

R-B-SOP.021.1.148.2022
RECTOR'S ORDER NO. 148/2022
of Wrocław University of Economics
of 30 September 2022

on the recruitment of academic teachers

Under Article 23 sec. 1 and 2 item 5 and 7 of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws of 2022 item 574, as amended), I hereby order the following:

General rules

§ 1

1. The terms used in the Order shall mean:
 - 1) UEW University – Wrocław University of Economics;
 - 2) Act – Act of 20 July 2018 on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended);
 - 3) Statutes – the Statutes of Wrocław University of Economics, adopted by way of resolution no. R.0000.60.2019 of the Senate of the UEW of 10 June 2019, as amended;
 - 4) CSP – Centre for Personnel Affairs;
 - 5) competent body in the CSP – an entity defined in the Organisational Regulations of University of Economics in Wrocław, whose tasks include handling the recruitment process;
 - 6) OTM-R Policy – introduced by Rector's Order No. 89/2022 of University of Economics in Wrocław of 22 June 2022. The policy of recruitment of academic teachers (OTM-R) at University of Economics in Wrocław.
2. The employment of an academic teacher in a research position requires securing an external source of funding (e.g., a grant or a scientific project funded, in particular, by the Ministry of Science and Technology, the National Centre of Science (NCN), the National Centre for Research and Development, (NCBiR), Foundation for Polish Science (FNP), Polish National Agency for Academic Exchange (NAWA), and foreign institutions, awarded through a national or international competition). In a particularly justified case, if the University's financial situation permits and supports the interest of the UEW, the Rector may consent to the employment of an academic teacher in a position in the research staff group despite the failure to provide the external source of funding referred to in the preceding sentence.
3. A university teacher who terminated an employment agreement due to retirement, may be reemployed in the same position at UEW on a non-competitive basis in the event of continued employment.

Consent to create a new full-time position or fill a vacancy

§ 2

1. As a rule, the Rector announces the competition for the position of academic teacher in the group of research and development staff only within the framework of the Young Scientists competition.

2. The Competition for the position of an academic teacher in the group of teaching staff may be announced after obtaining the consent of the Rector to create a new full-time position or fill vacancies in a given organisational unit (department, organisational unit referred to in § 38 sec. 3 item 4 and 5 of the Statutes). The condition for obtaining consent is, in particular, the demonstration of compliance with the conditions referred to in sec. 3.
3. The Rector decides to create a new full-time position or to fill a vacancy in a given organisational unit (department, an organisational unit referred to in § 38 sec. 3 item 4 and 5 of the Statutes), taking into account the teaching load of all employees and doctoral students in the group of subjects for the implementation of which it is necessary to create a new full-time position, their applicable salaries and the size of doctoral students' apprenticeship trainings, as well as the total number of completed teaching hours in full-time studies. The data should relate to the last four semesters and the planned teaching loads for the next two semesters.
4. Derogation from the rule referred to in section 1 may take place in cases of a group of research and development workers with a reasonable chance to acquire an employee with outstanding research and development achievements, whose potential in this scope will significantly affect the prospects of the research and teaching development of the University.
5. The right to submit a request for a full-time position or vacancies shall be entitled to:
 - 1) Dean of the Faculty in the case of a group of research and development workers and Dean for Education in the case of a group of teaching staff, when the employment of the academic teacher would take place in the faculty;
 - 2) The Head of the organisational unit referred to in § 38 sec. 3 item 4 and 5 of the Statutes, if the academic teacher's employment would take place in this unit.
6. A request for a full time position or filling a vacancy, the template of which is set out in Appendix 4 shall be submitted to the competent unit of the CSP.
7. CSP shall inform the applicant of the Rector's decision in accordance with sec. 5 items 1 and 2, respectively.
8. The competition committee shall be appointed by the Dean of the Faculty or the head of the basic organisational unit referred to in § 38 sec. 3 items 4 and 5 of the Statutes, and in the case of a competition for the position of a professor – the Rector.

