office for Research and Development, Quality and Academic Affairs *HR Award team	[Web link to the description of the possibilities offered to PhD students by CVIDOS (including available licenses)]
Promoting mentoring system	2, 3, 8, 9, 10, 28, 36, 37, 39, 40	Q4/2025	*Vice-dean for research and academic affairs *Office for Research and Development, Quality and Academic Affairs	[# actions supporting/promoting peer-mentoring] [establishing cooperation with Eument-net.eu] [establishing cooperation with the mentoring programme of the National Contact Centre - gender and science] [# supervisors attending training events for trainers organized by RMU]
Differentiation and individualisation of offer of professional activities for early career researchers	1, 2, 3, 4, 6, 7, 8, 23, 28, 31, 32, 33, 35, 36, 37, 38, 39	Q4/2025	*Vice-dean for research and academic affairs *Office for Research and Development, Quality and Academic Affairs	[# actions focusing on identifying the needs of early career researchers by 2023] [# semester concept of (Post)Doctoral school activities] [# actions focusing on research methodology, publishing, professional development, presentation of the scientist, etc.]

Developing contacts, building collaboration between early career researchers and partner institutions	1, 5, 7, 8, 9, 23, 28, 29, 36, 37, 38, 39	Q4/2025	*Vice-dean for research and academic affairs *Office for Research and Development, Quality and Academic Affairs *HR Award team	[# of events organized at the Faculty of Education open to participants from other MU units] [# of events organised by other MU units advertised to participants from the Faculty of Education] [# participation of Faculty of Education representatives in university-wide meetings on development activities for PhD students] [# participation of a representative of the Faculty of Education in university-wide and non-university (not only) development activities for doctoral students] [establishing cooperation with EURODOC and PRIDE]
Internationalisation of activities related to research and doctoral studies	1, 4, 5, 7, 8, 9, 10, 18, 23, 27, 28, 29, 33, 38, 39	Q4/2025	*Vice-dean for research and academic affairs *Office for Research and Development, Quality and Academic Affairs *HR Award team	[# lectures by foreign researchers at FEd MU] [# PhD supervisors and consultants who have done internship at a foreign institution] [# translation of documents concerning doctoral studies into English] [# material promoting the foreign language PhD programs]
Emphasis on the work of trainers	2, 4, 6, 7, 10, 23, 27, 28, 33, 36, 37, 39, 40	Q4/2025	*Vice-dean for research and academic affairs *Office for Research and Development, Quality and Academic Affairs *HR Award team	[# guideline highlighting supervisors activities]
<i>A university-wide PhD strategy will be developed and implemented at university units/faculty levels</i>	1, 2, 3, 4, 6, 7, 8, 23, 28, 36, 38, 39	Q4/2024	*HR Award Team *Vice-dean for research and academic affairs	[# / % of department heads acquainted with the policy]
<b>Creation of the new approach to the onboarding process (3)</b>				
Digitisation of the adaptation process	5, 6, 7, 11, 23, 24, 37, 39, 40	Q2/2024	*HR Award team *HR department *Heads of departments *IT department	[Electronisation of the adaptation process in the application in INET, faculty-wide transition to the use of the application in the INET system] [Revision of the adaptation process setup, incl. updating of materials]"
Revision of the update of the existing orientation signage at the faculty	5, 6, 7, 10, 11, 23, 24, 27	Q2/2024	*Bursar *Technical and Operational Office	[Opening of discussions on orientation signage – exploring other orientation signage processing solution to speed up replacement of engraved department signs] [Developing a solution to address the specific needs of the Faculty of Education] [# of orientation signs added to elevators, # of renumbered classrooms]
<b>Improving the quality of the employee evaluation process (4)</b>				
Electronisation of evaluations for research non-academics	2, 4, 6, 10, 11, 22, 26, 27, 28, 29, 30, 33, 37, 38, 39, 40	Q3/2024	*HR Award Team *HR department *Vice-dean for quality and Student and Alumnny Affairs *Heads of departments *IT department	[Electronisation of evaluations of research non-academics in the relevant application]
Promotion and pilot study for the evaluation of employed	2, 4, 6, 10, 11, 22, 26, 27, 28, 29, 30, 33, 37, 38, 39, 40	Q2/2024	*HR Award Team *Vice-dean for quality and Student and Alumnny Affairs *Heads of departments	[Promotion and informing about available resources and materials] [% of closed evaluations in EVAKU and in the application for evaluation of non-academic staff in IS] [Feedback on the set Evaluation Concept]

