

Rules for employing academic teachers at the PUEB

uniform text

Introduction

The rules below are based on the following regulations:

- Act of 27 July 2005 – Law on Higher Education (Journal of Laws 2016, item 1842, as amended), hereinafter referred to as *the Act*,
- PUEB Statute, adopted by the PUEB Senate on 18 November 2011, hereinafter referred to as the Statute,
- Labour Law.

Unless otherwise indicated, the term *academic teacher* is understood to mean a research and teaching employee or a teaching employee.

1. General rules

- 1.1. The basic condition for the first and each subsequent employment of an academic teacher at the PUEB as part of an employment relationship in a teaching or research-and-teaching position is ensuring a teaching load for all academic teachers employed in a given institutional unit. This requirement applies both to candidates for employment and to all other academic teachers currently employed in a department or another non-faculty institutional unit employing academic teachers (Department of Sport and Physical Education, Department of Foreign Languages, Department of Law, etc.). When submitting an employment request to the Rector, the head of a department or another unit employing academic teachers is required to present a list of teaching loads from the teaching-load IT system covering the last two academic years that precede the employment of the applicant/staff member, and to specify anticipated teaching loads throughout the whole of the following academic year .
- 1.2. An academic teacher may be employed at the PUEB on condition that the University is its primary place of work within the meaning of the Act.
- 1.3. The request for employment in a given position is submitted to the Rector by the Faculty Dean or, in the case of a non-faculty institutional unit employing academic teachers, by the head of this unit. The Dean applies to the Rector on his/her own initiative or on the initiative of the department head.
- 1.4. A condition for commencing an academic teacher's employment procedure is submitting to the PUEB Rector an application for a full-time or part-time employment in accordance with point 1.3. Further action as part of the employment procedure may only be taken after obtaining the Rector's approval.
- 1.5. The requests referred to in points 1.3 and 1.4 should be submitted as follows:
 - a) when intending to employ a teacher at the beginning of the winter semester – before 1 July;
 - b) when intending to employ a teacher at the beginning of the summer semester – before 1 December.

- 1.6. The employment of an academic teacher takes place on 1 September or 1 February. A condition for employing a staff member and allowing him/her to commence work on a specific date is the previous completion of all the procedures related to his/her employment. The Rector may agree to employ an academic teacher on a different date than those indicated in the first sentence. This applies, in particular, to the employment of a doctoral-degree holder in the position of research and teaching assistant, on condition that the person concerned has completed full-time doctoral studies and obtained a doctoral degree within the scheduled or extended period of doctoral studies.
- 1.7. Establishing an employment relationship with an academic teacher in excess of 50% of working hours for a fixed or indefinite period takes place following an open competition, subject to the exceptions indicated in the Act of 27 July 2005 – Law on Higher Education (hereinafter referred to as *the Act*).
- 1.8. An academic teacher who has acquired retirement rights may be re-employed in the same position at the PUEB without a competition procedure.
- 1.9. Rules concerning the competition announcement and procedure referred to in point 1.7 are specified in the Statute. A specimen competition notice is included in Annex 1.
- 1.10. The competition for a position of academic teacher is announced on the websites of the University and of the office of the minister responsible for higher education, as well as on the websites of the European Commission, and on the European portal for mobile researchers where job offers for researchers are published.
- 1.11. The deadline for submitting competition applications may not be shorter than 21 calendar days after the competition is announced. It is recommended, however, that the deadline should not be shorter than 30 days. Candidates for the position concerned send their applications to the e-mail address given in the competition notice; an application submitted on time is one submitted before midnight (24:00 hours) of the day the deadline for submitting applications expires. After submitting the application, the candidate will receive a return e-mail confirming the submission and specifying the date and time it was made. The completeness of the application is formally verified by employees of the unit responsible for human resources. In the event of an application being incomplete, the candidate may be requested to supplement the submitted documents within a specified period. The substantive examination and evaluation of the candidate is carried out by a competition committee, which prepares a suitable report. A specimen report is presented in Annex 2 to the present Rules. Employing an academic teacher is possible only after the competition has been completed and the relevant Faculty Council has given its opinion on the department head's request to employ a candidate in a given position.
- 1.12. The competition committee and its head are appointed by the body announcing the competition. Members of the committee should be selected from among employees representing a given or related field of study or academic speciality. The committee consists of at least three members, one of whom must be the head of the lowest-level institutional unit where the position concerned is to be filled.
- 1.13. Employing an academic teacher in the academic positions of research and teaching assistant, assistant professor, visiting professor, associate professor and full professor requires an external source of funds, i.e. a source other than the subsidies referred to in Article 94-94a (e.g., a grant or scholarship for a research project, a commission or a

contract with a funding entity or sponsor). In particularly justified cases, if the University's financial standing allows it, the Rector may agree to partially fund such a post.