Criteria for the selection of candidates by the Competition Committee

§ 3

1. When determining the selection criteria in the competition procedure, hereinafter also referred to as the selection criteria or candidate selection criteria, the Competition Committee referred to in § 8, hereinafter referred to as the Committee, shall be obliged to follow the principles referred to in sections below and on which the statutory qualification requirement of "significant achievements" is conditioned.
2. In the assessment of significant scientific achievements, not the number, but the quality of scientific publications of the candidate, should be assessed. Preference should be given to candidates with international achievements, unless it is of a contributory nature. Exclusively or predominantly local or qualitatively insignificant scientific achievements work against the candidate.

3. When evaluating a candidate's significant academic achievements in the field of internationalization, factors other than their academic achievements that demonstrate their ability to develop international research, teaching and organisational activities should be taken into account. Of particular importance should be the leadership of international research teams within the framework of acquired grants, participation in the work of internationally renowned research teams, completed scholarships and internships abroad with due regard to the scientific significance of the centre where they took place, their form and length. The assessment under this criterion should also include knowledge of foreign languages, confirmed by appropriate certificates or other relevant documents. Lack of knowledge of English at least B2 places a candidate at a disadvantage.
4. The criterion of significant achievements in teaching activities promotes candidates involved in organising and conducting innovative teaching activities, especially if they are conducted with valuable, from the perspective of the development of the University, external partners, or obtained external confirmation of their high quality. In the case of candidates with teaching experience, the Committee may take into account the results of student surveys, provided that they give a reliable picture of the teaching activities and their presentation does not discriminate against certain candidates. For the teaching activity criterion, the number of teaching hours performed by candidates in a given academic year or previous years is irrelevant.
5. From the perspective of an organisational activity, only significant initiatives should be taken into account, particularly in cooperation with non-governmental organisations or institutions or business sphere or the candidate's implementation experience, with due regard to the weight of the initiative and its external partners, as well as the role played in it by the candidate.
6. In the assessment of candidates applying for research and development position, priority should be given to the criterion of scientific activity, followed by the criterion of internationalisation, and the next to the criterion of teaching and organisational activity. In assessing candidates for research positions, the criterion of teaching activity shall not be taken into account, and in assessing candidates for teaching positions, priority shall be given to the criterion of teaching activity, followed by the criterion of organisational activity, and then internationalisation. At the same time, particular importance shall be attributed to those achievements which took place during the 4 years preceding the publication of the competition.
7. The priority of employment with the same assessment in accordance with sec. 6 shall be awarded to candidates who declare that, in the event of winning the competition, the University shall be the basic place of their work.
8. In the case of a competition for the position of a university professor in the research staff group, the fulfilment of the qualification requirements set out in the Act and the Statutes, entitling one to apply for employment in this position, may be evidenced by, assessed together:
 - 1) having a doctoral degree and obtaining, after its completion, scientific achievements which constitute an above-average contribution of an employee to the development of scientific discipline at world level, consisting of scientific publications representing a coherent research area, such as:
 - a) at least two author's monographs, or

- b) a series of related scientific articles in which, in at least five articles, the applicant is a leading author (based on statements of co-authors), in a discipline declared in a statement on the field and discipline, in international journals or publications with a documented, international reach and reputation in a given discipline;
 - 2) carrying out at least one foreign scientific seniority (at least 2 months in one or two periods) at a renowned foreign university or another scientific unit with an international reputation;
 - 3) managing at least two scientific projects obtained in the competition procedure from external funds;
 - 4) participating in the implementation of scientific projects evidenced by a high quality publication output;
 - 5) achievements in organisational work.
9. In the case of a competition for the position of professor at a higher education institution in the group of research and teaching staff, the fulfilment of the qualification requirements defined in the Act and the Statutes, entitling one to apply for employment in this position, may be evidenced by the following, assessed jointly:
- 1) holding a doctoral degree and obtaining, once awarded, scientific achievements which constitute an above-average contribution of an employee to the development of scientific discipline at world level, consisting of scientific publications representing a coherent research area, including at least one author's monograph or an editing of collective work in a publishing house with a documented, international reach and reputation in a given discipline or one cycle of related scientific articles, in which at least in three articles the applicant is a leading author (based on statements of co-authors) and at least two publications in international journals;
 - 2) carrying out at least one foreign scientific seniority (at least 2 months in one or two periods) at a renowned foreign university or another scientific unit with an international reputation;
 - 3) managing at least two scientific projects obtained in the competition procedure from external funds;
 - 4) participating in the implementation of scientific projects evidenced by a high quality publication output;
 - 5) obtaining an average assessment from all collective results of the assessment of teaching and teaching activities conducted in the last two years not lower than 4.0;
 - 6) achievements in the field of teaching;
 - 7) achievements in organisational work.
10. In the case of a competition for the position of a professor of a university in the group of teaching staff on the fulfilment of the qualification requirements specified in the Act and the Statutes, entitling to apply for employment in this position, may be evidenced by, assessed together:
- 1) having a doctoral degree;
 - 2) having at least ten years of experience in teaching classes in higher education, including at least four after the award of a post-doctoral degree or at least ten after the award of a doctoral degree;
 - 3) obtaining an average assessment from all collective results of the assessment of teaching and teaching activities conducted in the last two years not lower than 4.15;

