

Jagiellonian University in Kraków promotes cooperation and cares for a good atmosphere based on mutual trust. It implements the strategy resulting from The Human Resources Strategy for Researchers, creating stable conditions for employment as well as the development of academic career, which resulted in the award of the HR Excellence in Research by the European Commission

INFORMATION ON SELECTION PROCEDURE

Date of selection procedure announcement Krakow, 05/04/2024

<i>Selection procedure information number given by the Centre for Human Resources</i>	
<i>Dean of the faculty of /Director of a non-faculty, inter-faculty or common unit</i>	Dominika Stopa, MA Director of Jagiellonian Language Centre
<i>Address</i>	Krakow, ul. Ingardena 3

RECTOR

of the Jagiellonian University

announces a selection procedure for the position of an

INSTRUCTOR

academic field:

English Language Teaching

<i>Group of employees</i>	Teaching staff
<i>JU organisational unit (place of work performance)</i>	Jagiellonian Language Centre
<i>Number of posts (in the case of more than 1post)</i>	1
<i>Type of employment</i>	employment contract
<i>Working time</i>	540 hours per academic year
<i>Planned duration of employment</i>	to 30/09/2025
<i>Expected date of employment commencement</i>	01/10/2024

Remuneration	according to the Rules for Remunerating Jagiellonian University Employees
Requirements	<p>The competitive selection process is open for all individuals, who meet the requirements set out in Articles 113 and 116.4.1) of the Act of 20 July 2018 – Law on Higher Education and Science, and who meet the following eligibility criteria according to § 173 of the Statute of the Jagiellonian University:</p> <ul style="list-style-type: none"> • holding a master's degree, Master of Science degree or an equivalent degree in the relevant academic discipline: English Language Studies; • being prepared for carrying out teaching work.
Scope of duties <i>(to be completed with the appropriate description of duties resulting from the project / IDUJ)</i>	according to the Work Regulations of the Jagiellonian University Annex 1 to the Work Regulations of the Jagiellonian University – Model scopes of responsibilities and duties of academic teachers
We offer	<ul style="list-style-type: none"> • stable employment based on an employment contract at the renowned university, • cooperation with the interdisciplinary academic community represented by well-known scientists, • scientific support as well as the possibility of qualifications improvement and professional development, • access to research infrastructure, • benefits in the form of e.g. Multisport card, sports activities, medical packages, group insurance, • additional social benefits.
Required application documents	<ol style="list-style-type: none"> 1. resume; 2. personal questionnaire filled in by the candidate, 3. copy of the diploma confirming candidate's degree, 4. information concerning the candidate's professional achievements and their preparation to carry out teaching duties, 5. declaration of the candidate, confirming that the Jagiellonian University will be their primary place of work, should they be selected in the competitive selection process, 6. declaration under Article 113 of the Law on Higher Education and Science, 7. declaration on acknowledging and accepting the rules and regulations concerning intellectual property management and commercialisation in force at the Jagiellonian University. <p>Declaration forms (no. 5-7) and personal questionnaire template (no. 2) can be obtained at: https://cso.uj.edu.pl/en_GB/konkursy</p>
Additional application documents <i>(as required for a given position)</i>	<p><i>- recommendation concerning the candidate's teaching work, including the results of student surveys and evaluations, if the candidate was subject to such evaluation;</i></p> <p><i>- experience in designing Teacher's own materials for classes and/or courses, or experience in adapting the existing teaching materials to the needs of course participants (e.g. syllabus of an individually designed course, plan of an individually designed lesson or a lesson based on coursebook materials, adapted by the Applicant for a specific class or course).</i></p>
The course of selection procedure	The first stage of the selection procedure is the formal assessment of the submitted documents. Applications which meet all formal requirements are the subject of substantive assessment, during which an interview with the Candidate may be conducted (directly or via electronic communication channels), upon settling the date of the interview with the Candidate. The Candidate has the right to appeal against the negative assessment by the selection board within 7 days from receiving the information about the results of the assessment.
Form of submission	by post to the address: ul. Ingardena 3, 30-060 Kraków, with a note: instructor, academic field: English Language Teaching.

<i>Deadline for submission of applications</i>	06/05/2024
<i>Expected date of the selection procedure settlement</i>	15/07/2024
<i>Method of communicating of the results of the selection procedure</i>	by e-mail
<i>Questions</i>	For further information please contact by e-mail address: jolanta.krzyzstalowska@uj.edu.pl

In the selection procedure, the Jagiellonian University follows the principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. Jagiellonian University does not provide housing.

On behalf of
the Rector of the Jagiellonian University

Director of Jagiellonian Language Centre
Dominika Stopa, MA