Teaching evaluation settings	2, 4, 6, 8, 10, 11, 22, 26, 27, 33, 37, 38	Q4/2024	*HR Award Team *HR department *Vice-dean for quality and Student and Alumny Affairs *Heads of departments *IT department	[Opening of discussion on setting up mechanisms for evaluating teaching quality – setting up a group] [Taking teaching quality into account in staff evaluation] [Teaching quality infographics]
<i>Based on a university-wide revision of a platform for employee performance evaluation (EVAK), a set of faculty-level performance criteria will be re-evaluated</i>	2, 4, 6, 10, 11, 22, 26, 27, 28, 29, 30, 33, 37, 38, 39, 40	Q2/2024	*Vice-dean for quality and Student and Alumny Affairs in cooperation with the Masaryk University responsible unit	[Revision of the set of the performance criteria] [Inclusion of the criteria for evaluating the quality of teaching into EVAK] [Web link to the employee evaluation criteria]
<b>Strengthening employee knowledge and skills through training (5)</b>				
<i>Masaryk University Technology Transfer Office creates e-learning for Intellectual Property. Faculty of Education will convey the material to the faculty members</i>	1, 2, 3, 5, 6, 7, 8, 10, 23, 31, 32, 33	Q4/2024	*Masaryk University Technology Transfer Office *Vice-dean for quality and Student and Alumny Affairs	[# / % of employees accounted with e-learning]
Incorporation of gender training (internally)	1, 2, 4, 10, 23, 27	Q2/2024	*Vice-dean for quality and Student and Alumny Affairs	[Web link to the gender training presentation] [# / % of employees trained]
Training/workshop to promote science and faculty activities	1, 2, 3, 5, 6, 7, 8, 9, 10, 23, 31, 32	Q4/2025	* Marketing and External Relations Division	[#/% of employees trained]
Training for academic and research staff on "Gender dimension in research topics	1, 2, 4, 10, 23, 27	Q3/2023	*Vice-dean for quality and Student and Alumny Affairs *External trainers	[# / % of employees trained]
Training/workshop on the use of the scheduling system	2, 10, 23, 24, 27	Q4/2023	*Vice-dean for bachelor's studies and admissions	[# of employees trained]
<b>Raising gender awareness (6)</b>				
Identification and monitoring of gender-segregated data, including their submission to the faculty management	1, 2, 4, 7, 10, 11, 14, 15, 22, 23, 24, 26, 27, 35	Q3/2023	*Vice-dean for quality and Student and Alumny Affairs *Office for Research and Development, Quality and Academic Affairs *HR department *Heads of departments	[The HR submits gender-segregated data on remuneration after the end of the spring semester] [The HR submits gender-segregated data on taking/coming back from maternity/parental leave after the end of the spring semester, including with respect to leaving due to termination of fixed-term contracts] [The HR submits gender-segregated data on the composition of decision-making bodies and departmental management after the end of the spring semester] [The Research, Quality and Academic Affairs submits gender-segregated data on the number of initiations and terminations of qualification procedures to the Human Resources after the end of the spring semester in two-year cycles]
Identification and monitoring of gender-segregated data, including submission to faculty management	2, 4, 7, 10, 11, 22, 23, 24, 26, 35, 37	Q2/2024	*HR department of departments *Heads	[The HR in collaboration with department heads analyzes academic and non-academic functions performed by employees that are not part of their work activities by gender]
Fulfilment of gender-related objectives defined in the MU Pdf Strategic Plan 2021–2028 and the MU GEP	1, 2, 4, 6, 7, 8, 9, 10, 11, 13, 14, 15, 22, 23, 24, 26, 27, 28, 33, 34, 35	Q4/2025	*Vice-dean for research and academic affairs *HR department *Dean	[Definition of the role and scope of the working group on gender issues of change agents] [Identification of barrier elements and critical points in the faculty environment with regard to physically disadvantaged groups, gender, etc., including proposals for gradual remediation] [# of activities aimed at systematic support for women]

Implementation of gender re-audit.	1, 2, 4, 10, 23, 27	Q4/2025	*Vice-dean for quality and Student and Alumny Affairs *HR department *Dean *Internal/external evaluators	[Gender Re-audit Report] [Proposed actions reflecting the outputs of the gender re-audit for the Faculty of Education for the next period]