- 4) having material, documented achievements as part of teaching activities in higher education, such as:
- a) authorship of at least one textbook or a series of publications of a didactic nature (e.g. specialist articles, academic scripts, didactic materials for schools, curricula for students at different educational stages, innovative programmes related to lifelong learning, including advanced professional didactic electronic materials supporting education at different educational stages);
 - b) documented achievements in at least five of the following educational activities:
 - i. participation in expert teams in the field of education, e.g. Polish Accreditation Committee, ministerial Committees, etc.;
 - ii. active contribution to the organisation of didactics and modern education at the University (e.g. participation in educational quality committees, educational quality assurance committees, coordination or supervision of the teaching practice process);
 - iii. documented improvement of own teaching qualifications (e.g. courses, post-graduate studies, training, internships, conferences, teaching research, training of other people);
 - iv. significant, well-documented substantive or organisational involvement in educational activities of a didactic nature (e.g. animation of cooperation with schools, participation in scientific festivals and open days, series of popular science articles, interviews, etc.);
 - v. other didactic achievements, in particular: awards or certificates won in the field of teaching from institutions other than the University;
 - vi. supervision of scientific clubs and other forms of student cooperation or individual students - in particular those with documented successes or achievements;
 - vii. implementation of teaching grants, including directing or acting as a coordinator in at least one;
 - viii. activities in the Bureau of the Olympic Committees or subject competitions, membership in the Olympic/competition committees;
 - ix. documented, long-term cooperation with the social and economic environment related to the area of education (including institutions active in the field of education, business, local government, non-governmental organisations, other entities);
 - c) achievements in organisational work other than those mentioned in item b);
 - d) other important achievements and experiences relevant to improving the quality of education at the University.
11. The rules referred to in sections above shall also apply when submitting, assessing and accepting the requests of the University's employees to change the position referred to in § 12 of this Order.

Recruitment by competition

§ 4

1. The first employment relationship with an academic staff member at the University for more than three months, at a level exceeding half of full-time, shall be established following an open competition, and the first employment agreement for a fixed term of up to four years.

2. If the academic teacher was previously employed without an open competition in connection with:
 - 1) a referral to work at the University on the basis of an agreement concluded with Łukasiewicz Centre, a Łukasiewicz Network Institute or a foreign scientific institution;
 - 2) being the beneficiary of a project, programme or competition announced by NAWA, NCBiR, NCN or an international competition for conducting a research project;
 - 3) an implementation of a research or teaching project funded:
 - a) with funds from the European Union budget;
 - b) by another grant awarding body;the next agreement shall be concluded following an open competition, even if such a competition is not mandatory.
3. It is necessary to conduct a competition even if the Act allows employment with omission of the competition procedure if the agreement or participation rules refer directly to the application of the principles of the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers.
4. Competitions for academic teachers are announced and conducted taking into account the provisions of the Act and the provisions of the Statutes.

