

## Process Description

Case number: 2021PL603617

Name Organisation under review: University of Rzeszów

Organisation's contact details:

University of Rzeszów, al. Rejtana 16C, 35-959 Rzeszów, Poland

Tel.: +48 17 872 1010

Maciej Ulita [mulita@ur.edu.pl](mailto:mulita@ur.edu.pl), [info@ur.edu.pl](mailto:info@ur.edu.pl)

Date endorsement charter and code: February 8, 2021

## Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
dr hab. Maciej Wnuk, prof. UR	Head of the working group/ the Team for the Implementation of the principles of the Charter and the Code, R3	No	Yes	Head of Doctoral school, associate professor, College of Natural Sciences
dr hab. Elżbieta Rokosz, prof. UR	Vice-head of the working group/ Team for the Implementation of the principles of the Charter and the Code, R3	No	Yes	Vice Rector for Student Affairs and Education, associate professor, College of Humanities

dr hab. Anna Koziorowska, prof. UR	member of working group/of the Team for the Implementation of the principles of the Charter and the Code, R3	No	Yes	Associate professor, College of Natural Sciences
dr Jakub Czopek	member of working group/of the Team for the Implementation of the principles of the Charter and the Code, R2	No	Yes	Assistant professor, College of Social Sciences
dr Jarosław Kinal	member of working group/of the Team for the Implementation of the principles of the Charter and the Code, R2	No	Yes	Plenipotentiary of Vice- Rector of the College of Humanities for Organization and International Cooperation, assistant professor, College of Humanities
dr Piotr Matłosz	member of working group/of the Team for the Implementation of the principles of the Charter and the Code, R2	No	Yes	assistant professor, Medical College
mgr Małgorzata Soroń	member of working group/of the Team for the Implementation of the principles of the Charter and the Code, R1	No	Yes	Representative of doctoral students, Medical College
mgr inż. Justyna Czarnik- Kwaśniak	member of working group/of the Team for the Implementation of the principles of the Charter and the Code, R1	No	Yes	Representative of technical research staff and doctoral students, Postgraduate School of Molecular Medicine
dr Maciej Ulita	member of working group/of the Team for the Implementation of the principles of the Charter and the Code, R2	No	Yes	Representative of administrative staff, Rector's office
mgr Ewelina Piszczek	member of working group/of the Team for the Implementation of the principles of the Charter and the Code	No	Yes	Representative of administrative staff, Vice- Rector's office
prof. dr hab. Idalia Kasprzyk	The chairman of the	Yes	No	Vice-Rector of the College of

	Committee overseeing the Process (Steering Committee and the Monitoring Team) Member of the Senate Committee of Science, R4			Natural Sciences
Jerzy Ginalski	Member of the Committee overseeing the Process Representative of the socio-economic environment	Yes	No	Member of the Council of the University of Rzeszów/ External Stakeholder
Małgorzata Anna Kucharska	Member of the Committee overseeing the Process Representative of the socio-economic environment	Yes	No	Member of the Council of the University of Rzeszów External Stakeholder
Marek Ruchała	Member of the Committee overseeing the Process Representative of the socio-economic environment	Yes	No	Member of the Council of the University of Rzeszów External Stakeholder
dr hab. Józef Jerzy Kierski, prof. UR	Member of the Committee overseeing the Process, R3	Yes	No	Member of the Council of the University of Rzeszów
prof. dr hab. Jolanta Pasterska	Member of the Committee overseeing the Process, R4	Yes	No	Member of the Council of the University of Rzeszów
prof. dr hab. n. med. Jacek Tabarkiewicz	Member of the Committee overseeing the Process, R4	Yes	No	Member of the Council of the University of Rzeszów
dr hab. Elżbieta Feret, prof. UR	Member of the Committee overseeing the Process, R3	Yes	No	Vice-Rector of the College of Social Sciences
prof. dr hab. Paweł Grata	Member of the Committee overseeing the Process, R4	Yes	No	Vice-Rector of the College of Humanities
prof. n. med. dr hab. Artur Mazur	Member of the Committee overseeing the Process, R4	Yes	No	Vice-Rector of the Medical College
mgr inż. Aneta Radaczyńska	Member of the Committee overseeing the Process	Yes	No	Representative of administrative staff, Medical College
mgr Justyn Czado	Member of the Committee overseeing the Process	Yes	No	Representative of administrative staff, College of Social Sciences
mgr Greta Kaczmarczyk	Member of the Committee overseeing the Process	Yes	No	Representative of administrative staff, College of Humanities
dr hab. Iwona Kania-Kłosok, prof. UR	Member of the Committee overseeing the Process, R3	Yes	No	Representative of the Vice-Rector of the College of Natural Sciences
mgr Marzena Filipek	Member of the Committee overseeing the Process	Yes	No	Bursar of the University