Offer of tools to reconcile a faculty career with family life	2, 5, 7, 21, 22, 24, 26, 27, 30,	Q3/2024	*Vice-dean for quality and Student and Alumny Affairs *HR department	[Identification of opportunities to support flexible work and to create conditions for childcare and family care] [Overview of the use of benefits over the last 5 years, including updates] [Analysis and set-up of financial support options per child for researchers' trips – scholarship programme]
Creating a gender website	1, 2, 4, 10, 23, 27	Q3/2024	*Vice-dean for quality and Student and Alumny Affairs * Marketing and External Relations Division	[Web link for gender on the Faculty website]
Focusing the attention of the Project Department on the Horizon Europe programme to identify grant opportunities to support research taking into account gender dimension	1, 2, 4, 5, 6, 7, 8, 10, 27	Q2/2024	*Vice-dean for development and strategy *Project Support Office	[Web link for the grants in gender dimension on the Project Support Office website]
Establishment of an MU Ombudsperson at the university level, the Faculty of Education will introduce the role of the Ombudsperson to staff.	2, 4, 7, 10, 27, 30, 34, 40	Q1/2024	*Vice-dean for quality and Student and Alumny Affairs * Marketing and External Relations Division	[Providing information on the establishment of the MU Ombudsperson to staff] [web link to the MU Ombudsperson at the Faculty website]
<b>Support of publishing activities (7)</b>				
<i>Change in the directive Research Ethics (7d)</i> The directive Research Ethics will be updated at the University level to ensure compliance with ethics in research. The faculty will cooperate on changes in the directive and the ent will be implemented. EXTENDED ACTIVITY	2	04/2021 <b>Q3/2023 New Due Date</b>	*HR Award Team *Vice-dean for research and academic affairs	[% of heads of departments familiarised with adjusted directive Research Ethics] <b>New Due Date</b>
Support for the popularisation of research and projects	1, 2, 3, 5, 6, 7, 8, 9, 10, 23, 31, 32	Q4/2025	*Vice-dean for research and academic affairs *Vice-dean for internationalisation and external relations *Office for Research and Development, Quality and Academic Affairs *HR Award team	[# actions to promote the popularisation of research projects or other professional activities] [# texts/activities popularizing a research project or other professional activity]
Open Science	1, 2, 3, 5, 6, 7, 8, 9, 10, 23, 31, 32, 33	Q4/2025	*Vice-dean for research and academic affairs *Central library	[# of seminars on a selected OS topic for interested academics and PhD students] [Implementation of sub-objectives according to the University OS Strategy for wider use of Open Access and Open Data] [Promotion of new OS options or services via library website and library newsletter – web link] [Preparation of faculty Open Access strategy]
Intellectual Property	1, 2, 3, 5, 6, 7, 8, 23, 31, 32	Q4/2025	*Masaryk University Technology Transfer Office *Vice-dean for research and academic affairs *Faculty Contact Persons for Intellectual Property	[# / % of employees trained through e-learning created by the Masaryk University Technology Transfer Office] [# consultations regarding the CTT services for Faculty of Education]
<b>Website development (8)</b>				

Strengthening the coordination of licence management	2, 23, 24, 27, 39	Q4/2024	*Marketing and External Relations Division *IT department	[Development and publishing of a single register of access rights and available licences (document/web)] [Overview of available software in internal IS application for classroom booking]
Setting up a communication strategy (internal and external communication)	1, 2, 4, 5, 6, 7, 8, 9, 12, 23, 24, 28, 37	Q4/2023	*Marketing and External Relations Division *Vice-dean for internationalisation and external relations *HR Award Team	[Revision of existing communication strategy for sharing essential information across the faculty – new concept] [Updating and clarifying the content of the faculty Document Server repository] [Reviewing the range and availability of faculty promotional items (especially in EN)]
Expansion of faculty PR activities incl. support for the popularisation of research and projects	1, 2, 4, 5, 6, 7, 8, 9, 12, 24, 39	Q4/2024	*Marketing and External Relations Division	[Strengthening branding (# of promotional videos, database of faculty/departmental photos, articles)]
Updating the content of the Employee Portal	1, 2, 4, 5, 6, 7, 8, 9, 12, 23, 24, 29, 33, 37, 38	Q4/2023	*Marketing and External Relations Division	[Web link to faculty web guidepost in EN] [Adding content in EN to the Employee Portal] [Promotional campaign to use and personalise the content of the Portal]