§ 5

1. Proceedings connected with the publication of a competition for the employment of an academic teacher shall begin at the initiative of the Rector or at the request of the Dean of the Faculty, the Dean for Education or the head of the basic organisational unit referred to in § 38 sec. 3 items 4 and 5 of the Statutes, addressed to the Rector.
2. The request addressed to the Rector for consent to publish the competition procedure shall be submitted directly to the competent unit in the CSP.
3. The employment-related proceedings shall be considered as commenced after acceptance by the Rector of the request referred to in sections 2 and 3.

§ 6

1. One competition is allowed to fill several positions of the academic teacher, if the competition requirements, hereinafter also referred to as the requirements specified in the competition notice, including selection criteria for these positions are identical.
2. The competition notice shall include at least:
 - 1) the name of the position;
 - 2) the group of employees (research, teaching, research and development);
 - 3) the number of positions to be filled;
 - 4) determining the qualifications required for the candidate, the employer's requirements for a given job position and the selection criteria on which the assessment of compliance with these requirements will depend;
 - 5) the definition of scientific discipline or disciplines in which the academic teacher is to conduct research (for positions in a research or research and development group);

- 6) the specification of basic duties; working conditions (employment period and commencement date, organisational unit where the work will be performed, FTE);
 - 7) information that the candidate participating in the competition should submit a statement conforming that they have read and accept the rules of competitions; a statement that the candidate meets the requirements specified in Article 113 items 2 and 3 of the Act; an information clause – information on the processing of personal data for a candidate for work in the UEW together with a clause of consent to the processing of relevant personal data; a list of required documents, i.e.:
 - a) a curriculum vitae;
 - b) a personal questionnaire of the applicant;
 - c) a photocopy of the diploma confirming the award of a master's degree, doctoral or post-doctoral degree or the conferral of the title of professor;
 - d) a statement of the discipline in which the candidate will carry out research and, for those carrying out research in more than one discipline: the percentage of their involvement in each of these disciplines, if applicable;
 - e) a self-report clearly indicating how you meet the criteria set out in the notice (the way in which you meet each criterion should be indicated separately);
 - f) a list of the candidate's publications for a period of not more than 6 years in relation to the date of the competition notice, if applicable;
 - 8) the manner of submission of documents (in person, by post or electronically, indicating the contact person, the postal address to which paper documents may be sent and the redirecting link to the electronic form through which electronic documents may be submitted) and the deadline for receipt of documents by the UEW, which may not be less than 30 days from the date of publication of the notice;
 - 9) the expected date for the outcome of the competition and how candidates will be informed of the result;
 - 10) information that a competition is the first stage of a specific procedure for the recruitment of an academic staff member and that a successful outcome of the competition is the basis for further proceedings;
 - 11) information on the possibility of cancelling the competition.
3. Requests for competitions should be submitted on the form: *A request for consent to publish the competition for the position of an academic teacher*, the template of which constitutes Appendix no. 1 to the Order.
 4. The competition shall be announced by stating its terms and conditions to the public, with the fact that information on the competition is mandatory, the competent unit of the CSP shall make available at least:
 - 1) in the Public Information Bulletin (BIP) of the UEW;
 - 2) on the website of the Ministry of Education and Higher Education;
 - 3) the European Commission's website on the European portal for researchers in motion (EURAXESS).

5. Both in-person applications and applications by post or email are acceptable. In the case of electronic application (email), applications and accompanying documents should have a PDF format, indicating the name of the candidate and the position to which the request refers.
6. Applications for candidates are accepted by the relevant unit in the CSP.

§ 7

1. If no candidates apply or if there are no candidates who meet the conditions, the competition may be re-opened without seeking consent or the competition procedure shall be closed.
2. The competent unit of the CSP shall notify candidates of the outcome of the competition procedure in the manner set out in the competition notice.
3. The Rector cancels the competition which has been carried out in violation of the provisions of law.

