



SELECTION OF TEACHERS AND ASSOCIATES TO VACANT JOB POSITIONS

1. The Head of Department submits the proposal for publishing a notice of vacancy to the Dean or the Vice-Dean responsible for human resources, in accordance with the Human Resources Management Plan and the available coefficients.
2. In accordance with the instructions given by the Vice-Dean responsible for human resources, the Head of Administrative and Legal Services initiates the procedure of obtaining consent from the University of Split and the Ministry of Science and Education (if necessary for the job position).
3. The Faculty Council issues a decision on publishing notice of vacancy and appointment of expert panel – the composition of expert commission for selection of teaching staff is regulated by the Act on Higher Education and Scientific Activity). Before approving the notice of vacancy at the Faculty Council, it is necessary to obtain required consent from the University of Split and the Ministry of Science and Education.
4. The vacancy notice is published in the Official Gazette in Croatian, on the Faculty website and the European Research Area website (EURAXESS) in English, with a minimum 30-day timeframe for the submission of applications following the publication of the notice in the Official Gazette. The Head of Administrative and Legal Services informs the expert commission for selection when the notice is published.
5. The applications and the evidence of compliance with the requirements are submitted in electronic format to the official Faculty email address (info@gradst.hr).
6. After the closing date for submission of applications, the Faculty registry office forwards the applications to the Head of Administrative and Legal Services, who submits the applications to the expert commission by email.
7. The expert commission prepares a report on implementation of the procedure for filling vacant positions and proposes to the Faculty Council to select the most appropriate candidate, not later than 30 days from the closing date for submission of applications.
8. The Faculty Council adopts a decision to accept or reject the proposal of the expert commission not later than 30 days from the date the proposal is received.
9. The decision of the Faculty Council on accepting the commission decision is submitted to the competent scientific field committee within the period of eight days, except for associate job positions.
10. The competent scientific field committee determines whether the criteria have been met and issues a decision not later than 60 days from the date the Faculty Council decision was submitted.

11. Following the entry into force of the Faculty Council decision on accepting the proposal of the expert commission (associate job positions), or following the submission of the decision of the competent scientific field committee for other job positions, that is, after the period of 60 days, the Faculty Dean issues a decision on concluding the employment contract with the selected candidate. After the official decision is made, the Head of Administrative and Legal Services prepares the employment contract, registers the selected candidate electronically with the Croatian Pension Insurance Institute (HZMO) and the Croatian Health Insurance Fund (HZZO), and sends the candidate's personal information and documentation using the LID form to the University of Split and the Ministry of Science and Education.
12. Following the approval issued by the Ministry of Education and Science, the Head of Administrative and Legal Services registers the selected candidate to the Central Payroll System (COP).
13. Within the time frame of 8 days from the date of the decision on selection of candidate, the Head of Administrative and Legal Services publishes the results of the selection procedure on the Faculty website and submits a written notice on selection results to all candidates who applied for the position within 15 days from the date of the decision.

APPOINTMENT TO SENIOR TEACHING POSITIONS

1. Teachers who consider themselves to be eligible for appointment to senior teaching positions submit to the Dean or the Vice-Dean responsible for human resources the application for appointment to senior teaching positions before the time limit expires for appointment/ reappointment (the Vice-Dean responsible for human resources submits a notice to the teacher 6 months before the appointment/ reappointment time limit).
2. Teachers respond to the notice sent by the competent vice-dean. Teachers submit applications referred to in the previous point via the registry office to the Head of Administrative and Legal Services, who requests consent from the University and the Ministry of Science and Education, in writing.
3. Following the receipt of the consent from the Ministry of Science and Education, the procedure of appointment to senior position is initiated.
4. The procedure of appointment to senior position is initiated by the decision of the Faculty Council after the time limit expires for appointment/ reappointment of a teacher (decision on appointment of expert commission is an integral part of this decision - the composition of expert commission for selection of teaching staff is regulated by the Act on Higher Education and Scientific Activity).
5. Teachers or researchers are obligated to submit evidence of compliance with the requirements for appointment to senior positions in electronic format (to the official Faculty email address

info@gradst.hr) not later than 15 days from the date the appointment procedure is initiated. The registry office submits the evidence electronically to the Head of Administrative and Legal Services. Achievements are evaluated from the date of the last appointment/ reappointment.

