



ZARZĄDZENIE NR 212/2021
REKTORA
UNIwersYTETU RZESZOWSKIEGO
z dnia 08.11.2021 r.

w sprawie: wprowadzenia Polityki otwartej, przejrzystej i merytorycznej rekrutacji pracowników na stanowiska badawcze, badawczo-dydaktyczne i dydaktyczne (OTM-R) w Uniwersytecie Rzeszowskim

Na podstawie art. 23 ust.1 Ustawy z dnia 20 lipca 2018 r. *Prawo o szkolnictwie wyższym i nauce* (t.j. Dz.U. z 2021r. poz.478 z późn. zm) oraz §30 ust. 3 *Statutu Uniwersytetu Rzeszowskiego* z dnia 4 kwietnia 2019r. (tekst jednolity – Uchwała Senatu UR nr 96/09/2021 z dnia 30 września 2021r.), zarządzam co następuje:

§ 1

Wprowadza się do stosowania i przestrzegania Politykę otwartej, przejrzystej i merytorycznej rekrutacji pracowników na stanowiska badawcze, badawczo-dydaktyczne i dydaktyczne (OTM-R) w Uniwersytecie Rzeszowskim, stanowiącą załącznik do niniejszego Zarządzenia.

§ 2

Zarządzenie wchodzi w życie z dniem podpisania.

Rektor
Uniwersytetu Rzeszowskiego

Prof. dr hab. Sylwester Czopek

Open, Transparent and Merit-based Policy for the Recruitment of Researchers and Academic Teachers at the University of Rzeszów

1. General Information

The principles for conducting recruitment procedures for employment of academics in research, research and teaching, and teaching positions are established in the following national and internal regulations:

- 1) The Act of July 20, 2018 - Law on Higher Education and Science (consolidated text, Journal of Laws of 2021, item 478, as amended)
- 2) The Act of June 26, 1974 - Labour Code (consolidated text, Journal of Laws of 2020, item 1320)
- 3) The Statute of the University of Rzeszów (Resolution of the Senate of the University of Rzeszów of April 4, 2019, unified text: Resolution of the Senate of the UR No. 96/09/2021 of September 30, 2021).
- 4) Regulation No. 110/2021 of the Rector of the University of Rzeszów of June 22, 2021 on the rules for conducting competition procedures for the employment of academics in research, research and teaching and teaching positions.

2. Recruitment procedures

- 1) The University of Rzeszów (hereinafter also referred to as UR), as an employer is obliged to comply with the principles set out in the European Charter for Researchers and the Code of Conduct for Recruitment (Recommendation of the European Commission 2005/251 / EC) when appointing or recruiting researchers and academic teachers.
- 2) Competition procedures at the University of Rzeszów must be carried out in a transparent manner, based on clearly defined criteria listed in point 8.3 of this document, for all groups of researchers and academic teachers.
- 3) The procedures should ensure equal access to the competition for all groups of people, including those in a more difficult situation (i.e. due to age, disability, gender, race, sexual orientation, ethnicity, religion or belief, etc.) or for researchers or artists returning to a research or artistic career, including teachers (at all levels of the education system) returning to a scientific career.
- 4) The implemented recruitment procedures should be as open, efficient and transparent as possible, supportive (e.g., IT support) and internationally comparable, as well as tailored to the type of positions advertised.
- 5) Announcement of a competition for a given position should contain a precise description of the required knowledge and qualifications and should not be overly specialized so as not to discourage suitable candidates. Announcements should contain a description of working conditions and entitlements, including a description of career development prospects.
- 6) The period between announcement of a competition and the deadline for submitting applications should be at least 60 days.

3. Procedures for selecting a competition committee

- 1) Members of the selection committees should represent a wide variety of experience and qualifications and, where necessary and possible, come from a variety of backgrounds (public and private sector) and disciplines.
- 2) The composition of the committee should be gender-balanced.

- 3) It is advisable to appoint external experts, including those from abroad, with relevant experience to evaluate the candidates.
- 4) Members of selection boards should be properly trained in the area of competition procedures.

4. Procedures for the transparency of competition procedures

- 1) Candidates should be informed about the recruitment process and the selection criteria, about the number of available positions and about career development prospects.
- 2) Upon completion of the selection process, applicants must be informed of the results of the recruitment process, as well as the strengths and weaknesses of their applications.