Appointment, composition and mode of operation of the competition committees

§ 8

1. The competition committee shall be appointed in accordance with the procedure laid down in the Statutes.
2. The Competition Committee is a committee appointed to conduct and complete a specific competition procedure(s).
3. The Competition Committee shall begin its work no later than 14 days after the deadline for the submission of the recruitment documents.
4. As far as possible, there should be a representative gender balance in the composition of the Committee with quality and qualification criteria in line with the European Charter for Researchers.
5. In the case of a competition for positions in the research and research and development staff group, the committee is composed of those proposed by the Dean of the relevant faculty:
 - 1) 3 academic teachers representing scientific discipline and scientific specialisation, in which the academic teacher is to conduct research – with the experience necessary to evaluate candidates;
 - 2) 2 academic teachers from the Faculty of Economics and Finance or the Faculty of Management, other than the discipline in which the competition is conducted;
 - 3) 1 academic teacher from the Faculty of Production Engineering, if the competition is held in disciplines specific to other faculties.
6. The Committee referred to in sec. 5 shall be composed of the Dean of the Faculty competent for scientific discipline as chairman.
7. In the case of a competition for teaching positions, the Committee shall be composed of academic teachers representing the relevant teaching specialisation in the scientific discipline concerned and having the necessary experience to assess the candidates. The Committee is composed of:
 - 1) Vice-rector for Students and Education as Chairman;
 - 2) The head of the basic organisational unit referred to in § 38 sec. 3 items 4 and 5 of the Statutes, if the competition concerns a position in such units, or the Dean for Education in the case of a competition for a teaching position with employment in the faculties and the Dean of the Branch in the case of a competition for a position with the place of performing work in the Branch;

- 3) at least one academic teacher from each faculty;
 - 4) one representative of the organisational unit referred to in § 38 sec. 3, items 4 and 5 of the Statutes.
8. A member of the Competition Committee is excluded from the meetings of the Committee if they:
- 1) are a spouse, relative or relative up to the second degree of affinity of the candidate;
 - 2) are related by adoption, guardianship or custody to the candidate;
 - 3) have such a legal or factual relationship with the candidate that it may raise justified doubts as to the impartiality of that member;
 - 4) take part in the competition;
 - 5) is a supervisor, an assistant supervisor and a scientific guardian of the person entering the competition.
9. The Committee may decide to interview the candidates in person or by electronic means with simultaneous audio and video transmission, after confirming the candidate's identity.
10. In the competition for the position of professor and university professor in the research and research and development staff group, university professor in the teaching staff group – the candidate's achievements, experience and accomplishments may be assessed by an external reviewer to be designated by the Competition Committee.
11. The administrative support of the Committee is provided by the Secretary – a designated employee of the relevant CSP unit.

§ 9

1. The Committee's assessment of the achievements and their quality, as well as the prospects for further development of the academic staff candidate shall be of an expert nature, taking into account in particular the specific nature of the discipline or disciplines in which they are active. The principles described in § 3 are an important basis for expert analysis of the achievements and assessment of their quality and compliance with competition requirements.
2. At the first meeting, the Committee shall conduct a preliminary qualification procedure consisting in the examination of the documents submitted by candidates, the assessment of their completeness and the admission to further proceedings of candidates meeting the formal requirements. The Committee shall carry out an initial assessment of the scientific, teaching and organisational achievements in order to identify candidates provisionally ranked highest and eligible for the next stage, including an interview with an indication of its date. The Committee may appoint an external reviewer to assess the performance of a candidate for a position in the cases referred to in § 8 section 10.
3. If none of the candidates satisfies the requirements of the competition at a sufficiently high level, the Committee shall decide that the competition will not be resolved.
4. Candidates qualified by the Committee for further proceedings are obliged to fulfil the social competence test.
5. When assessing the candidates' scientific, teaching and organisational achievements, the Committee shall take into account in particular:
 - 1) whether the candidate meets the requirements laid down in the competition notice;

