

Appendix No. 1

To the Guidelines for the policy of employment

Of academic teachers at PUEB

Poznań, date……………………………………………….

**His Magnificence**

**the Rector**

**of Poznań University of Economics and Business
w Poznaniu**

**APPLICATION FOR THE TENURE** /**CREATION OF A TENURE[[1]](#footnote-2)
FOR AN ACADEMIC TEACHER**

I hereby request that you grant for the department/unit………………………………………… a tenure of…………………………………………… in the research and teaching/research/teaching faculty\* with the working time …………………………………………………………... starting on (date)……………………………………………………………………………………………… .

1. My request for the tenure/creating a tenure is motivated by:
* The expiry of the fixed-term employment contract[[2]](#footnote-3) –YES/NO\*
	+ The expiry date of the ……………………….. contract of the academic teacher………………………..……….
* Professional advancement2 …………………………………………………………………………………………………………………………….…………
* Vacancy – the employee left job/was fired/end of contract/retirement/pension\* ………………….……………
* Research project …………….
* Another reason/situation – what kind? (a new position) (please, give the reason and the relevant date)........................................................................................................................
1. In the context of the evaluation, the tenure/created tenure should bring about the following research outcomes:[[3]](#footnote-4) …………………………………………………………………………………………………………. in the discipline of ……………………………...

2.1. Publishing achievements:

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. The justification for creating the teaching position offered by the head of the department/organisational unit[[4]](#footnote-5)

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

1. The source of finance for the employment will be:
* subsidy
* external sources – what kind? The full name of the source of finance (if the tenure is to be financed by a grant, the external number of the grant/project/task should be given): ………………………………………………………………………………………………………………..……………………………..….
* I hereby confirm compliance with the regulations, guidelines and documentation of the project/grant\*…………………………………………………………….………………………………………..……. and inform that it will be a direct/indirect\* cost.
1. The current number of teachers employed by the department/unit\*: ..............................................................................................................................................................
2. The teaching workload of the unit over the two academic years preceding the planned creation of the new tenure (plan/implementation) is as follows:[[5]](#footnote-6)
3. The number of teaching hours in the planned teaching workload for the unit (the number of hours for full-time and part-time studies):

-total ..........................................................................................................................................

including:

-full-time studies..........................................................................................................................

-part-time studies ....................................................................................................................

1. The total number of teaching hours based on the teaching workload of the whole teaching faculty in the unit (if any of the teachers have temporarily reduced workloads, or are on leave, two values should be given: the full workload resulting from the teacher’s position, and the reduced one):

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

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

1. The total number of teaching hours based on the teaching workload of the whole faculty of the unit, taking into account the statutory increase in the number of hours: $^{1}/\_{2}$ of the workload for the teaching faculty and $^{1}/\_{4}$ of the workload for the research and teaching faculty (if any of the teachers have temporarily reduced workloads, or are on leave, two values should be given: the full workload resulting from the teacher’s position, and the reduced one):

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

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

1. Total (actual) number of overtime hours: .........................................
2. Number of hours worked on the basis of a civil contract: …………….......................
3. Number of hours worked by doctoral students: .....................................................
4. Number of M.A. theses: ..................................................................
5. Number of B.A./engineering theses .......................................................
6. Anticipated workload for the whole next academic year in the department or another unit:
………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………

Date, stamp and signature of the applying Head of the Department/organisational unit

**The opinion of the Director of Studies**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………….

………………………………………………

 Date, stamp and signature of the Director of Studies

**The opinion of the Director of Studies appointed by the Rector[[6]](#footnote-7)**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…

…………………………………………………………..

 Date, stamp and signature of the Director of Studies

**The relevant Vice Rector’s opinion**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……………………………………………….

……………………………………………….

 Date, stamp and signature of the Vice-Rector

**The Rector’s decision:**

* No consent
* Consent for the creation of the tenure and employment based on a competition
* Consent for the creation of the tenure and employment outside the competition procedure

……………………………………………….

Date, stamp and signature of the Rector

1. In the case of the first employment of an academic teacher, the application should be submitted:

For employment planned from the beginning of the winter semester – up to 1 July

For employment planned for the beginning of the winter semester – before 1 December [↑](#footnote-ref-2)
2. Documents related to the application for employment referred to in point 3.3 of the Guidelines for the policy of employment of academic teachers at PUEB should be enclosed here. [↑](#footnote-ref-3)
3. Applies to research and teaching as well as research tenures

\*Delete as appropriate [↑](#footnote-ref-4)
4. The opinion of the relevant Director of Studies should be enclosed separately. [↑](#footnote-ref-5)
5. It is recommended to enclose a printout of the workload from the IT system.

\* delete as appropriate [↑](#footnote-ref-6)
6. Applies to teaching and research and teaching tenures.

\*delete as appropriate [↑](#footnote-ref-7)