More intensive support for the activities of the Project Support Office	2, 4, 5, 7, 23, 38	Q2/2024	*Vice-dean for development and strategy *Marketing and External Relations Division *Project Support Office	[Filling the content of the Project Support Office website – CZ, EN] [Timely information on project calls through infographics with an overview of the calls for the year] [Web link for the grants in gender dimension on the Project Support Office website]
<b>Support of internationalization (9)</b>				
Communication in English	1, 3, 5, 7, 12, 23, 24, 33, 34, 35, 37, 39	Q4/2025	*HR Award Team *Vice-dean for internationalisation and external relations *Marketing and External Relations Division *Bursar	[# of guidelines translated into EN] [Enhanced training offer for raising the conversational and professional level of non-academics in EN] – tailored by department] [Link to faculty web guidepost in EN with additional information]
Setting up information on mobility opportunities	1, 3, 5, 7, 10, 23, 24, 29, 33, 39	Q2/2025	*HR Award Team *Vice-dean for internalization and external relations *Marketing and External Relations Division	[Revision of the mediation of mobility for non-academic staff – method of information mediation] [# of International week organised – strengthening intercultural and professional competences of employed persons of the faculty] [Link to the overview of partner universities of MU]Faculty of Education [# of Intercultural Corner implemented – support of exchange of experience, mobility meetings] [Deepening internationalisation opportunities with non-EU universities]
Internationalisation of activities related to research and doctoral studies	1, 3, 5, 7, 8, 9, 27, 29, 39	Q4/2025	*Vice-dean for research and academic affairs *Office for Research and Development, Quality and Academic Affairs *HR Award team"	[Fulfillment of activities listed in Area 2 Support of emerging (Post)doctoral school]
<b>Strengthening working conditions (10)</b>				

Improving and securing the working environment of the faculty	2, 10, 23, 24	Q4/2023	*HR department *Bursar *IT department	[# of retrofitted classrooms / increase in equipment, # of offices with new purpose] [Taking into account dietary needs at faculty events, meetings, business trips (vegetarian, gluten-free, lactose-free, vegan food), expanding the canteen menu with healthier side dishes]
Revision of scheduling system settings	2, 10, 23, 24, 27	Q4/2024	*Vice-dean for bachelor's studies and admissions *Consultants *UniTime developer	[Setting up rules for online and offline teaching (only for combined form in relation to NAB requirements and in relation to the amendment to the Higher Education Act) [Consultations on UniTime system settings with programmers] [Publication of a more detailed schedule for the upcoming term before the end of the previous term]
Preparation for the HR Award renewal	7, 23, 24, 27, 28, 39, 40	Q4/2025 - Q1/2026	*HR Award team	[Implementation of questionnaire survey / focus groups before the end of the period incl. preparation of a report] [Incorporation of the report outputs into the next Action Plan 2026+] [Creation of the Action Plan 2026+] [Preparation for site visit of evaluators]
<b>Employee development (11)</b>				
<i>Career advice for academic employees (11a)</i> A career advice system for employees will be created at the university level. We will cooperate on the creation and inform our employees about the system. EXTENDED ACTIVITY	28, 30	Q4/2022  Q1/2024 New Due Date	*HR Award team *Vice-dean for quality and Student and Alumny Affairs	[information about the Career advice system on the FoE MU website] <b>New Due Date</b>
<i>Creation of the framework of career development (11b)</i> Cooperation on the creation of the framework of career development at the university level and implementation at the FED MU. EXTENDED ACTIVITY	21, 28, 30, 33, 38, 40	Q4/2022  Q4/2024 New Due Date	*HR Award team *Vice-dean for quality and Student and Alumny Affairs	[% of heads of department familiarised with the the framework of career development through the internal system] <b>New Due Date</b>
Setting up education and systematic cooperation with CERPEK (MU Competence Development Centre)	28	Q4/2023	*HR Award team *Vice-dean for development and strategy *MU Competence Development Centre	[Clarification of the offer of CERPEK and seminars of MU Faculty of Education with targeted promotion (consideration and demand of education according to periodic evaluation)] [Clarification of available education offer]
<i>University-wide Talent Management Policy</i> will be elaborated and implemented at university units/faculty levels	21, 28, 30, 33, 40	Q4/2025	*HR Award team *Vice-dean for development and strategy	[# / % head of department acquainted with the policy]