mgr Barbara Oskroba	Member of the Committee overseeing the Process	Yes	No	Head of the University Administration
mgr Danuta Dziadek	Member of the Committee overseeing the Process	Yes	No	Head of the Human Resources department
mgr Joanna Chmiel	Member of the Committee overseeing the Process	Yes	No	Head of the Research and Projects department
prof. dr hab. Marek Stanisz	Member of the Senate Committee of Science, Representative of the community of researchers, R4	No	No	Head of the Committee, representative of the College of Humanities
prof. dr hab. Maciej Balawejder	Member of the Senate Committee of Science, Representative of the community of researchers, R4	No	No	Representative of the College of Natural Sciences
dr hab. Robert Pązik, prof. UR	Member of the Senate Committee of Science, R3	No	No	Representative of the College of Natural Sciences
dr hab. Dorota Sankowska, prof. UR	Member of the Senate Committee of Science, R3	No	No	Representative of the College of Humanities
dr hab. Marta Wrońska, prof. UR	Member of the Senate Committee of Science, R3	No	No	Representative of the College of Social Sciences
dr Justyna Podgórska - Bednarz	Member of the Senate Committee of Science. R2	No	No	Representative of Medical College
dr Justyna Wszyńska	Member of the Senate Committee of Science, R2	No	No	Representative of the Medical College
mgr Szymon Gózdź	Member of the Senate Committee of Science, R1	No	No	Representative of doctoral students
prof. dr hab. Marek Stanisz	Representative of the community of researchers - R4	No	No	Representative of the College of Humanities
prof. dr hab. n.med. Izabela Zawlik	Representative of the community of researchers - R4	No	No	Representative of Medical College
prof. dr hab. inż. Maciej Balawejder	Representative of the community of researchers - R4	No	No	Representative of the College of Natural Sciences
prof. dr hab. Jolanta Szempruch	Representative of the community of researchers - R4	No	No	Representative of the College of Social Sciences
dr hab. Edyta Czop, prof. UR	Representative of the community of researchers - R3	No	No	Representative of the College of Humanities

dr hab. n. med. Mariusz Dąbrowski	Representative of the community of researchers - R3	No	No	Representative of Medical College
dr hab. prof. UR Bogdan Wiśniowski	Representative of the community of researchers - R3	No	No	Representative of the College of Natural Sciences
dr hab. Grzegorz Grzybek, prof. UR	Representative of the community of researchers R3	No	No	Representative of the College of Social Sciences
dr Joachim Popek	Representative of the community of researchers - R2	No	No	Representative of the College of Humanities
dr Karolina Przednowek	Representative of the community of researchers - R2	No	No	Representative of Medical College
dr Izabela Piotrowska	Representative of the community of researchers - R2	No	No	Representative of the College of Natural Sciences
dr Konrad Kędzierski	Representative of the community of researchers - R2	No	No	Representative of the College of Social Sciences
mgr Katarzyna Flisak	Representative of the community of researchers - R1	No	No	Representative of the College of Humanities
mgr Michalina Czarnota	Representative of the community of researchers - R1	No	No	Representative of Medical College
mgr inż. Alicja Wojtuń	Representative of the community of researchers - R1	No	No	Representative of the College of Natural Sciences
mgr Damian Wicherek	Representative of the community of researchers - R1	No	No	Representative of the College of Social Sciences

**Note:** You may add new management departments if needed.

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
-------------------	---------------------	---------------

