Poznań, 14 March 2022

**PUEB employment procedure for people from Ukraine applying for teaching positions**

1. **Communication methods and circulation of documents**
2. Documents related to the application for employment, or enquiring about employment at PUEB, of Polish citizens who arrived in Poland directly from the area of Ukraine, and documents of the Ukrainian citizens whose stay in Poland is considered legal, should be forwarded by PUEB organisational units to the Human Resources Division at the following email address: dsp@ue.poznan.pl
3. The appointed employee of the Human Resources Division will instantly send the documents via email to the person appointed by the PUEB Rector for the coordination of actions aimed at facilitating the employment of the academic teachers mentioned in point 1, from now on referred to as the Coordinator, at the following email address: koordynator.ukraina@ue.poznan.pl .
4. The Coordinator will verify the documents in terms of the following criteria: the applicant’s professional title, scientific degree, or professor’s degree, their scientific and teaching competencies (in particular: the represented field of science, the publishing track record, the implemented grants or teaching, research or development projects, obtained patents or copyrights, as well as the level of competence in foreign languages (with the emphasis on Polish and English). The Coordinator will send the relevant information to the Heads of the University organisational units (especially departments), which have already expressed their interest, or may be interested in the employment of an academic teacher with the specific set of competencies.
5. The Head of the organisational unit interested in employing a person with the specific competencies applies to the Rector - through the relevant: Director of the Institute, Director of Studies and Vice-Rector – following the presently used model of the employment application, enclosed as Appendix No 1 to the Guidelines for the employment policy for academic teachers at PUEB, in accordance with the Rector’s Regulation No 109/2020 of 25 November 2020. Additionally, the Head of the unit should appoint one of the unit’s employees as the new teacher’s assistant, with the task of guiding them through all the formalities related to the employment at the University. After the application has been submitted, the Human Resources Department, in cooperation with the Coordinator, compiles the pertinent documentation. If the documentation must be translated, the Human Resources Department contacts the International Office. Moreover, the International Office assists the Human Resources Department in liaising with the academic teacher and, if needed, completing their documentation or information about them.
6. After the Rector’s decision to employ an applicant, the application with the supporting documents will be forwarded to the Human Resources Department.
7. The Human Resources Department takes all the steps necessary for the employment process. The employment shall be based on the regulations currently in force, particularly the Higher Education and Science Act of 20 July 2018, as well as on specific regulations on the assistance to people arriving from the territory of Ukraine as a result of the military conflict there.
8. The Rector establishes the employment relationship with the academic teacher, after the completion of all the formalities (including the examination by an occupational physician and undergoing the occupational safety and health training).
9. Candidates’ documents which will not be further processed shall be forwarded to the Human Resources Department, with the purpose of informing the applicants that their applications have been rejected.
10. **The preferred principles of employment of the applicants referred to in point I.1.**
11. Employment based on a fixed-term employment contract for the period of up to 1 year, yet no longer than the period of their legal residence in Poland.
12. In relation to the employment of academic teachers for teaching and research tenures, the Rector will take into account their knowledge of the languages used in classes.
13. Maximum half-time employment.
14. Position – adequate for the applicant’s qualifications
15. The general obligation to hold a competition is in force, unless a specific regulation exempts from such obligation (e.g. Art. 43 of the Bill on the assistance to the citizens of Ukraine, in relation to the military conflict on the territory of this country).