- 1.14. If the employment of an academic teacher is to be funded or co-funded in large part from external sources within the meaning of point 1.13, the Rector may agree to the employment despite failure to comply with the requirement of ensuring a teaching load and with the requirement that the PUEB should be a person's main employer, unless fulfilling these requirements is necessary due to external regulations (e.g., terms of a competition, co-funding contract, terms of a grant, terms of a contract to conduct research).
- 1.15. Employing an academic teacher
 - whose employment relationship with the University resulting from his/her appointment has expired because of reaching the age specified by the provisions of the Law on Higher Education, or
 - whose employment contract has terminated because of his/her reaching the standard retirement age and going into retirement,is possible if his/her employment is funded from external sources within the meaning of point 1.13 and taking into account the provisions of point 1.14.
- 1.16. An appointed academic teacher with the academic title of professor whose employment relationship has terminated – because of his/her reaching the standard retirement age and going into retirement – may be employed in the current position on the basis of a fixed-term employment contract, in accordance with the Labour-Law provisions regarding maximum periods for fixed-term employment contracts and their number, but for no longer than until the end of the academic year in which the academic teacher with the academic title of professor reaches 70 years of age.
- 1.17. Closely or distantly related persons may not be employed in the same institutional unit, irrespective of how close or distant their relationship is.

2. Rules for employing research and teaching assistants

- 2.1. The position of research and teaching assistant may be held for one year on the basis of an employment contract by a person with a doctoral degree who meets the requirements specified in §63.1.1 of the Statute. These conditions do not apply to employment for the purpose of conducting practical-track programmes.
- 2.2. The position of research and teaching assistant may be held by a person with a master's degree, provided that the employment is funded from external sources within the meaning of point 1.13 of the Rules. These conditions do not apply to employment for the purpose of conducting practical-track programmes.

3. Rules for employing assistant professors

- 3.1. The position of assistant professor may be held by a person with a with a doctoral degree who meets the requirements of §63.1.2 of the Statute and has been employed as research and teaching assistant for at least one year. The condition of having been previously employed as research and teaching assistant does not apply to those previously employed in the position of assistant professor and to holders of the academic degree of *doktor habilitowany* or the academic title.

- 3.2. An assistant professor is employed on the basis of an employment contract for a fixed term (in accordance with the Labour-Law provisions regarding maximum periods for fixed-term employment contracts and their number) or for an indefinite period, with the proviso that the maximum employment period for a person without the degree of *doktor habilitowany* may not exceed eight years and that it commences on the day of starting work in this position. Those without the degree of *doktor habilitowany* but employed as assistant professor before 1 October 2013 may be employed in this position after 30 September 2013 for the remaining part of a nine-year period, but not longer than for eight years.
- 3.3. In addition to the requirements specified in §63.1.2 of the Statute, candidates applying for further employment as assistant professor are required, in particular:
- to have research achievements, measured during his/her employment as assistant professor, equal to at least 40 points calculated according to the Ministry of Science and Higher Education's rules applicable at the time of the institutional unit's latest evaluation survey, and
 - as a research-team leader or member, to submit, while being employed in the position of assistant professor, a correct (individual or team) application for research-project co-funding, and
 - to participate in academic, research or teaching projects held abroad.
- 3.4. Further employment of those working at the PUEB for a fixed period as assistant professor on the day this order comes into force is based on an employment contract, with the maximum period of employment in this position specified in point 3.2.

4. Rules for employing senior lecturers

A doctoral-degree holder whose maximum period of employment as assistant professor specified in the Statute has ended may continue his/her employment at the University as senior lecturer, provided that on the day of being employed in this position his/her work on a postdoctoral degree is sufficiently advanced. Such a person is employed as senior lecturer on the basis of an employment contract. In the contract, the Rector may set a deadline for commencement of habilitation proceedings and/or obtaining the degree of *doktor habilitowany*.

5. Rules for employing associate professors

- 5.1. Candidates for the position of associate professor are required to meet the criteria specified in §63.1.3 of the Statute and to have research achievements, measured since applying to have habilitation proceedings initiated, equal to at least 20 points calculated according to the Ministry of Science and Higher Education's rules applicable at the time of the institutional unit's latest evaluation survey.
- 5.2. An associate professor is employed on the basis of an employment contract for a fixed term (provided that this is in accordance with the Labour-Law provisions regarding maximum periods for fixed-term employment contracts and their number) or for an indefinite period.
- 5.3. In addition to the criteria specified in §63.1.3 of the Statute, candidates applying for further employment as associate professor are required, in particular:
- to have academic achievements, measured during his/her employment as associate professor, equal to at least 60 points calculated according to the Ministry of Science and

Higher Education's rules applicable at the time of the institutional unit's latest evaluation survey, and

- as a research-team leader or member, to submit, while being employed in the position of associate professor, a correct (individual or team) application for research-project co-funding, and
 - to participate in academic, research or teaching projects held abroad.
- 5.4. Holders of the academic title of professor may be employed as associate professor on the basis of appointment for an indefinite period.