- 2) a review, if made;
 - 3) the result of the interview with the candidate, if any.
6. After the proceedings, the Committee recommends a candidate for the position in question or determines that none of the candidates meets the requirements laid down in the competition notice. If a larger number of candidates meet the requirements, the chairman of the Competition Committee shall order a secret ballot in which each member of the Competition Committee may vote for only one candidate. The Committee then identifies the candidate with the highest number of votes.
 7. Minutes of each stage of the selection procedure shall be drawn up by the Secretary and included in the competition documentation.
 8. The Committee shall prepare a written information on the outcome of the competition, in accordance with the template set out in Appendix 2 to the Order, which shall include:
 - 1) the number of candidates;
 - 2) criteria taken into account by the Committee in assessing the fulfilment of qualification requirements;
 - 3) justification;
 - 4) the number of candidates meeting the criteria referred to in point 2 above and qualified for a further stage of recruitment.
 9. The minutes of the meetings of the Committee, the documentation of the candidates and the information on the course of the competition shall be communicated by the Secretary of the Committee to the competent unit in the CSP.
 10. The Dean of the Faculty shall address a request to the relevant faculty council for an opinion on the employment of the candidate(s) for a position in the research and research and development staff group.
 11. After the faculty council has given its opinion, the Dean of the Faculty presents the Rector with a proposal for employment at a position in the research and research and development staff group.
 12. In the case of a group of teaching staff, the Rector is approached by the chairman of the competition committee referred to in § 8 sec. 7 with a request for employment.
 13. Information on the results of the competition, together with the justification, is made available in the Public Information Bulletin on the websites of the University and the Minister responsible for higher education and science within 30 days of its completion.
 14. Competition applications without:
 - 1) a statement that, in case of winning the competition, UEW will be the principal place of work, with full-time employment;
 - 2) a statement that the candidate meets the requirements specified in Article 113 sections 2 and 3 of the Act;
 - 3) a consent to the processing of data in accordance with the GDPRwill not be considered by the Committee.

Employment of a doctoral student undergoing training at the Doctoral School

§ 10

1. A doctoral student at the UEW Doctoral School may be employed as an academic teacher for the purpose of carrying out the research project referred to in Article 119 section 2 items 2 and 3 of the Act.
2. A doctoral student undergoing training at the UEW Doctoral School may be employed as an academic teacher following a mid-term assessment completed with a positive result, except that in the case of employment of more than half-time, the amount of the scholarship shall be 40% of the monthly scholarship referred to in Article 209 sec. 4, item 2 of the Act.
3. A doctoral student undergoing training at the UEW Doctoral School may be employed as an academic teacher in a situation where they are not entitled to a doctoral scholarship.
4. The employment referred to in sections 2 and 3 more than half-time shall take place in the competition procedure referred to in the Order.
5. The employment, not exceeding half-time, shall take place in the non-competition proceedings, in accordance with the principles set out in this Order.

Non-competition employment

§ 11

1. No competition shall be held in the case of the employment of an academic staff member:
 - 1) directed to work at the University on the basis of an agreement concluded with the Łukasiewicz Centre, a Łukasiewicz Network Institute or a foreign scientific institution;
 - 2) being the beneficiary of a project, programme or competition announced by NAWA, NCBiR, NCN or an international competition for conducting a research project;
 - 3) for the duration of a research or teaching project funded:
 - a) with funds from the European Union budget;
 - b) by another grant awarding body.
2. There is no obligation to conduct a competition in the case of:
 - 1) the employment of an academic teacher for a period of up to 3 months;
 - 2) the employment of an academic teacher of not more than half-time;
 - 3) establishing another employment relationship for a definite period of time on the same position and on the same working time, subject to the provisions of the Labour Code and the Act on employment for a definite period of time.
3. The procedure for the employment of an academic teacher by the University for a period of up to three months or for not more than half a full-time position is initiated by a candidate's application to the Rector containing the opinion of the head of the unit in which the candidate is to be employed, in accordance with the template attached as Appendix 3 to the Order.
4. The request, in the case of research and research and development staff group, shall be submitted in the office of the competent faculty responsible for the circulation and completeness of the request, subject to the provisions of sec. 5 and forwarding to the competent unit of the CSP. In the case of a group of teaching staff, the request shall be submitted to the Centre for Learning Support and

Student Affairs, which is responsible for the circulation and completeness of the request, subject to the provisions of section 5.

