

Appendix no. 1 to ZW 18/2023 (amendment to Appendix to ZW 3/2023)
Procedure for open competitions for the position of academic teacher

General provisions

1. Wrocław University of Science and Technology, hereinafter referred to as the University:
 - a) recognises candidates who have chosen to pursue a career at the University as professionals;
 - b) does not discriminate against job applicants in any way: on grounds of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion and social or material status;
 - c) aims for gender balance and the internationalisation of scientific staff;
 - d) sets the standards for the candidates' admission for employment.
2. The competition procedure should take place in an open, transparent, substantive and efficient manner.
3. The assessment of the candidate's achievements should be qualitative and quantitative; not only publications but also aspects of teaching, scientific supervision, teamwork, knowledge transfer, innovation and spreading scientific awareness in society should be taken into account.
4. The competition procedure should maintain the international standards enshrined in *The European Charter for Researchers* and *The Code of Conduct for the Recruitment of Researchers*.

§1

Legal bases

The rules of open competitions for the employment of academic teacher are regulated:

- a) Article 119 of the Act of 20 July 2018. *Law on Higher Education and Science* (i.e. Journal of Laws 2022, item 574, as amended), hereinafter referred to as the 'Act';
- b) Statutes of the Wrocław University of Science and Technology;
- c) Code of Ethics for Employees of Wrocław University of Science and Technology.

§2

Open competition procedure launching procedure

1. The applicant and organiser of the competition is:
 - a) the dean of the faculty at the request of the head of the faculty organisational unit;
 - b) director of a general university unit;hereinafter referred to as 'the Applicant'.
2. The opening of the competition procedure is subject to the Rector's approval. The application for the opening of the competition should include a substantive justification together with an indication of the source of funding (*Appendix 1 - Application for the opening of a competition for the position of an academic teacher*).
3. In the case of a competition for a newly-created post, the Applicant must obtain the Rector's approval for the creation of the new post, in addition to the approval for the competition described in paragraph 2, prior to the start of the competition procedure (*Application for employment - available on the Personal Affairs Department website*).
4. Academic teachers are employed in staff groups:
 - a) research and teaching;
 - b) didactic;

- c) research.
5. Academic teachers are employed on the positions as¹ :
- a) professor (R4);
 - b) university professor (R3);
 - c) associate professor (R2, R3);
 - d) assistant (R1, R2);
- in accordance with the requirements set out in the Act, and:
- e) visiting professor (R3-R4);
 - f) visiting researcher (R1-R4);
 - g) visiting lecturer;
 - h) senior lecturer;
 - i) lecturers;
 - j) assistant lecturer;
 - k) instructor;
- in accordance with the requirements set out in the Statutes.
6. The competition procedure for academic teaching positions in the research and teaching and research staff group implies the use of definitions according to the guidelines in the *Research profiles descriptors (Appendix 2)*:
- a) *First Stage Researcher (R1)* - researchers with a Master's degree, with a research record of less than 4 years. It also includes students in the Doctoral School and Doctoral Programme;
 - b) *Recognised Researcher (R2)* - researchers with a doctoral degree or equivalent who are not yet fully independent researchers, with a research record of more than 4 years;
 - c) *Established Researcher (R3)* - independent researchers ;
 - d) *Leading Researcher (R4)* - independent, experienced and leading researchers in their field who are leaders of research teams.

§3

Information about the competition

1. All information about the competition should be formulated using gender-neutral language.
2. The head of the faculty organisational unit/director of the university-wide unit prepares a detailed description of the required knowledge and qualifications for the candidate based on the *Recommended Selection Criteria for Candidates for Open Competitions for the Position of Academic Teacher at Wrocław University of Science and Technology set out in Appendix 2*.
3. The competition notice shall be edited in Polish and English by the HR Assistant in consultation with the manager/director referred to in paragraph 2 and shall contain at least:
 - a) identification of the post to which the competition relates;
 - b) the name of the discipline and academic field which the applicant will represent if the application is for an academic teachers in the research and teaching or research staff group;
 - c) reference number;
 - d) the name of the University's organisational unit;
 - e) type of contract;

¹ R1, R2, R3 and R4 determinations based on *Research profiles descriptors (Appendix 2)*.