6. Rules for employing full professors

- 6.1. Candidates for the position of full professor are required to meet the criteria specified in §63.1.4 of the Statute and to have research achievements, measured since submitting the request to initiate proceedings for the conferment of the academic title of professor, at the level of at least 35 points calculated according to the Ministry of Science and Higher Education's rules applicable at the time of the institutional unit's latest evaluation survey.
- 6.2. A full professor is employed on the basis of appointment for an indefinite period.

7. Rules for employing junior lecturers, instructors, lecturers and senior lecturers in teaching positions

- 7.1. The initial employment period at the University is for one year, the following one is based on a fixed-term employment contract in accordance with the Labour-Law provisions regarding maximum periods for fixed-term employment contracts and their number, and next – for an indefinite period.
- 7.2. The position of junior lecturer may be held by a person with at least a master's or equivalent degree who has language-teaching qualifications or teaching experience in the field.
- 7.3. The position of instructor may be held by a person with a master's degree or an equivalent degree in a given teaching field and qualifications to teach a given subject.
- 7.4. The position of lecturer may be held by a person with a five-year positively-evaluated teaching experience in a given field of education, or a three-year positively-evaluated teaching experience in the field and a doctoral degree. These requirements do not apply to employment for the purpose of conducting practical-track programmes.
- 7.5. The position of senior lecturer may be held by a person with an eight-year positively-evaluated teaching experience in a given field of education, or a six-year positively-evaluated teaching experience and a doctoral degree. These requirements do not apply to employment for the purpose of conducting practical-track programmes.
- 7.6. The following additional criteria are taken into account when developing a recommendation for further employment:
- a) with reference to academic teachers employed at the Department of Foreign Languages – additional professional qualifications in the field of business-language teaching acquired since commencing employment at the PUEB, and textbooks or other materials written to teach foreign languages or to teach the Polish language to foreigners at the PUEB,

- b) with reference to academic teachers employed at the Department of Sport and Physical Education – additional professional qualifications in the field of teaching acquired since commencing employment at the PUEB,
- c) outstanding educational achievements of the academic teachers referred to in points a) and b).

8. In the interest of the University, the Rector may waive some of the rules set out above.



DEAN OF THE FACULTY OF
POZNAŃ UNIVERSITY OF ECONOMICS AND BUSINESS
61-875 Poznań, al. Niepodległości 10
announces
a **COMPETITION** for the position of
research and teaching assistant
(name of the position)
in the Department of
(institutional unit)

JOB DESCRIPTION:

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REQUIREMENTS:

- doctoral/master's or equivalent degree,
- having completed a teacher development course (alternatively),
- command of the English language at least at level ... ,
- meeting the conditions specified in Article 109 of the Law on Higher Education.

BENEFITS:

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APPLICATIONS SHOULD INCLUDE:

- CV with a cover letter,
- copies of documents confirming the applicant's qualifications (including the Ph.D. diploma or certificate; M.A.- or equivalent-degree diploma),
- scans or copies of employment certificates and references,
- certificate of completion of a professional development course (if required),
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-
- consent to the processing of personal data.

Please e-mail your application to by
(e-mail address) (date)

The competition results will be announced on
(deadline date)



Poznań,

(date)

REPORT

of the Competition Committee, appointed on by to conduct a competition for the position of in the Department of, Faculty of, Poznań University of Economics and Business

The committee meeting was attended by:

1. – head
2. – member
3. – member

..... was the deadline for submitting competition applications for the vacant position of in the Department of
(name of the institutional unit)

After a substantive examination of the applications, the following persons were shortlisted for a further recruitment procedure:

1.
2.
3.
4.

The committee resolved to invite the shortlisted applicants to an interview on and adjourn its meeting.

Signatures of the committee members:

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.....
.....

On the committee resumed the adjourned meeting.

The following invited applicants were interviewed:

.....
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Following the interviews, the committee evaluated the following candidates, taking into account the criteria specified in the competition notice:

.....
.....

The committee's additional findings:

.....

Ranking list of candidates (names and surname):

1.
2.

3.

The committee recommends that the position of in the Department of should be offered to Mr/Ms for the following reason(s):

.....
.....

This concluded the meeting.

Date and signatures of the committee members:

1.

2.

3.