Community of researchers belonging to R1	<ul style="list-style-type: none"> <li>• Anonymous survey (providing data for the gap analysis)</li> <li>• Representatives were involved in the work of the Working Group and Committee overseeing the Process</li> <li>• Additional consultation by e-mails or telephone conversations or meetings</li> </ul>	Identification of gaps, Proposing solutions in the field of ethical and professional aspects, Recruitment and selection, Training and development
Community of researchers belonging to R2	<ul style="list-style-type: none"> <li>• Anonymous survey (providing data for the gap analysis)</li> <li>• Representatives were involved in the work of the Working Group and Committee overseeing the Process</li> <li>• Additional consultation by e-mails or telephone conversations or meetings</li> </ul>	Identification of gaps, Proposing solutions in the field of ethical and professional aspects, Recruitment and selection Working conditions, Training and development
Community of researchers belonging to R3-4	<ul style="list-style-type: none"> <li>• Anonymous survey (providing data for the gap analysis)</li> <li>• Representatives were involved in the work of the Working Group and Committee overseeing the Process</li> <li>• Additional consultation by e-mails or telephone conversations or meetings</li> </ul>	Identification of gaps, Proposing solutions in the field of ethical and professional aspects, Recruitment and selection Working conditions, Training and development
Council of Rectors of the University of Rzeszow (two members of Council of Rectors UR belong to the R3 group, four members of Council of Rectors UR belong to the R4 group)	<ul style="list-style-type: none"> <li>• Additional discussion during Council of Rectors meeting, contributing to the gap analysis and the action plan Representatives of the Council are involved in the work of the Working Group and Committee overseeing the Process</li> </ul>	Verification of the proposed solutions in the scope of Ethical and professional aspects, Recruitment and selection Working conditions, Training and development.
Members of the Senate of the University of Rzeszow (11 senators belong to the R4 group, 21 senators belong to the R3, 12 senators belong to the R2 group and 5 belong to the R1 group). Additionally, invited representatives of the academic community participate in the Senate UR meetings (6 persons belong to the R4 group, 8 persons belong to the R3 group, 2 persons belong to the R2 group, and 5 persons belong to the R1 group),	<ul style="list-style-type: none"> <li>• Additional public discussion during the sittings of the UR Senate contributing to the gap analysis and the proposal of implementation of the HRS4R at the UR. Some of the representatives of the Senate were involved in the work of the Working Group and Committee overseeing the Process</li> </ul>	Verification and acceptance of the proposed solutions in the scope of Ethical and professional aspects, Recruitment and selection Working conditions, Training and development
Representatives of the community of researchers ranging from R1 to R4 (4 persons belong to the R4 group, 4 persons belong to the R3 group, 4 persons belong to the R2 group, and 4 persons belong to the R1 group)	<ul style="list-style-type: none"> <li>• Meeting with Committee overseeing the Process or the Working Group (or consolation via e-mail)</li> </ul>	Verification of the proposed solutions in the scope of Ethical and professional aspects, Recruitment and selection Working conditions, Training and development.

**Note:** You may add new stakeholder groups if needed.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

The Committee overseeing the implementation of the HRS4R process at the University of Rzeszów was appointed with the Rector's Ordinance No. 79 of May 18, 2021 as the Monitoring Team. The Committee consists of members of the Council of the University of Rzeszów, Vice-Rectors heading the four Colleges of the University, representatives of the Colleges, and representatives of the central administration - Bursar, Chancellor, Head of the Human Resources Department, and Head of the Research and Projects Department. The chairman of the Committee is Professor Idalia Kasprzyk - Vice-Rector of the College of Natural Sciences. The Committee includes both external and internal stakeholders, researchers and administrative staff who will be involved in the implementations of the planned solutions.

The main goal of the Committee overseeing the process of implementation of the HRS4R at the University of Rzeszów is to ensure the quality and effectiveness of actions taken in the field of the HR4R Strategy. The Committee will define the measures for the implementation of activities and will systematically assess the effects of implementing the principles of the Charter and the Code by individual teams and organizational units at the University. The Committee met in July 2021 to discuss the strategy and plan their involvement in the upcoming implementation. It is assumed that the Committee will meet at least once every six months when the process of effective implementation starts.