- f) amount of working time;
- g) specifying the requirements for the candidate;
- h) list of documents required from the applicant/candidate²;
- i) deadline for submission of applications to participate in the competition;
- j) the date since when it will be possible to take up the post in question.

The recommended template for the Competition Notice is attached as Appendix 3.

4. Information about the competition shall be made public for at least 30 calendar days prior to the competition, simultaneously in the following sources:
 - a) the University's BIP website;
 - b) the BIP website of the Ministry responsible for higher education;
 - c) European Board website on the European portal for mobile researchers.
5. The information in the sources referred to in paragraph 4 shall be inserted by the HR Assistant.

§4

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;
 - 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, from the HR Assistant 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 from the HR Assistant.

§5

Appointment and proceedings of the competition board

1. The applicant shall appoint a competition board, hereinafter referred to as "the Board". The members of the Board should represent a diversity of experience and qualifications. A gender balance should be sought in the selection of the members of the Board.
2. The Board conducting the competition consists of:
 - a) **for positions in the group of research and teaching staff at the faculty** - listed in §2, para. 5, letters a) through f) - a person who is to be the direct superior of the employee being employed, and at least 3 persons representing the same scientific discipline as the employee being employed or a related discipline. If the competition is for the position of a professor or a university professor, the persons who are members of the Board

² Obligatory documents: application to the Rector, self-report containing information about the applicant's professional career, questionnaire for the applicant, copy of documents confirming professional/scientific degrees, lists of publications and internships, and the necessary declarations listed in §4.3.

- should be employed at the position of a professor or a university professor, including at least one person at the position of a professor ;
- b) **for positions in the group of research staff in the faculty** - listed in §2, para. 5, letters a) to f) - a person who is to be the direct superior of the employee being employed, and at least 3 persons representing the same scientific discipline as the employee being employed or a related discipline. If the competition concerns the position of a professor or professor of the university, the persons who are members of the Board should be employed at the position of a professor or professor of the university, including at least one person at the position of a professor;
 - c) **for a position in a group of teaching staff at a faculty** - listed in §2, para. 5, letters a) through e) and g) - a person who is to be the direct superior of the employee to be employed, and at least three Academic teacher members employed at the faculty. If the competition is for the position of professor or university professor, the persons on the Board should be employed at the position of professor or university professor, at least one of whom should be a professor;
 - d) **for positions in a university-wide unit** - listed in §2, para. 5, letters g) to k) - a person who is to be the direct superior of the employee being hired and at least 3 Academic teachers employed in the university-wide unit conducting the competition.
3. Members of the Board may not be employees who have a relationship with the applicant/candidate as defined in Article 118(1) of the Act. Each member of the Board shall make an appropriate declaration, which shall be attached to the minutes. A model declaration is attached as *Appendix 4*.
 4. Each member of the Board, after examining the submitted competition offers, is obliged to withdraw from the Board's work in the situations described in paragraph 3.
 5. In the event of the exclusion of a member of the Board, the Applicant is obliged to complete the composition of the Board.
 6. In the case of university-wide units, the Applicant shall be appointed to the Board. In the case of Faculties, it is recommended that the Competition Applicant is not appointed to the Board.
 7. Board members:
 - a) should be authorised by their employer to process personal data in accordance with the University's regulations;
 - b) are obliged to maintain absolute confidentiality in order to protect the privacy of applicants and not to divulge information to persons who are not members of the Board.
 8. The members of the Board shall elect a Chairperson and a Secretary from among themselves, by open ballot. The Chairperson organises the work of the Board and chairs it.
 9. The Board shall start its work no later than 14 days after the deadline for submission of tenders. Meetings of the Board may be held on-site, remotely or hybrid.
 10. The presence of at least half of the members of the Board, including the Chairperson, is required at Board meetings.
 11. The Applicant's HR Assistant supports the process and the work of the Board to the extent indicated by the Applicant.
 12. The Chairperson of the Board shall notify the Applicant of the results of the procedure-

