

# (OTM-R)

# Polityka otwartych, przejrzystych i opartych o kompetencje zasad rekrutacji pracowników naukowych

# Open, Transparent and Merit-based Recruitment of Researcher



Open, transparent and merit-based recruitment policy, as a part of the HRS4R Strategy, ensures that the best person for the job is recruited, guarantees equal opportunities and access to apply for each and every candidate. Furthermore, it makes research careers more attractive by boosting international cooperation and facilitates the development of external portfolio (cooperation, competition, mobility).

The Poznań University of Economics and Business, as an institution given the European HR Excellence in Research award, has established a policy for the recruitment of academic staff - research, research and teaching and teaching staff, based on The Code of Conduct for the Recruitment of Researchers and the following legislation and normative acts:

* the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), hereinafter referred to as the Act, and the secondary legislation issued thereto, in particular concerning the evaluation of the University,
* PUEB Statutes, adopted by the PUEB Senate on 26 April 2019 (as amended), hereinafter referred to as the Statutes
* the Polish Labour Code.

The ambition of Poznań University of Economics and Business is to attract top talent, as well as to define and promote the career paths of those who work at the University by guaranteeing the transparency of recruitment, appraisal and promotion procedures together with the respect for the principles and requirements set out in the European Charter for Researchers, as well as to raise the University’s international recognition and enhance its reputation as an employer.

Three stages of the OTM-R policy have been identified at our University:

1. Advertising a vacancy and applying for the position,
2. Selection and evaluation of applicants,
3. Appointment

as introduced in the Rector’s Regulation No. 109/2020 Guidelines for Academic Staff Employment at PUEB.

This document clarifies legislative pathways and issues not covered in the Guidelines.

**1) Advertising a vacancy and applying for a position**

The prerequisite for starting the procedure for the first and any subsequent employment of an academic staff member is the submission of an application for a full-time position or part thereof to the PUEB Rector.

Further steps in the employment procedure may be taken only after a positive decision of the Rector to grant a full-time position has been issued.

The first employment relationship with an academic staff member for an indefinite or fixed term of more than 3 months, exceeding half-time, shall be established following an open competition, subject to the exceptions indicated in the Act.

The rules for advertising a vacancy and the procedure for the competition are laid down in the Statutes.

The competition is announced by the Rector.

Vacancies are advertised in both Polish and English, with a minimum period of publication of 30 days. Specialists in the Human Resources Division are responsible for posting job offers online.

The websites on which the advertisements are posted include:

* in Polish:
* Poznań University of Economics and Business website

https://ue.poznan.pl/pl/uniwersytet.c13/oferty-pracy-na-uep.c36/oferty-dla-nauczycieli-akademickich.c13336/

* Ministry of Education and Science website <https://bazaogloszen.nauka.gov.pl/>
* PUEB Public Information Bulletin at <https://bip.ue.poznan.pl/59/101/oferty-dla-nauczycieli-akademickich.html>
* in English:
* Euraxess <https://euraxess.ec.europa.eu/>

Applicants for the position to be filled by the competition shall e-mail their applications to: [rekrutacja-dsp@ue.poznan.pl](mailto:rekrutacja-dsp@ue.poznan.pl).

##### **2) Selection and evaluation of applicants**

The selection committee assesses the eligibility of candidates on the basis of the criteria indicated in the competition.

Each committee needs to have, as a mandatory member, a teaching competence expert in the Professional Competence Development Team of the Human Resources Division.

All committee members have to bring diversity of expertise and competencies, and proceed accordingly to the procedures for the different researcher categories. What is more, selection committees should be well balanced in terms of gender.

Committees are obliged to ensure the gender balance of applicants invited to recruitment interviews.

The Rector has the final say in the employment decision.

Information on the outcome of the competition is published by the Human Resources Division on the PUEB’s Public Information Bulletin (BIP) website: https://bip.ue.poznan.pl/59/101/oferty-dla-nauczycieli-akademickich.html, and also sent to: pracawnauce@mein.gov.pl, where designated persons from the Ministry of Education and Science publish the information on the Ministry’s website.

The results of the competition are not announced on the EURAXESS website. Employment of an academic staff member takes place on either 1 October or 1 February.

##### **3) Appointment**

The first employment at the University shall be on the basis of an employment contract for a fixed period of up to 4 years, with a period of employment of less than 4 years to be justified by the applicant. The above rule does not exclude the possibility of early promotion to a higher position if the requirements specified for that position are met. Subsequent employment shall be on the basis of a contract of employment for an indefinite period, after the teacher has received a positive performance appraisal as referred to in Section 128 of the Act.

We do not envisage the possibility to appeal against the decision in the competition procedure, except for the situations regulated by the Labour Code.