

Annex

to the Ordinance No 109/2020 of the Rector of PUEB

of 25 November 2020

**The Guidelines to the policy of academic staff employment at PUEB**

Table of contents

[Introduction 2](#__bookmark0)

[Employment procedure 2](#_Employment_procedure)

1. [Request for equivalent 2](#_Request_for_equivalent)
2. [Conducting competition 3](#_Conducting_competition_procedure)
3. [Request for employment 4](#__bookmark4)
4. [Other issues related to deciding about employment 6](#___bookmark5)

[Requirements for employment for posts in individual of academic staff groups](#_Requirements_for_employment)  [7](#_bookmark6)

1. [General rules: 7](#__bookmark7)
2. [Guidelines for employment in a research and teaching group ………………………………. 8](#___bookmark8)

[6.1. Assistant 8](#_bookmark9)

* 1. [Assistant professor 9](#_bookmark10)
  2. [University professor 9](#_bookmark11)
  3. [Professor 10](#_bookmark12)

1. [Guidelines for employment in a research group 11](#_bookmark13)
   1. [Assistant 11](#_bookmark14)
   2. [Assistant professor 11](#_bookmark15)
   3. [University professor 12](#_bookmark16)
   4. [Professor 13](#_bookmark17)
2. [Guidelines for employment in a teaching group 13](#_bookmark18)
   1. [Employment of academic staff in non-institute units 13](#_bookmark19)
      1. [Teacher 13](#_bookmark20)
      2. [Instructor 14](#_bookmark21)
      3. [Lecturer 14](#_bookmark22)
      4. [Senior lecturer 14](#_bookmark23)
      5. [Period of employment 14](#_bookmark24)
   2. [Employment of academic staff in institutes 14](#_bookmark25)
      1. [Assistant 14](#_bookmark26)
      2. [Assistant professor 15](#_bookmark27)
      3. [University professor 15](#_bookmark28)
      4. [Professor 16](#_bookmark29)
3. [Visiting professor 17](#_bookmark30)
4. [Rector’s decision 17](#_bookmark31)

# 

# Introduction

The guidelines have been developed on the basis of the provisions of:

* Act of 20 July 2018 Law on Higher Education and Science (consolidated text, Journal of Laws of 2020, item 85, as amended), hereinafter referred to as the Act, and its secondary acts, in particular concerning the evaluation of the University,
* the Statute of PUEB, adopted by PUEB Senate on 26 April 2019 (as amended), hereinafter referred to as the Statute,
* Labour Code.

Unless otherwise stated, an academic staff member shall be an employee employed in a research and teaching, research, or teaching group.

The primary group of employees in which an academic staff member is employed shall be a research and teaching group.

# Employment procedure

## Request for equivalent

* 1. In order to commence the procedure for the first and every subsequent employment of an academic staff member, a request for full-time or part-time equivalent must be submitted.
  2. A request to the rector for full-time equivalent is submitted by the head of department or the head of another organizational unit in which an academic staff member is to be employed. Such request should be approved by the director of institute, and – in case of non-institute units – by relevant vice-rector.
  3. For the first employment of an academic staff member, a request for equivalent should be submitted:
     1. in case of employment of a teacher from the beginning of winter semester – prior to 1 July;
     2. in case of employment of a teacher from the beginning of summer semester – prior to 1 December.
  4. In case of subsequent employment of an academic teacher, as well as in case of advancement, an application for equivalent (with a request for employment) shall be submitted, as applicable.
  5. Request for equivalent should include (cf. Annex 1):
     1. in case of requests for a research and teaching post:
        1. indication of the field and discipline of science,
        2. indication of the source of financing for full-time or part-time equivalent (e.g., university funds, external funds – indication of type is required),
        3. presenting that teaching load is ensured for all academic staff employed in a given organisational unit (department or other organisational unit). This should be demonstrated with respect to both the requested post and all other academic staff already employed in a given unit. Therefore, when submitting a request to the rector, the head of organisational unit is obliged to present:
           + teaching load from the computerised system for the last two academic years preceding the establishment of a given post,
           + projected teaching load for the whole consecutive academic year at a department or another unit,
        4. justification of the need for a given post, indicating the expected research results in the context of evaluation;
     2. in case of requests for a research post:
        1. indication of the field and scientific discipline.
        2. indication of the source of financing of full-time or part-time equivalent (e.g., university funds, external funds – indication of type is required),
        3. justification of the need for the post with the indication of expected research results in the context of evaluation;
     3. in case of requests for a teaching post:

1. indication of scientific field and discipline or area of knowledge or skills to which the candidate's activity would relate,
2. indication of the source of financing of full-time or part-time equivalent (e.g., university funds, external funds – indication of type is required),
3. justification of the need for a teaching post,
4. presenting that teaching load is guaranteed for all academic staff employed in a given organisational unit (department or other organisational unit, in case of Department of Foreign Languages ­– in a given language team). This fact should be presented both in relation to the requested full-time equivalents and full-time equivalents of all other academic staff already employed in a given unit. Therefore, when submitting a request to the rector, the head of organisational unit shall be obliged to present:
   * + - * teaching loads from the computerised system for the last two academic years preceding the establishment of a post,
         * projected teaching loads for the whole consecutive academic year at a department or another unit.
   1. Further steps in the employment procedure shall only be taken upon the rector's approval of equivalent.

## Conducting competition procedure

* 1. The first employment of an academic staff member for an indefinite or definite period of time exceeding three months and one-half of full-time equivalent shall be established following an open competition, subject to the exceptions determined in the Act.
  2. The rules for announcing a competition are determined in the Statute. A sample content of a competition notice is provided in Annex No 2 to the Guidelines to the policy for academic staff employment at PUEB. A competition is announced by the rector:
     1. on his/her own initiative, after consulting, respectively:
        1. the director of institute and the head of department or other institute unit where an academic staff member is or is to be employed,
        2. the head of non-institute organisational unit in which an academic staff member where an academic staff member is or is to be employed;
     2. at the request of:
        1. the head of department or the head of another organisational unit of the institute in which an academic staff member is or is to be employed, with the opinion of such institute's director,
        2. the head of non-institute organisational unit in which an academic staff member is or is to be employed.

Competition notices are published by the Human Resources Division on the University's website at: https://ue.poznan.pl/pl/uniwersytet,c13/oferty-pracy-na-uep,c36/oferty-dla- academic-teachers,c13336/

* 1. Information about a competition with its result and justification is made available in the Public Information Bulletin on the websites of the University and the minister supervising the University, 30 days before and after the competition, respectively. Information about a competition is also made available in English on the website of the European Commission in the European portal for mobile researchers intended for publication of job offers for researchers within 30 days prior to the competition (i.e., deadline for receiving applications). Human Resources Division is liable for the actions determined above.
  2. The deadline for submission of applications for a competition must not be shorter than 30 calendar days from the date of announcement of a competition. Applications for a post are to be submitted by electronic means at the e-mail address determined in the notice; however, an application shall be deemed timely submitted should it be received before 24:00 hours on the closing date for applications. After a candidate has submitted their application, they shall receive a confirmation e-mail with the date and time of such submission. A formal verification of the completeness of application is conducted by the Human Resources Division. Should application be incomplete, a candidate may be asked to complete their application within a given deadline.
  3. Selection committee shall assess the eligibility requirements on the basis of criteria, as determined in the competition notice.
  4. Selection committee and its chairperson are appointed by the rector. Selection committee members should be chosen from among the employees representing relevant scientific discipline and scientific specialty, or related specialty. Selection committee is composed of at least three persons, including obligatorily: the head of lowest-level organisational unit in which the post subject to the competition is to be filled. In addition, selection committee may also include the institute's director, as well as an employee of the Human Resources Division – Professional Competence Development Unit or an employee of the Department of Foreign Languages.
  5. Selection committee recommends a person for employment or determines that no candidate meets the requirements for the post covered by a competition. Committee shall take a resolution on the recommendation in a secret ballot by a simple majority of votes. The course of the proceedings is detailed in a protocol. A sample content of such protocol constitutes Annex 3 to the Guidelines.
  6. The committee chairperson shall, without delay, present the result of a competition (recommendation) to the rector.
  7. The rector may decide not to employ a recommended person.