1. The selection of the candidate takes place in four stages:

1) Stage I - formal verification of documents:

- a) The Applicant's HR Assistant will make all submitted offers available to Board members;
- b) 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;
- c) Candidates whose applications have not met the formal requirements shall be informed of this fact by e-mail by the Applicant's HR Assistant(s);
- d) If there are no candidates whose applications satisfy the formal requirements set out in the *Notice of Competition*, the President of the Board will close the competition and the competition will either remain unresolved or, at the request of the applicant, a new competition will be announced.

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, taking into account the sample selection criteria in *Appendix 2*;
- b) The Board assesses the competence of the applicants. In addition to the overall assessment of the potential of the researchers, the creativity of the applicants is taken into account;
- c) 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;
- d) For candidates with experience in industry, particular attention should be paid to their track record of patents, inventions and implementations;
- e) 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;
- f) Criteria such as gender, nationality, race, worldview or disability are not acceptable;
- g) Taking into account the above guidelines, the Board shall prepare an assessment of the candidate's/candidate's performance, taking into account the criteria contained in the form "*Recommended criteria for the selection of candidates for open competitions for the position of academic teacher at Wrocław University of Science and Technology*" (*Appendix No. 2*). Each applicant should be subjected to the same evaluation criteria, using the *Candidate Evaluation Form attached as Appendix 5*;
- h) Scientific, teaching and organisational activities are evaluated separately, with a maximum of 10 points awarded for each element;
- i) In case of candidates for research positions, teaching activities should be seen as a valuable additional contribution to professional development;

- j) In the case of candidates for teaching positions, research activities should be seen as a valuable additional contribution to professional development;
- k) The members of the Board award points to applicants by secret ballot;
- l) The Board will analyse in detail the assessments of the achievements of each applicant/candidate and make a comparison of the assessments;
- m) Candidates scoring more than 50% of the total points in the assessed activities dedicated to the position will proceed to the interview stage;
- n) On the basis of the comparison of the scores, the Board draws up a list of applicants shortlisted for the interview stage;

3) Stage III - interviews:

- a) The Board, after reviewing the candidates' track record, will interview all candidates selected in Stage II either face-to-face or by videoconference. Interviews by videoconference should not replace face-to-face interviews;
- 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 by the Applicant's HR Assistant;
- 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 and scientific development plan;
- d) The Board may decide to have the candidate prepare a presentation, of which the candidate shall be informed at least five days in advance by e-mail by the HR Assistant;
- e) The interview should test the knowledge as well as the aptitude of applicants for the job, and the Board should therefore interview the full panel in order to objectively and consistently assess each applicant;
- f) 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. The Board should ensure that the interviews follow a predetermined pattern and that questions relate to specific situations, activities and examples, therefore the Board should plan the interview process, set the objectives of the interview, discuss the main issues and areas to be covered during the interview, approve the list of questions and the order in which the questions will be put to the candidates;
- g) The Board should ensure that the questions put to each candidate are comparable in content and cover the same subject matter, but also relate to the candidate's individual previous career path;
- h) During the interview The Board should pay attention to:
 - appropriateness of the answers given in relation to the questions asked;
 - a detailed discussion of examples relating to the candidate's experience;
 - the way they present their own views and opinions;
 - that opinions are expressed in a clear and comprehensible manner;
 - use nomenclature appropriate to the position;
 - communication skills;
 - relationship-building capacity;

- interview preparation;
- i) 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:

- a) The Board shall decide on the election or non-election of the candidate(s) by secret ballot by a simple majority in the presence of at least half of the Board. In the event of a tie, the opinion of the Board Chairperson shall prevail. Electronic voting is allowed;
 - b) The Secretary of the Board draws up minutes of the proceedings (*Appendix 6*). The minutes shall clearly and unequivocally state the reasons for the Board's decision to select or reject each candidate. The minutes are signed by all members of the Board;
 - c) The Chairperson will notify the Applicant of the outcome of the proceedings by forwarding the minutes of the Board's deliberations and the *Candidate Evaluation Form for competitions for Academic teachers* developed for the successful application;
 - d) The competition is declared inconclusive if the Board fails to select a candidate for employment.
2. The successful candidate(s) shall be informed of the recommendation for employment by the HR Assistant (by email).
 3. The unsuccessful candidate(s) shall be informed of the lack of recommendation for employment by the HR Assistant (by email).
 4. The successful applicant for employment as an Academic teachers member shall be consulted upon request by the Applicant:
 - a) in the faculty by the Faculty Council;
 - b) if the competition is for a post in the research and teaching or research staff group, the opinion of the Faculty Council should be preceded by the opinion of the relevant Council for the scientific discipline;
 - c) in a university-wide unit by the unit council.
 5. The proposed terms and conditions of employment are presented to the candidate. If the successful candidate(s) 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(s) or employment shall be offered to the candidate(s) with the next highest number of points in the respective competition.
 6. The decision to employ or not to employ the candidate(s) selected as a result of the open competition is taken by the Rector.

§7

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 as defined in § 6, paragraph 4, points a and c. The information shall be posted by the HR Assistant. A recommended template for the information is attached as *Appendix 7*.

§8

Objections' process system

1. Applicants for Academic teachers positions have the opportunity to object to the Board's decision within 7 days of being informed by the HR Assistant that they are not recommended for employment.
2. The objection must be submitted to the Applicant in paper writing.
3. *The evaluation form for candidates in competitions for university teachers (Appendix 5), under the Access to Public Information Act, 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.
5. If an objection is submitted, the Applicant shall draw up a record of objections (*model - Appendix 8*).

§9

Other provisions

1. 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.
2. Information about the possibility of collecting application documents should be included in the competition notice.
3. Applications that are not collected by the deadline will, in accordance with the University's office and archival regulations, be forwarded for destruction. Receipts of receipt will be kept in the organisational unit announcing the competition for a period of six months from the time of receipt and then forwarded for destruction.
4. Application documents submitted for a competition by a person who takes up a job at the University as a result of the competition shall be included in his/her personal file, which shall be kept in the Personal Affairs Department for the duration of his/her employment at the University.
5. Other factual documentation related to the competitions announced, including in particular the appointment and composition of the Board, the minutes of the Board's work, information about the competitions, is kept in the organisational units. After two years, as archival documentation, it is transferred to the archives of the University in accordance with the applicable office and archival regulations.
6. Records of open competitions announced are kept by the HR Assistant of the Faculty or University-wide unit.

Appendices:

No. 1 - *Application for the opening of a competition for the position of academic teacher*

No. 2 - *Recommended criteria for the selection of candidates for open competitions for the position of academic teacher at Wrocław University of Science and Technology*

No. 3 - *Recommended template for the competition notice*

No 3a - *Application for admission to the competition (Polish)*

No 3a1 - *Application for admission to the competition (English)*

- No 3b** - *Declaration of awareness of the information on processing of personal data (Polish)*
- No 3b1** - *Declaration of awareness of the information on processing of personal data (English)*
- No 3c** - *Candidate's declaration (Polish)*
- No 3c1** - *Candidate's declaration (English)*
- No 3d** - *Candidate's declaration - WUST primary place of work (Polish)*
- No 3d1** - *Candidate's declaration – WUST primary place of work (English)*
- No 4** - *Declaration by the member of the Competition Board*
- No°5** - *Evaluation form for candidates for academic competitions*
- No. 6** - *Recommended model minutes of the Board's work*
- No 7** - *Information on the outcome of the competition*
- No 8** - *Record of accepted objections*