6. The expert commission submits to the Faculty Council an elaborated opinion within a time frame of 30 days from the date the evidence of compliance is received.
7. The Faculty Council adopts a decision to accept or reject the proposal of the expert commission not later than 30 days from the date the proposal is received.
8. The decision of the Faculty Council on accepting the commission decision is submitted to the competent scientific field committee within a period of eight days.
9. The competent scientific field committee determines whether the criteria have been met and issues a decision not later than 60 days from the date the Faculty Council decision was submitted.
10. Following the entry into force of the Faculty Council decision on accepting the proposal of the expert commission (associate job positions), or following the submission of the decision of the competent scientific field committee for other job positions, that is, after the period of 60 days, the Faculty Dean issues a decision on concluding the employment contract with the teacher. After the official decision is issued, the Head of Administrative and Legal Services prepares the employment contract, and sends the teacher's personal information and documentation using the LID form to the University of Split and the Ministry of Science and Education

REAPPOINTMENT TO TEACHING POSITIONS

1. Teachers who do not fulfil the criteria for appointment to senior teaching positions submit to the Dean or the Vice-Dean responsible for human resources the application for reappointment before the time limit expires for appointment/ reappointment (the Vice-Dean responsible for human resources submits a notice to the teacher 6 months before the appointment/ reappointment time limit).
2. Teachers respond to the notice sent by the competent vice-dean. Teachers submit applications referred to in the previous point via the registry office to the Head of Administrative and Legal Services.
3. The procedure of reappointment is initiated by the decision of the Faculty Council after the time limit expires for appointment/ reappointment of a teacher (decision on appointment of expert commission is an integral part of this decision - the composition of expert commission for appointment/ reappointment of teaching staff is regulated by the Act on Higher Education and Scientific Activity).
4. Teachers or researchers are obligated to submit evidence of compliance with the requirements for reappointment in electronic format (to the official Faculty email address

info@gradst.hr) not later than 15 days from the date the reappointment procedure is initiated. The registry office submits the evidence electronically to the Head of Administrative and Legal Services. Achievements are evaluated from the date of last appointment/ reappointment.

5. The expert commission submits to the Faculty Council an elaborated opinion within a time frame of 30 days from the date the evidence of compliance is received.
6. The Faculty Council adopts a decision to accept or reject the proposal of the expert commission not later than 30 days from the date the proposal is received.
7. The decision of the Faculty Council on accepting the commission decision is submitted to the competent scientific field committee within a period of eight days.
8. The competent scientific field committee determines whether the criteria have been met and issues a decision not later than 60 days from the date the Faculty Council decision was submitted.
9. Following the submission of the decision of the competent scientific field committee, that is, after the period of 60 days, the Faculty Dean issues a decision on concluding an annex to the employment contract with the teacher. After the official decision is issued, the Head of Administrative and Legal Services prepares the annex to the employment contract.
10. If a teacher is not reappointed to a current teaching position, the employment contract is terminated in accordance with the labour law.

EMPLOYMENT PROCEDURE FOR NON-TEACHING STAFF POSITIONS

1. The Head of Department submits the proposal for publishing notice of vacancy to the Dean or the Vice-Dean responsible for human resources, via Faculty registry office (pisarnica@gradst.hr).
2. In accordance with the instructions given by the Vice-Dean responsible for human resources, and in agreement with the Dean of the Faculty, the Head of Administrative and Legal Services initiates the procedure of obtaining consent from the University of Split and the Ministry of Science and Education.
3. Following the receipt of the consents, the Dean of the Faculty issues a decision on publishing notice of vacancy and appointment of an expert panel for implementation of the procedure for filling vacant non-teaching staff positions.
4. The notice of vacancy is published in the Official Gazette, on the Faculty website and on the website of the Croatian Employment Service.
5. The timeframe for submission of applications cannot be shorter than 8 days following the publication of the notice in the Official Gazette. The Head of Administrative and Legal Services informs the expert commission when the notice is published.
6. The applications are submitted in electronic format to the official Faculty email address (info@gradst.hr).
7. After the closing date for submission of applications, the registry office of the Faculty forwards the applications to the Head of Administrative and Legal Services, who submits the applications with an accompanying memo to the expert commission.
8. The expert commission submits to the Head of Administrative and Legal Services a written report with the proposal of the best candidate, to be forwarded to the Faculty Dean.
9. The Faculty Dean issues a decision on concluding the employment contract with the selected candidate. After the official decision is made, the Head of Administrative and Legal Services prepares the employment contract, registers the selected candidate electronically with the Croatian Pension Insurance Institute (HZMO) and the Croatian Health Insurance Fund (HZZO), and sends the candidate's personal information and documentation using the LID form to the University of Split and the Ministry of Science and Education.
10. Following the approval issued by the Ministry of Education and Science, the Head of Administrative and Legal Services registers the selected candidate to the Central Payroll System (COP).
11. Within the time frame of 8 days from the date of the decision on selection of candidate, the Head of Administrative and Legal Services publishes the results of the selection procedure on the Faculty website and submits a written notice on selection results to all candidates who applied for the position within 15 days from the date of the decision.

I, Jelena Madunić, court interpreter of English language, as appointed by the Republic of Croatia Ministry of Justice and Public Administration, Ref.No.: 514-03-03-03/01-23-06 of 26 May 2023, do hereby certify that the above translation is a faithful and complete translation of the original document written in Croatian language.

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