## Request for employment

* 1. Employment contract with an academic staff member shall be established and terminated by the rector:
     1. on his/her own initiative, after consultation with, respectively:
        1. the director of institute and the head of department or the head of another organisational unit of the institute, in which an academic staff member is or is to be employed,
        2. the head of non-institute organisational unit, in which the academic staff member is or is to be employed;
     2. at the request of
* the head of department or the head of another organisational unit of the institute, in which academic staff member is or is to be employed, with the opinion of the director of such institute,
* the head of a non-institute organisational unit, in which an academic staff member is or is to be employed.
  1. Application for employment of a particular person shall be submitted after holding a competition or in a non-competitive procedure, should a competition not be required, and the rector has decided not to hold one.
  2. Application for employment should include:
     1. in case of applications for employment for a research and teaching post:

a) indication of the name of a candidate to be employed,

b) indication of the field and discipline of science,

c) a list of scientific achievements produced or confirmed by the Scientific Information Division of the Main Library,

d) an attachment in the form of a candidate's application for employment,

e) an attachment in the form of a candidate's scientific resume,

f) an attachment specifying the a candidate's teaching competence;

* + 1. in case of applications for a research post:

a) indication of the name of a candidate for employment,

b) indication of the field and discipline of science,

c) a list of scientific achievements produced or confirmed by the Scientific Information Division of the Main Library,

d) an attachment in the form of a candidate's application for employment,

e) an attachment in the form of a candidate's scientific resume;

* + 1. in case of applications for a teaching post in an institute (senior lecturer, assistant professor, university professor or professor):

a) indication of the name of a candidate for employment,

b) indication of the field and discipline of research,

c) a potential list of scientific achievements produced or confirmed by the Scientific Information Division of the Main Library,

d) an attachment in the form of a candidate's application for employment,

e) an attachment in the form of a candidate's scientific resume,

f) an attachment in the form of a candidate's teaching competence description,

g) a teaching portfolio with, among others, practical examples from the teaching work, a description of the proposed teaching methods, and other information, which additionally justifies a candidate's application for the post;

* + 1. in case of applications for a teaching post in a non-institute unit (teacher, instructor, lecturer, senior lecturer), applications should contain the elements determined in point 3.3.3. a, d, e (if applicable), f, g,   
       and, in addition:

a) with regard to academic teachers employed in Department of Foreign Languages – a description of additional professional qualifications in terms of teaching of a foreign language – business specialization, and information on teaching resources or publications for teaching of a foreign language or teaching Polish to foreigners they have produced,

b) with regard to academic staff employed in Department of Sport and Physical Education – a description of additional professional qualifications in terms of teaching qualifications,

c) special achievements of academic staff referred to in a) and b).

* 1. Applications of the heads of departments for employment in a teaching group are reviewed by the Committee for the Assessment of Quality of Teaching Activity, appointed by the rector that includes an employee of the Professional Competence Development Unit, and at least one director of studies. The Committee may invite a candidate for a meeting in order for them to present their achievements in person and to assess competence defined in Annex No 4 to the Guidelines in the form of a behavioural interview.
  2. In case of applications for employment of an academic teacher for a research post of assistant, assistant professor, visiting professor, university professor and professor, it is preferred to ensure an external source of funding, i.e., a source other than a subsidy (e.g., a grant or a scholarship for a research project, a commission or a contract with a funding body or sponsor).
  3. Upon completion of research projects, an academic teacher employed in a research group may apply for a similar post in a research and teaching group.
  4. In case of academic staff member employed in a research group applying for employment at a similar post in a research and teaching group, it is allowed that some of the teaching criteria not be met.

## Other issues related to a decision about employment

* 1. Employment of an academic staff member shall take place on either 1 October or 1 February. The condition for employing an academic staff member and allowing them to work at PUEB with a specified date is a completion of the employment procedure. The rector may agree to employ an academic staff member with a date other than the one specified in the first sentence. This applies, in particular, to employment of an employee who has recently obtained a degree or academic title.
  2. The first employment at the University is based on an employment contract for a definite period of time up to 4 years, whereby an employment period shorter than 4 years requires justification by an applicant. The above rule shall not exclude a possibility of an earlier advancement to a higher post, should the requirements specified for that post be met.
  3. Subsequent employment shall be made on the basis of an employment contract for an indefinite period, after a teacher has received a positive evaluation, referred to in Article 128 of the Act.
  4. It is desirable that the period of employment coincide with a semester or an academic year – this condition shall not apply to employment types listed in Article 119, paragraph 2 of the Act.
  5. Employment of an academic staff member whose employment was terminated due to reaching the so-called universal retirement age and their subsequent retirement shall be possible, should it be required by the interests of the University.
  6. An academic staff member who has acquired the entitlement to retirement may be re-employed at the same post at PUEB in a non-competitive procedure in case of the continuation of employment.
  7. Direct professional subordination shall not be established at the University between spouses and persons: running a common household, remaining in a relationship of kinship, with affinity up to the second degree, or in a relationship of adoption, custody or guardianship. Moreover, as a rule, no persons related by blood or affinity shall be employed in the same department or another unit within the same institute or a non-institute unit.