The Committee overseeing the Process will analyze the effects of every stage of the process, and inform the stakeholders within the university about the implementation results. The Committee will be also involved in formulating further steps of implementation, overseeing the activities of the working group and other units involved in the implementation process.

The overseeing Committee will be responsible for accepting the implemented solutions as final or for suggesting further developments. All the relevant documents will be subject to their supervision and acceptance before being submitted to the Rector.

Additionally, the selected and appointed group of R1-R4 stakeholders within each college will be verifying the implementation of the HRS4R at the University of Rzeszów and to be consulted by both the Team for the implementation (the working group) and the Monitoring Team (the Committee overseeing the Process).

Each employee can, at any time, submit a new action proposal, or comments to the already approved ones, by e-mail to designated person from the Committee overseeing. Contact e-mail addresses are provided at <https://www.ur.edu.pl/pracownik/hr4r-ur/zglaszanie-uwag-i-sugestii-do-planu-dzialan-hr>

In addition, the proposed solutions and activities to be implemented in the HRS4R process at the University of Rzeszów are each time evaluated and verified by appropriate bodies: either the Council of Rectors of the University of Rzeszow or the Senate Committee of Statute and Development (1 member belong to the R4 group, 6 members belong to the R3 group, 1 member belong to the R2 group, and 1 member belong to the R1 group) or the Senate Committee of Science (2 members belong to the R4 group, 3 members belong to the R3 group, 2 members belong to the R2 group, and 1 member belong to the R1 group).

Summing up, the gap analysis and action plan have been subject to consultation at many stages by representatives of all four groups of researchers.

Please describe how the Working Group doing the Gap Analysis was appointed:

The working group for the implementation of the HRS4R at the University of Rzeszów was appointed with the Rector's Ordinance No. 23/2021 of February 19, 2021 as the Team for the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The working group consists of researchers representing the four colleges the University of Rzeszów, representatives of doctoral students, technical research staff, and administration. The head of the working group is dr hab. Maciej Wnuk, prof. UR, and the team work coordinator - dr hab. Elżbieta Rokosz, prof. UR, Vice-Rector for Student Affairs and Education.

Representatives of researchers joining the team have been selected in recognition of their competences in the fields of: ethics, human resource management, organisation management, law, statistical analyses. Members of the administrative staff represent central organisational units that are responsible for HR, working conditions and the process of hiring R1 to R4 researchers.

During the first meeting of the working group, which took place on February 22, 2021, the methodology and division of work, the schedule of meetings and the concept of implementing the principles of the HRS4R were established. Subsequent meetings, organized regularly over the following months, resulted in an analysis of external and institutional legal regulations and practices in force at the University of Rzeszów, and in preparation of a survey aimed at identifying the gaps between the principles of the Charter and the Code, and the regulations and procedures binding at the University of Rzeszów. The questionnaire completed online in March 2021 by 34.59% of the UR researchers (the total population of 1662 academic teachers and technical research staff) became the main tool in obtaining information for the gap analysis. Members of the working group conducted also numerous consultations with R1-R4 researchers to come up with the best solutions to be included in the HRS4R strategy. On the basis of the analysis of the questionnaire results, of the binding regulations and procedures, and of the mentioned above consultations, the working group prepared the Strategy for the implementation of the HRS4R process at the University of Rzeszów, which was adopted at the meeting of the Senate of the University of Rzeszów on May 27, 2021. The team prepared an updated version of the Strategy, which included updated data, information about the solutions already implemented and some modifications in the plan of implementation.

The working group will remain involved in the process of the HRS4R implementation, assisting the units responsible for individual actions proposed in the Action Plan and reporting to the Committee overseeing the Process on the progress made in implementation of individual solutions.

Each employee can, at any time, submit a new action proposal, or comments to the already approved ones by e-mail to designated persons from the Working group. Contact e-mail addresses are provided at <https://www.ur.edu.pl/pracownik/hr4r-ur/zglaszanie-uwag-i-sugestii-do-planu-dzialan-hr>