5. The request requires the Dean of the relevant faculty to express their opinion regarding the legitimacy of employment from the perspective of the research conducted in the faculty, taking into account the qualification requirements specified in the Act and the Statutes in the case of hiring research and research and development staff. In the case of a request for employment in the group of teaching and research and development workers, the request requires the opinion of the Dean for Education containing information on the possibility of providing teaching and teaching needs of the University in accordance with the provisions of § 2 section 2 and the results of the assessment of teaching and teaching activities of academic teachers carried out in the last two years, provided that the candidate has experience in student teaching.
6. In the case of an academic teacher with whom the first employment agreement has been concluded for a definite period longer than 3 months and after they have received a positive periodic assessment, a longer period of employment under this agreement may be agreed for a further fixed period of time, not exceeding 4 years in total. If no periodic assessment is possible, the request shall be accompanied by a list of achievements from the last employment (agreement) at the UEW. The Rector shall decide upon obtaining information on the result of a periodic assessment of an academic teacher or after a positive assessment of the achievements from the last employment.
7. The employment request referred to in sec. 2 items 2-3 and section 6 shall be submitted in the units indicated in section 5 not later than by 15 December if the proposed employment is to take place since the summer term or 1 June if the proposed employment is to take place since the winter term.

Change of position within an ongoing employment relationship (internal procedure)

§ 12

1. A change of position of an academic teacher employed for an indefinite period of time of more than half of the full working time is carried out following an internal procedure (hereinafter also referred to as the procedure).
2. The internal procedure applies to:
 - 1) changes of position in the same group of employees,
 - 2) changes of position in another group of University employeesand requires a decision of the Rector.
3. A change of position within the current employment relationship requires meeting the qualification requirements provided for in the Act and the Statutes for employment in a given position, subject to section 4.
4. Academic staff attaining the academic title of professor during their employment shall be employed as professors. The Rector shall make a promotion decision without appointing the Team referred to in § 15.

§ 13

1. In the case of an academic teacher's request for employment at the position of a professor of the university, in a group of research and development employees holding a post-doctoral degree and meeting the qualification requirements specified in the Act and the Statutes of the Rector, guided by the principles specified in § 3 of this Order, they may take a promotion decision without forwarding the request for consideration by the Team referred to in § 15. In other cases, the decision referred to in §16, sec. 1 requires a recommendation as referred to in §15, sec. 4 and a resolution of the relevant faculty council as referred to in §16, sec. 2.
2. The Rector shall take the promotion decision referred to in the first sentence of sec. 1 above, after informing the Head of the Department, in which the academic teacher performs their duties, and the Dean of the relevant faculty. The provision of § 16 sec. 2 shall not apply.
3. The change of position takes place at the beginning of the term following the term in which the request was submitted.

§ 14

1. The procedure for changing the position in the same group or changing the position in another group of employees shall commence the employee's request addressed to the Rector (Appendix 3) together with appendices containing a description of the employee's achievements. The request shall be submitted to the competent unit in accordance with § 11 section 4 which ensures the circulation, completeness of the request and submission to the relevant unit in the CSP.
2. The request referred to in sec. 1 shall be submitted no later than 15 December where the requested change of position was to take place from the summer term or 1 June in the event that the proposed change of the position was to take place from the winter term.
3. The Dean of the Faculty or the Dean for Education forwards the complete request documentation to the relevant unit in the CSP, enclosing a covering letter to the Rector for permission to initiate an internal procedure.
4. The covering letter together with the employee's request is subject to review by the internal Promotion Team appointed by the Rector, as referred to in § 15, subject to § 14 sec. 1, first sentence.

§ 15

1. The Promotion Team in the internal procedure, hereinafter referred to as the Team, consists of:
 - 1) Vice-rector for Education as chairman;
 - 2) Vice-rector for Student Affairs and Education as deputy chairman;
 - 3) at least one academic teacher from each faculty.
2. As far as possible, there should be a representative gender balance in the composition of the Team with quality and qualification criteria in line with the European Charter for Researchers.
3. In addition to the members of the Team, persons invited by the Chairman may also attend its meetings if the Chairman considers their participation to be justified. In particular, the Chairman shall invite the Dean of the relevant Faculty to the meetings, and if the request concerns a group of teaching staff, also the Dean for Education and the Dean of the Branch, if the procedure applies to an employee performing work in the Branch.