# Requirements for employment for posts in groups of academic staff

## General rules:

* 1. Meeting requirements specified in the Guidelines concerning the defined scientific achievements in terms of publications (as defined by the Law on Higher Education and Science and its secondary acts) shall be verified on the basis of the point value conversion sum of these scientific achievements and the point value of unit shares sum for a given employee for scientific publications over the last four years (preceding the date determined in the conditions of a competition, or – in case of employment in a non-competitive procedure – preceding the date of submission of an application for employment). In case of doubt as to the day or the month of publication (and in the absence of doubt as to the year), publication is presumed to have taken place within the period of four years referred to above. In determining the above values, it shall be assumed that:
     1. unit share shall be understood pursuant to the regulations on the evaluation of the quality of scientific activity in force on the date of verification,
     2. total and conversion point value of scientific achievement shall be understood pursuant to the regulations on the evaluation of the quality of scientific activity in force on the date of verification, with the exception of the transitional rule, as specified in 5.1.5,
     3. sum of unit shares, which may be attributed to scientific monographs with a total point value not greater than 100 points, scientific editing of such monographs and chapters in such monographs, shall not be bigger than two,
     4. only scientific achievements with a total point value not lower than 20 points, which – in the year of publication – featured in the list of publications or in the list of scientific journals and peer-reviewed materials from international conferences published by the minister responsible for higher education, shall be taken into account,
     5. points for publications from the period before 2018 shall be accepted pursuant to the date of publication; in case of difference between points from the date of publication and points from the date of the application, the higher value shall be considered.
  2. Research grant shall be research or development works conducted at the University, for which funds were obtained through a competition announced by an institution external to the University. This also includes research or development works conducted under contract with entities not constituting a part of the higher education system and science or in consortia with such entities.
  3. Educational grant shall mean an enterprise undertaken at the University aimed at improving the competence of teaching staff, students or doctoral students, for which funds have been obtained through a competition or otherwise from an institution external to the University.
  4. Organisational achievements shall refer to participation in organisational works related to scientific or teaching activity, including: participation in arranging scientific conferences, cooperation with national and foreign science institutions, participation in popularization of the achievements of science, cooperation with state and local authorities and social organisations, and institutions in terms of solving practical issues, functions performed at universities, research units, as well as national and international organisations, awards and distinctions of institutions and scientific societies and state and local governments authorities.
  5. Scientific project shall refer to research or development works for which an entity conducting it, or its co-leader, has received funding through a competition announced by an institution external to that entity. This also includes research or development works conducted in a framework of a contract with entities not constituting a part of the system of higher education and science or in consortia with such entities.
  6. Educational project shall refer to a project aimed at improving the competence of teaching staff, students or doctoral students, for which an entity conducting or co-conducting it has obtained funding through a competition or otherwise from an institution external to that entity.

## Guidelines for employment in a research and teaching group.

## Assistant in a research and teaching group

– the post of an assistant may be occupied by a person holding at least M.A., M.Sc. or equivalent title and competence specified for this post in Annex No 4 to the Guidelines.

Candidates applying for the post of an assistant, apart from meeting the criteria defined above, are also required, jointly:

* + 1. to hold professional aptitude to conduct research documented e.g., by credentials of the thesis supervisor, a high average grade during studies, activity in science clubs, other scientific activity, scientific publications or obtaining a degree in science;
    2. to hold professional aptitude to teach or experience in teaching; in this respect, it is desirable (but not required) to have specific knowledge or skills, or to have specific qualifications (e.g., professional titles, qualifications to conduct specific activity) relevant for science or teaching activity.

## Assistant professor in a research and teaching group – the post of an assistant professor may be occupied by a person holding at least a doctoral degree and having at least one year (academic year) of experience as assistant in an academic institution within an employment relationship. The condition for an advance employment for the post of an assistant shall not apply to persons previously employed at the post of an assistant and persons holding a degree of doctor of science.