5. Procedures for assessing candidates' achievements

- 1) In the selection process, the entire range of experience of the candidates should be taken into account.
- 2) In addition to assessing their overall potential as researchers, the candidates' creativity and level of independence should also be considered.
- 3) Assessment of merit should be done both qualitatively and quantitatively, focusing not only on the number of publications, but also on the outstanding results achieved during a diverse research career.
- 4) The importance of bibliometric indicators should be properly balanced against a wider range of evaluation criteria, i.e. teaching experience, supervision of research work, teamwork experience, knowledge transfer, research management, innovation and raising social awareness.
- 5) For candidates with experience in the industrial sector, special attention should be paid to their contribution to patents, development or inventions.
- 6) Career breaks and variations in the chronological order of the CV should not be viewed as diminishing the value of the candidate's achievements, but as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers or artists towards a multi-dimensional career track. Therefore, candidates should be allowed to submit evidence-based CVs that reflect a representative range of achievements and qualifications relevant to the position being applied for.
- 7) Any mobility experience, i.e. a stay in another country / region or a different research setting (in the public or private sector), or a change of discipline or sector at an early or later stage of the research or artistic career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher or an artist.
- 8) As professional qualifications can be acquired at an early stage of a long research career, the path of lifelong professional development should also be taken into account.
- 9) The required level of qualifications should correspond to the needs of the position and should not constitute a barrier to employment.

6. Competition announcement

- 1) The form with the content of the announcement in Polish and in English is available online at <https://www.ur.edu.pl/uni-Uniwersytet/praca>, on the website of the Ministry of Science and Education (Annex 1). The competition announcement and description of the requirements for applicants should be concise and include links to detailed information available online.
- 2) Candidates should find information in the announcement on:

- a) the organization and the unit conducting the competition (link to the website of the University of Rzeszów and a given Institute or another unit),
- b) the offered position, its specifications and the date of commencement of employment,
- c) selection criteria (and their "weight"), including the scope of knowledge and professional experience (distinguishing between "required" and "desired"),
- d) the number of vacancies,
- e) working conditions, workplace, type of contract, remuneration and any other additional benefits,
- f) professional development opportunities,
- g) the competition procedure and the deadline for submitting applications (at least 60 days from the date of publication of the announcement),
- h) references to the OTM-R policy of the employing institution (link),
- i) references to the institution's equal opportunities policy (link),
- j) contact details.

7. Accepting applications from candidates

- 1) Documents to be attached to the competition application should be limited only to those that are actually necessary in order to select the best candidate, based on merit. In the case of documents that are required in accordance with legal procedures (e.g. certified translations into Polish of documents confirming candidates' qualifications), candidates should obtain consent to submit a declaration that if they are selected in the competition procedure, the required documents will be submitted.
- 2) Accepting applications from candidates should be done electronically with the use of an e-tool.
- 3) All applicants are required to receive (automatic) confirmation of their application being received, and the return e-mail should contain further information on the recruitment process, set out the next steps in the competition process, including a schedule, date of the interview (if required) and date of the commencement of employment. When scheduling a possible job interview, travel planning time for external applicants should be taken into consideration. Candidates should be informed by email of any delay or modification of the competition procedure.
- 4) The original documents shall be delivered by the candidate within 7 days after receiving the information that they have been selected.

8. Evaluation and selection

8.1 Selection committees

- 1) The evaluation is carried out by the Competition Committee appointed in accordance with Regulation No. 110/2021 of the Rector of the University of Rzeszów of 22/06/2021 on the rules for conducting competition procedures for the employment of academic teachers for research, research and teaching and teaching positions. The selection committee should be independent and composed of members who do not have any conflict of interest and their decisions are objective and based on evidence, not personal preferences. The commission should use the expertise of external members, and its composition should be diversified, i.e.:

- a) It should consist of at least 3 members.
- b) It may include international experts who are fluent in the language of the recruitment process.
- c) It should be gender balanced,
- d) It should include an external expert (i.e. an expert from the outside of the University of Rzeszów).
- e) Where appropriate and feasible, should be composed of experts from different sectors (public, private, academic and non-academic).
- f) The committee as a whole should have relevant experience, qualifications and competencies to assess the candidate.

8.2 Screening and interviewing

- 1) All applications should be screened and candidates selected. Depending on the number of applications, pre-screening can be introduced to check eligibility, candidates for interviews can be shortlisted, interviews can be remote (by telephone or skype), or face-to-face. All applicants should be treated in the same way.
- 2) The entire candidate selection process should be transparent and made known to the candidates, including various steps.

