

Annex No 3

guidelines to the policy of academic staff employment at PUEB

Poznań, ………………………………………… (date)

**His Magnificence Rector

Poznań University of Economics and Business**

**REQUEST FOR EQUIVALENCE/ ESTABLISHING OF AN ACADEMIC TEACHER POST[[1]](#footnote-2)**

I request for establishing of

the equivalent (the post) of ……………….. in research and teaching/research/teaching group at department/organizational unit of…………………. amounting to …………………. from …………………………………

1. The reason for requesting equivalent/post is:
* expiring date of the employment contract concluded for a fixed period[[2]](#footnote-3) – YES/NO\*
	+ contract termination date................... of the following academic teacher: ………………………..……….
* advancement2 …………………………………………………………………………………………………………………………….…………
* vacancy – change of job/dismissal/termination of contract/retirement/pension\* ………………….……………
* research project …………….
* other/reason (new equivalent) (specify the reason and the date relevant to the case)........................................................................................................................
1. In terms of evaluation, the established equivalent/post should produce ………………………………………..……………………………………………the following research-based effects[[3]](#footnote-4) in the discipline:

2.1. Achievements with regard to publications:

2.1.1……………………………………………..……………………………………………………………………………………..

2.1.2………………………………………………..…………………………………………………………………………………..

2.1.3…………………………………………….………………………………………………………………………………………

2.2 Grants or research projects:

2.2.1…………………………………………………………………………………………………………………………………….

2.2.2…………………………………………………………………………………………………………………………………….

2.2.3…………………………………………………………………………………………………………………………………….

2.3 Patents:

2.3.1…………………………………………………………………………………………………………………………………...

2.3.2…………………………………………………………………………………………………………………………………….

2.3.3…………………………………………………………………………………………………………………………………….

1. Justification for establishing the teaching post by the head of department/unit [[4]](#footnote-5)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. The source of financing of the employment:
* Subsidy
* external funding – specify? Full name of the source of funding (in case of grant funding, indicate the internal number of project/grant/task): ………………………………………………………………………………………………………………..……………………………..….
* I confirm compliance with regulations, guidelines and documentation of
a project/grant\*…………………………………………………………………….………………………………………..………. and indicate it being a direct/indirect\* cost

The number of academic staff members currently employed in the department/unit\*:

..............................................................................................................................................................

1. Workload of the teaching unit over the last two academic years preceding the planned establishment of the post (plan/execution) presents as follows[[5]](#footnote-6):
2. total number of teaching hours resulting from the unit's teaching workload plan

(including the number of hours at full-time and part-time programmes):

- in total ..........................................................................................................................................

including:

- full-time programmes: ..........................................................................................................................

- part-time programmes ....................................................................................................................

1. total number of teaching hours based on teaching workload of all staff members employed in the unit (where some teachers benefit from temporary reduction in their teaching load or when on leave, provide values: full value for their post and reduced value):

- full teaching workload: ................................................................................................................................

- reduced teaching workload: ..........................................................................................................................

1. total number of teaching hours based on teaching workload of all staff members employed in the unit, subject to statutory increase for teaching staff members of ½ of teaching workload, for research and teaching staff of ¼ of teaching workload (where some teachers benefit from temporary reduction in their teaching load or when on leave, provide values: full value for their post and reduced value):

- full teaching workload + statutory increase ...............................................................................................

- reduced teaching workload + statutory increase ..........................................................................................

1. joint (real) number of overtime hours: .........................................
2. number of hours conducted under civil-law contract ......................
3. number of hours conducted by doctoral students .....................................................
4. number of MA theses ..................................................................
5. number of BA theses/engineer’s theses.......................................................
6. Expected workload for the following academic year in the department or other unit
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………

date, stamp, signature of requesting head of department/organizational unit

**Opinion of the director of institute**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………….

………………………………………………

date, stamp, signature of director of institute

**Opinion of the director of programme appointed by the rector**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…

………………………………………………

date, stamp, signature of director of programme

**Opinion of the relevant vice-rector**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………….

………………………………………………

date, stamp, signature of rector

**Rector’s approval**

* no approval
* approval for equivalent and employment on the basis of selection procedure
* approval for equivalent and employment in non-competitive procedure

………………………………………………

date, stamp, signature of rector

1. For the first employment of an academic staff member, an application for equivalent should be submitted:

in case of intention of employment from winter semester – by 1 July;

in case of intention of employment from summer semester – by 1 December. [↑](#footnote-ref-2)
2. In this case, documents related to the application for employment determined in 3.3 of the guidelines for the employment of academic staff at PUEB should be attached to the application [↑](#footnote-ref-3)
3. Applies to research and teaching and research post

\* Delete as appropriate [↑](#footnote-ref-4)
4. Opinion of relevant director of studies must be attached. [↑](#footnote-ref-5)
5. It is recommended to attach a printout with workload from IT system.

\* Delete as appropriate [↑](#footnote-ref-6)