Candidates applying for employment for the post of a assistant professor in research and teaching group, in addition to meeting the criteria defined above, are also required, jointly:

* + 1. to hold a record of scientific achievement, as defined by unit shares meeting the requirements defined in 5.1.4, with:
* its sum being at least three and the total point value of at most three-unit shares – at least 70 points, or
* sum of at least two, where these two-unit shares are filled by journal articles of at least 70 points each or by level-two monographs, scientific editing of such monographs or by chapters in such monographs;
  + 1. to have won, as a leader or member of a project team, a scientific or educational grant or project, or participation in at least one such grant or project;
    2. to have participated in an international scientific or educational activity;
    3. to hold evidence of organisational achievements within the meaning of 5.4 of the Guidelines;

The requirements specified in 6.2.1 - 6.2.4 must have been fulfilled within the last 4 years (preceding the date defined in the conditions of a competition, and in case of employment in a non-competitive procedure – prior to the date of submission of an application for employment), subject to 5.1.

* + 1. to possess proven teaching training;
    2. to possess specific knowledge or skills or particular qualifications (e.g., professional titles, qualifications to conduct specific activity) relevant to research or teaching activity;
    3. to possess competence specified for this post in Annex No 4 to the Guidelines.

## University professor in a research and teaching group – the post of a university professor may be occupied by a person holding at least a degree of doctor and possessing significant achievements as a senior academic staff member.

Candidates applying for the post of a professor at a higher education institution, in addition to meeting the criteria defined above, shall also be required, jointly:

* + 1. to present academic achievement, referred to above, meeting the following requirements:
       1. it must be documented by output worth a minimum of 500 conversion points for the entire period of scientific activity;
       2. in the last four years, as defined in 5.1 of the Guidelines, a candidate must present a body of scientific output, as defined by unit shares meeting the requirements of 5.1.4, of which:
          - its sum shall be at least three and total point value of three-unit shares at most shall be at least 210 points, or
          - its sum shall be at least two and these two-unit shares are filled by journal articles of at least 100 points each or by level-two monographs or by scientific editing of such monographs;
    2. to have won, as a leader, a scientific or educational grant or project, or to have managed at least one such grant, project or team within such grant or project during this period;
    3. to have participated in international scientific or educational activity;
    4. to present evidence of significant achievements in teaching, in particular with regard to supervising thesis or training doctoral students;
    5. to present evidence of organisational achievements, as defined in 5.4 of the Guidelines;  
       The requirements specified in 6.3.2 - 6.3.4 must have been met in the last 4 years (preceding the date defined in the conditions of the competition, and in case of employment in a non-competitive procedure – prior to the date of submission of the application for employment, subject to 5.1.
    6. to possess at least four years of teaching experience in an academic institution, research centre or research unit;
    7. to possess documented teaching training;
    8. to possess specific knowledge or skills or particular qualifications (e.g., professional titles, qualifications to conduct specific activity) relevant to research or teaching;
    9. to possess competence specified for this post, as defined in Annex 4 to the Guidelines.

## Professor in a research and teaching group – a person holding the title of professor with significant scientific output shall be employed as a professor (except for obligatory employment).

Candidates applying for the post of a professor (except for obligatory employment), apart from meeting the criteria defined above, they are also required, jointly:

* + 1. to present a body of scientific output which meets the following requirements:
       1. it must be documented by achievements worth a minimum of 700 conversion points for the entire period of scientific activity;
       2. over the last four years, as defined in 5.1 of the Guidelines, a candidate must have produced scientific output, as defined by unit shares, meeting the requirements of 5.1.4, which:
          - sum shall be at least three and the total point value of at most three-unit shares shall be at least 210 points, or
          - sum of at least two and these two-unit shares are filled by journal articles of at least 100 points each or by level-two monographs or by scientific editing of such monographs;
    2. to have won, as a leader, a scientific or educational grant or project, or managing at least one such grant or project or a team within such a grant or project during that period;
    3. to have served as a supervisor in at least one procedure for awarding a doctoral degree resulting in the award of that degree;
    4. to present evidence of significant achievements in teaching, in particular with regard to supervision of thesis and training of doctoral students;
    5. to have participated in international scientific or educational activities;
    6. to possess evidence of organisational achievements, as defined in 5.4 of the Guidelines;

The requirements specified in 6.4.2 - 6.4.6 must have been fulfilled within the last 4 years (preceding the date defined in the conditions of the competition, and in case of employment in non-competitive procedure – prior to the date of submission of an application for employment, subject to 5.1).

