



A guide for applicants in Open, Transparent, and Merit-Based Recruitment for the position of academic teacher

Submission of offers

1. Offers can be submitted both on paper and electronically to the address given in the *Notice of Competition*.
2. All required documents listed in the *Competition Information* should be in Polish or English or translated from other languages into Polish or English.
3. Only offers received by the deadline specified in the *Notice of Competition* and containing:
 - a) a declaration that the candidate has read the information regarding the processing of personal data processing;
 - b) a statement of compliance with the requirements set out in Article 113 of the Act of 20 July 2018. *Law on Higher Education and Science*;
 - c) a declaration by the candidate that, if successful, the University will be his/her primary place of work;
 - d) a unique reference number.
4. All applicants will receive, by e-mail, an acknowledgement of their offer, information on the completeness or incompleteness of the submitted offer and information on the deadline for completing formal deficiencies in the offer. It is assumed that 5 working days are allowed to complete the offer from the date of receipt of the information.

Selection of the candidate, opinion and employment

1. The selection of the candidate takes place in four stages:
 - 1) Stage I - formal verification of documents:**
 - a) The Board shall examine the tenders submitted and consider only those received by the deadline specified in the *Notice of Competition*. Applications that do not contain all the required documents will be rejected;
 - b) Candidates whose applications have not met the formal requirements shall be informed of this fact by e-mail;
 - 2) Stage II - assessment of the candidate on the basis of the application:**
 - a) In the course of the open competition, all the experience gained by the candidates during their careers should be taken into account;
 - b) The Board assesses the professional experience of applicants qualitatively and quantitatively, taking into account more than just the number of publications. The relevance of bibliometric indicators is appropriately weighted with other criteria such as teaching, scientific supervision, participation in conferences, teamwork, knowledge transfer, research management, innovation activities, activities in spreading scientific awareness in society and training received;
 - c) For candidates with experience in industry, particular attention should be paid to their track record of patents, inventions and implementations;
 - d) Career breaks or deviations from the chronological order in the CV should be seen as career evolution and as a valuable contribution to the professional development of researchers following a multidimensional career path. Experience of mobility (national, international) including virtual mobility, change of discipline or sector should be seen as a valuable contribution to the professional development of the researcher;



- e) Each applicant should be subjected to the same evaluation criteria;
- f) Scientific, teaching and organisational activities are evaluated separately, with a maximum of 10 points awarded for each element;
- g) The Board will analyse in detail the assessments of the achievements of each applicant/candidate and make a comparison of the assessments;
- h) Candidates scoring more than 50% of the total points in the assessed activities dedicated to the position will proceed to the interview stage;

3) Stage III - interviews:

- a) The Board, after reviewing the candidates' track record, will interview candidates selected in Stage II either face-to-face or by videoconference. Interviews by videoconference should not replace face-to-face interviews and are recommended especially for foreign candidates
- b) Applicants are invited to interviews at least five days in advance. Information about the date and format of the interview is communicated to the applicants by e-mail;
- c) Prior to the interview, candidates are informed by email by the HR Assistant about:
 - the composition of the interview panel;
 - the need to prepare a professional or scientific development plan;
 - the need for applicants to prepare a presentation on their research, teaching and organisational activities;
 - the need for applicants to prepare a presentation on their research and organisational activities;
 - the need for applicants in the teaching staff group to prepare a presentation on their teaching and organisational activities and to present a short form of teaching;
- e) During the interview, the Board is committed to ensuring that candidates have the opportunity to fully present their merits and suitability for the position, research interests, teaching competencies, past achievements.
- f) During the interview The Board should pay attention to:
 - o appropriateness of the answers given in relation to the questions asked;
 - o a detailed discussion of examples relating to the candidate's experience;
 - o the way they present their own views and opinions;
 - o that opinions are expressed in a clear and comprehensible manner;
 - o use nomenclature appropriate to the position;
 - o communication skills;
 - o relationship-building capacity;
 - o interview preparation;
- g) The Board should take care to maintain a balance between the candidate and the jury representatives (80% for the candidate and 20% for the jury). The Board should not ask questions about religion, politics, family, health and planned family enlargement or other questions concerning the candidate's private sphere.

4) Stage IV - selection of the candidate or to create a ranking list of candidates:

- a) The Board shall decide on the election or non-election of the candidate(s) for employment, or create a ranking list of candidates recommended for employment by ballot;
- b) The successful candidate(s) shall be informed of the recommendation for employment by email.



- c) Where a ranked list of applicants is established, the HR Assistant shall inform by e-mail the first candidate on the ranked list that he/she has won the competition and has been recommended for employment. The remaining candidates on the ranking list shall be informed by the HR Assistant by e-mail of their placement further down the ranking list.
- d) The unsuccessful candidate(s) shall be informed of the lack of recommendation for employment by the email. The Assistant communicates the Board's reasons for refusing to recommend the candidate.
- e) The proposed terms and conditions of employment are presented to the candidate. If the successful candidate does not accept the proposed terms and conditions of employment or resigns from employment at the University, the competition shall be closed without selection of the candidate or employment shall be offered to the candidate with the next highest number of points in the respective competition or employment shall be offered to the candidate according to the ranking list.
- f) The selected candidate for employment is subject to verification in the registers referred to in the Act of 13 May 2016 on counteracting the threat of sexual crime and the protection of minors. The verification is carried out in accordance with separate internal regulations in force at the University. The proposed terms and conditions of employment are presented to the candidate.
- g) The decision to employ or not to employ the candidate(s) selected as a result of the open competition is taken by the Rector.

Objections' process system

1. Applicants for Academic teachers positions have the opportunity to object to the Board's decision within 5 days of being informed that they are not recommended for employment.
2. The objection must be submitted to the dean of the faculty or director of a general university unit in paper writing.
3. *The evaluation form for candidates in competitions for university teachers* can be made available for inspection at the request of the candidate.
4. The objection shall be considered by the Applicant within 7 days and answered in writing.

Information on the outcome of the competition

Information on the outcome of the competition, together with the justification, is made available in the BIP of the University, the BIP of the Minister and the Ministry supervising the University, for a period of 30 days from the end of the competition (Act of 20 July 2018. Law on Higher Education and Science, Article 119, paragraph 3). The date of the end of the competition shall be deemed to be the date of the opinion of the competent council.

Other provisions

1. At the request of the candidate, the Candidate Evaluation Form for academic staff competitions may be made available for inspection outside the Objection Processing System procedure. The form shall be made available within 5 working days from the date of receipt from the HR Assistant by email of the non-recommendation for employment.
2. Application files sent by unsuccessful candidates will be returned to them after the closing date for the competition. They may be collected directly from the human resources assistant of the unit concerned up to six months after the closing date for the competition against a receipt.
3. Applications that are not collected by the deadline will, in accordance with the University's office and archival regulations, be forwarded for destruction.