8.3 Assessing merit and future potential

- 1) The criteria for selecting researchers should focus on both the candidates' past performance and their future potential. The emphasis is likely to change according to the profile of the post, e.g., when recruiting an R1 researcher, future potential is likely to outweigh past performance.
- 2) In line with the principles "Judging merit", "Variations in the order of CVs", "Recognition of mobility" and "Seniority" of the Code of Conduct for the Recruitment of Researchers, the evaluation criteria should be consistent with the requirements of the position as regards research, supervision or, for example, teaching competencies.
- 3) Merit should be judged qualitatively as well as quantitatively, focusing on results within a diversified career path, taking into account career breaks, lifelong professional development and the added value of non-research experience.
- 4) A wide range of evaluation criteria should be used and balanced, according to the position being advertised. Depending on the specific profile of the post, this may include (in alphabetical and not hierarchical order):
 - a) acquisition of funding;
 - b) generation of societal impact;
 - c) international portfolio (including mobility);
 - d) knowledge transfer and exchange;
 - e) management of research and innovation;
 - f) organizational skills/experience;
 - g) outreach/public awareness activities;
 - h) research performance;
 - i) supervision and mentoring;
 - j) teaching;
 - k) teamwork
- 5) Hence, achievements of the person applying for a job at the University of Rzeszów should be assessed according to the following unambiguous criteria, the weight of which depends each time on the position for which the competition is announced:

a) Scientific achievements:

- I. scientific articles in foreign journals, including the "Philadelphia List",
- II. scientific articles in Polish journals, including the "Philadelphia List",
- III. papers published in Polish, foreign and international post-conference materials,
- IV. books and monographs,
- V. chapters in books and monographs,
- VI. number and type of reviews prepared,
- VII. citations.

b) Artistic achievements:

- I. individual author's exhibitions,
- II. authorship of visual arts works,
- III. participation in collective exhibitions,
- IV. authorship, publication, recording or broadcasting of a musical, electronic or multimedia work, or choreography for a smaller cast (soloists or chamber ensembles of up to 15 performers inclusive) made public by performance, edition, recording or broadcast,
- V. a supporting part in a musical performance,
- VI. preparation by the choirmaster of the choir for a vocal-instrumental concert or a musical performance;
- VII. soundtrack authorship, recording or sound engineering of a phonographic, audiovisual, theatrical, television or film form;
- VIII. authorship of a libretto / script for a musical, ballet or dance performance or the development of a stage movement,
- IX. musical direction or direction of a musical performance,
- X. participation in the jury of a music or phonographic competition or festival / acting as an exhibition curator, director or artistic manager of a music or phonographic festival or competition, or cyclical concerts,
- XI. awards and distinctions, placing the work in a significant collection,
- XII. conducting a course, open-air workshop or master workshop,
- XIII. authorship/ editing / chapter of publications in the field of fine arts, music

c) Scientific supervision:

- I. number of doctoral theses supervised and completed under the candidate's supervision,
- II. experience as an auxiliary supervisor.

d) Teamwork:

- I. experience in managing a research team and/or working in such a team,
- II. managing research groups.

e) Knowledge transfer and mobility:

- I. experience in the transfer of knowledge between science and business,
- II. professional experience gained outside the university,
- III. experience in mobility programs (inter-university, intersectoral, international).

- f) Management of research and innovation:
 - I. managing research projects, including: EU, international, KBN, Ministry of Science and Education, NCN, NCBiR,
 - II. experience in managing scientific research,
 - III. experience in research projects (implementation, industrial, other).

- g) Patents:
 - I. patents,
 - II. patents and patent applications
 - III. other intellectual property rights
- h) Public awareness activities:
 - I. popular science, technical and other publications,
 - II. experience in spreading scientific awareness in the society.

- i) Teaching experience:
 - I. experience in teaching, including diploma seminars,
 - II. experience in the preparation of teaching materials,
 - III. preparation of manuals and textbooks,
 - IV. awards or distinctions for didactic work.

- j) Organisational experience including: experience in organizing and managing scientific and / or teaching activities.

9. Feedback for candidates applying for a job at the University of Rzeszów

- 1) In line with the principle "Transparency" of the Code of Conduct for the Recruitment of Researchers, all applicants should receive written or electronic notice at the end of the selection process, indicatively within 30 days and without any unnecessary delays.
- 2) It is strongly recommended to inform all applicants who were admitted to the interview about the strengths and weaknesses of their application. Other applicants, who did not make it to the final stages, should receive a standard mail informing them of the outcome. All applicants must be entitled to further feedback on the strengths and weaknesses of their application upon request.
- 3) After the competition is adjudicated, a note about the decision is posted on the university's website, which includes information about which candidate has been selected and a brief justification of the selection. Information about the competition result is available for 30 days after the competition is adjudicated.

10. Complaints mechanism

Candidates who believe that they have been treated negligently, unfairly or incorrectly are entitled to submit a complaint to the Rector of the University of Rzeszów indicating procedural irregularities within 7 days of receiving a negative decision. The complaint will be examined by the Rector of the University of Rzeszów within 30 days.

11. General characteristics of research, and research and teaching positions at the University of Rzeszów and expectations towards candidates applying for a job at the University of Rzeszów (Appendix 3).