6.4.7. to possess at least eight years of teaching experience at an academic institution, research centre or research unit;

6.4.8. to possess proven teaching training;

6.4.9. to possess specific knowledge or skills, or particular qualifications (e.g., professional titles, qualifications to conduct specific activity), relevant to research or teaching activity;

6.4.10. to possess competence specified for this post in Annex 4 to the Guidelines.

## Guidelines for recruitment in a research group

* 1. **Assistant in a research group** – the post of an assistant may be occupied by

a person holding at least M.A., M.Sc. or equivalent title and competence specified for this post in Annex No 4 to the Guidelines.

Candidates applying for the post of an assistant, apart from meeting the criteria defined above, are also required to hold professional aptitude to conduct research documented e.g., by credentials from their thesis supervisor, a high average grade during studies, activity in science clubs, other scientific activity, scientific publications or obtaining a scientific degree;

They are also desirable to document:

* + 1. their scientific output,
    2. their participation in international scientific activity,
    3. winning, as a leader or a team member, a grant or scientific project, or participation in one such grant or project.
  1. **Assistant professor in a research group** – the post of an assistant professor may be occupied by a person with at least a degree of doctor.

Candidates applying for the post of an assistant professor in a research group, apart from meeting the criteria defined above, are also required, jointly:

* + 1. to present a record of scientific output, as defined by unit shares meeting the requirements defined in 5.1.4, the sum of which shall be at least three and the total point value of at most three-unit shares shall be at least 240 points;
    2. to have won, as a leader, at least one scientific grant or project;
    3. to have participated in international scientific activity;
    4. to possess evidence of organisational achievements within the meaning of point 5.4 of the Guidelines;  
       The requirements defined in 7.2.1 to 7.2.4 must have been met within the last 4 years (prior to the date defined in the conditions for the competition, and in case of employment in non-competitive procedure – prior to the date of submission of the application for employment), subject to 5.1.
    5. to have managed, at the date of application, at least one research grant or a team within such grant (should a candidate not be an employee of PEUB, this requirement shall refer to a scientific project);
    6. to possess at least one year of experience in scientific activity in an academic institution, research unit or scientific entity;
    7. to demonstrate competence for this post, as specified in Annex No 4 to the Guidelines.
  1. **University professor in a research group** – the post of a university professor may be occupied by a person holding at least a degree of doctor with significant output as senior academic staff.

Candidates applying for the post of a university professor at a higher education institution, in addition to meeting the criteria defined above, are also required, jointly:

* + 1. to present academic output, referred to above, that meets the following requirements:
       1. be documented by achievements worth a minimum of 1000 conversion points for the entire period of scientific activity;
       2. for the last four years, as defined in 5.1 of the Guidelines, the candidate must present academic output defined by unit shares satisfying the requirements defined in 5.1.4, the sum of which shall be at least three and the total point value of at most three-unit shares shall be at least 340 points;
    2. to have won, as a leader, at least two scientific grants or projects;
    3. to have managed at least two scientific grants or projects or teams within such grants or projects;
    4. to have participated in international scientific activities;
    5. to possess evidence of organisational achievements, as defined in 5.4 of the Guidelines;   
       The requirements defined in 7.3.2 to 7.3.5 must have been met within the last 4 years (prior to the date defined in the conditions of the competition, and in case of employment in non-competitive procedure, prior to the date of submission of the application for employment), subject to point 5.1.
    6. to have managed, at the date of application, at least two scientific grants or university teams within such grants (if a candidate is not a PUEB staff member, this requirement refers to a scientific project);
    7. to possess at least 4 years of experience in scientific activity in an academic institution, research unit or scientific entity;
    8. competence specified for this post in Annex No 4 to the Guidelines.
  1. **Professor in a research group** – the post of a professor in a research group may be occupied by a person holding the title of a professor with a significant scientific output (except for obligatory employment).

Candidates applying for the post of a professor (except for obligatory employment), apart from meeting the criteria defined above, are also required, jointly:

* + 1. to present scientific output which meets the following requirements:
       1. be documented by achievements worth a minimum of 1400 conversion points for the entire period of scientific activity;
       2. for the last four years, as defined in 5.1 of the Guidelines, the candidate must present scientific output defined by unit shares satisfying the requirements of 5.1.4, the sum of which is at least three and the total point value of at most three-unit shares is at least 340 points;
    2. to have won, as a leader, at least two scientific grants or projects;
    3. to have managed at least two scientific grants, projects or teams within such grants or projects;
    4. to have participated in international scientific activity;
    5. to possess an organisational track record, as defined in 5.4 of the Guidelines; The requirements defined in 7.4.2 to 7.4.5 must have been met within the last 4 years (prior to the date defined in the conditions of the competition, and in case of employment in non-competitive procedure – prior to the date of submission of the application for employment), subject to point 5.1.
    6. to have managed, at the date of application, at least two scientific grants or university teams within such grants (should a candidate not be a PUEB staff member, this requirement shall refer to a scientific project);
    7. to possess at least 8 years of experience in scientific activity in an academic institution, research unit or scientific entity;
    8. to present experience in managing scientific projects – to have managed (during the whole period of scientific activity) at least three scientific projects, including at least one international project (i.e., a project won in an international procedure or a project conducted by entities from more than one country);
    9. to possess competence specified for this post in Annex No 4 to the Guidelines.

## Guidelines for the employment in a teaching group.

## Employment of academic staff in non-institute units

* + 1. **Teacher in a research and teaching group** – the post of a lecturer in non-institute units may occupied by a person holding at least M.A., M.Sc. or equivalent title with documented training of teaching a foreign language and at least 12 months of experience in teaching a foreign language to adults, as well as competence for the post, as defined in Annex No 4 to the Guidelines.
    2. **Instructor in a teaching group** – the post of an instructor in non-institute units may be occupied by a person holding M.A., M.Sc. or equivalent title in a given field of teaching with qualifications for teaching of a given course, as well as competence for the post, as defined in Annex No 4 to the Guidelines.
    3. **Lecturer in a research and teaching group** – the post of a lecturer in non-institute units may be occupied by a person holding M.A., M.Sc. or equivalent title with documented teaching training for teaching a foreign language, having completed a 4-year employment period as a teacher in a given field of teaching and a positive assessment of their last employment for a period of 3 years of positively assessed employment, and a degree of doctor, as well as competence for the post, as defined in Annex No 4 to the Guidelines.
    4. **Senior lecturer in a teaching group** – the post of a senior lecturer in non-institute units may be occupied by a person holding M.A., M.Sc. or equivalent title with documented teaching training for teaching a foreign language, having completed a 8-year employment period as a teacher in a given field of teaching, and a positive assessment of their last employment for a period of 6 years, and a degree of doctor, as well as competence for the post, as defined in Annex No 4 to the Guidelines.
    5. Period of employment in a teaching group – the requirement for employment period referred to in 8.1.3 and 8.1.4 shall not apply to specialists – practitioners and outstanding representatives of practice – employed for the purpose of conducting programmes with practical profile.

## Employment of academic staff in institutes

* + 1. **Assistant in a teaching group** – the post of an assistant may be occupied by a person holding M.A., M.Sc. or equivalent title and competence for the post, as defined in Annex No 4 to the Guidelines.  
       Candidates applying for the post of an assistant, apart from meeting the criteria defined above, in the last 4 years (prior to the date defined in the conditions for the competition, and in case of recruitment in non-competitive procedure, prior to the date of submission of the application for employment), are also required:
       1. to possess specific knowledge or skills, or specific qualifications (e.g., professional titles, qualifications to conduct specific activity) necessary for the teaching process, and
       2. to possess aptitude for teaching or experience in teaching.   
          In addition, they are desirable to present:
       3. participation in international educational or scientific projects and
       4. submission, as a leader or a member of a project team, of at least one correct – in terms of formal requirements – application (individual or in team) for funding of an educational or scientific grant, or participation in at least one such grant within that period.
    2. **Assistant professor in a research and teaching** – the post of an assistant professor may be occupied by a person with at least a doctoral degree with at least one-year experience of being employed as an assistant professor within an employment relationship. The condition for advance employment for the post of an assistant professor shall not apply to persons previously employed at the post of an assistant professor and persons holding a degree of doctor of science. Candidates applying for the post of an assistant professor in a teaching group, apart from meeting the criteria defined above, are also required, jointly:
       1. to present they have submitted, as a leader or a member of a project team, at least one correct – in terms of formal requirements – application (individual or in team) for an educational or scientific grant, or their participation in at least one such grant;
       2. to present a record of teaching and professional output, including in the field of education of students or doctoral students, or outstanding credentials (documented) for activity in the teaching field;
       3. to prove their participation in international scientific or educational activity;
       4. to prove their organisational achievements, as defined in 5.4 of the Guidelines;  
          The requirements defined in 8.2.2.1 to 8.2.2.4 must have been met within the last 4 years (prior to the date defined in the conditions of the competition, and in case of employment in non-competitive procedure – prior the date of the submission of an application for employment), subject to point 5.1.
       5. to possess at least 4 years of teaching experience in an academic institution, research centre or research unit;
       6. to possess documented teaching training;
       7. to possess particular knowledge or skills, or qualifications (e.g., professional titles, qualification to conduct a specific activity) relevant to the teaching activity;
       8. to possess competence specified for this post in Annex No 4 to the Guidelines.
    3. **University professor in a research and teaching group** – the post of a university professor may be occupied by a person holding at least a degree of doctor with significant teaching achievements.

Candidates applying for the post of a university professor, in addition to meeting the criteria defined above, are also require, jointly:

* + - 1. to have won, as a leader, at least two educational or scientific grants or projects, or to have led during this period at least two such grants, projects or teams within such grants or projects;

8.2.3.2. to possess significant teaching achievements, including in particular:

* achievements in the field of education of students or doctoral students,
* achievements in supervising diploma theses,
* development or implementation of innovative teaching methods,
* other achievements in ensuring the quality of education, including participation in the process of winning accreditation by the University,
* achievements in popularisation of science;

8.2.3.3. to have participated in international scientific or educational activity;

8.2.3.4. to possess evidence of organisational achievements, as defined in 5.4 of the Guidelines;

The requirements specified in 8.2.3.1 to 8.2.3.4 must have been met within the last 4 years (prior to the date defined in the conditions of the competition, and in case of employment in a non-competitive procedure – prior to the date of submission of an application for employment), subject to point 5.1.

8.2.3.5. to possess at least eight years of teaching experience in an academic institution, research centre or research unit;

8.2.3.6. to possess documented teaching training;

8.2.3.7. to possess specific knowledge or skills or specific qualifications (e.g., professional titles, qualifications to conduct a particular activity) relevant to teaching activity;

8.2.3.8. to possess competence, specified for this post in Annex 4 to these Guidelines.

* + 1. **Professor in a research and teaching group** – the post of a professor may be occupied by a person holding a title of professor. Candidates applying for the post of a professor (except for obligatory employment), in addition to meeting the criteria defined above, are also require, jointly:
       1. to have won, as a leader, at least two educational or scientific grants, or projects, or to have managed at least two such grants, projects or teams within such grants or projects during this period;
       2. to possess significant teaching achievements, including, in particular:
* achievements in the field of education of students and doctoral students,
* achievements in supervising diploma theses,
* development or implementation of innovative teaching methods,
* other achievements ensuring the quality of education, including participation in the process of winning accreditation by the University,
* achievements in popularisation of science;
  + - 1. participation in international scientific or educational activities;
      2. evidence of organisational achievements within the meaning of 5.4 of the Guidelines;  
         The requirements defined in 8.2.2.1 to 8.2.2.4 must have been met within the last 4 years (prior to the date defined in the conditions of the competition, and in case of employment in a non-competitive procedure – prior the date of submission of an application for employment),
      3. to possess at least 12 years of teaching experience in an academic institution, research centre or research unit; and
      4. to possess proven teaching training;
      5. to possess specific knowledge or skills, or specific qualifications (e.g., professional titles, qualifications to conduct specific activity) relevant to teaching activity;
      6. to possess competence specified for this post in Annex No 4 to the Guidelines.

1. **Visiting professor** - regardless of a group, in which they are to be employed. The post of a visiting professor may be occupied by a person:
   1. having an academic title or degree,
   2. having significant and creative achievements in academic or professional work.

A candidate may be an employee of another university, scientific or research institution.

.

## Rector’s decision

* 1. When making a decision to employ an academic staff member, the rector is guided by the interests of the University.
  2. The rector may derogate from the above guidelines should an important interest of the University warrant it.