4. The Team shall examine the request within no more than 30 days from its receipt and present a recommendation to the Rector. In the period from 1 July to 30 September, meetings of the Team shall not be convened.
5. The Team's assessment of the achievements and their quality, as well as the prospects for further development of the academic teacher shall be of an expert nature, taking into account in particular the specific nature of the discipline or disciplines in which they are active. The principles described in § 3 are an important basis for the analysis of the achievements and assessment of their quality.
6. Summary minutes of the Team's meetings shall be drawn up containing at least the following information: a list of the requests to which the meeting relates, an attendance record and the Team's recommendation.
7. The recommendation referred to in section 3 must include a justification of the Team's opinion.
8. Documentation of the Team's work is kept in the relevant unit in the CSP.
9. The administrative support of the Team is provided by the Secretary – a designated employee of the relevant CSP unit.

§ 16

1. The Rector approves or refuses to approve the internal procedure after considering the Team's recommendation referred to in § 15.
2. If the Rector agrees to conduct an internal procedure, in the case of a group of research and research and development staff, the request must be reviewed by the council of the relevant faculty. The resolution of the Faculty Council, together with the results of the vote, is forwarded to the relevant unit in the CSP for filing.
3. The Rector decides to change the position of the academic teacher after considering the recommendation of the Team and the resolution of the Faculty Council, subject to sections 4 and 5.
4. When deciding to change the position, the Rector shall also determine the permanent or temporary nature of the change. In the second of the above-mentioned cases, the change of the position shall be subject to the conclusion of an agreement with the applicant on a temporary amending employment agreement, in which the agreement shall include in particular:
 - 1) an indication of the period for which the change takes place, but not longer than 4 years; and
 - 2) a reservation that after the expiry of the period set by the agreement, the working conditions and remuneration for the period immediately preceding the conclusion of the agreement will become effective.
5. The change of the position to the position in the group of research workers in principle is temporary.
6. In exceptional circumstances, justified by the special international scientific position of the candidate, documented by prestigious achievements, awards and research grants, it is possible to derogate from the general rule set out in sec. 5.

§ 17

If the Rector does not agree to conduct an internal procedure, the academic teacher may renew the request referred to in § 14 section 1 after no less than 12 months from the date of receipt of the Rector's decision.

Employment of academic teacher

§ 18

1. The minutes of the conducted competition or non-competition proceedings, together with full documentation, including the request specifying the position, date and period of employment, the chairman of the committee through the Secretary shall present the Rector by the competent CSP unit.
2. The outcome of the competition shall not constitute an employment decision.
3. The documents of other candidates participating in the competition shall be permanently deleted immediately after the recruitment process has been completed.
4. In the case of a positive decision of the Rector, the candidate's competition documentation shall remain in the unit competent for HR matters and shall be attached to the candidate's personal files.
5. On the basis of the submitted documents referred to in sec. 1, the Rector shall decide on the establishment of an employment relationship.
6. Immediately upon receipt of the information on the results of the competition, the competent CSP unit shall forward it, using electronic communication means, to all candidates.

Final provisions

§ 19

1. When deciding on the employment of an academic teacher in a given group of employees, the Rector shall be guided by the interests of the University.
2. Subject to the requirements specified in the Act and the Statutes in exceptional cases, when it is justified by an important interest of the University, the Rector may consider that the principles described in § 3 of the Order have been met in full.
3. The administrative support of the competitions and non-competition proceedings is provided by the relevant CSP unit.
4. The Vice-rector for Education is entrusted with the supervision and execution of this Order.
5. In matters not regulated by the provisions of this Order, decisions shall be made by the Rector.

§ 20

1. This Order shall enter into force on the day of its signing with effect from 1 October 2022.
2. With effect from 1 October 2022, the Rector's Order No 128/2020 of 1 September 2020 on the hiring of teachers shall be repealed.
3. The existing provisions shall apply to requests for employment and requests for a change in the employment relationship submitted before the date of entry into force of this Order.
4. In matters not regulated by this Order, the *OTM-R Policy* shall apply.

Rector

Prof. Andrzej Kaleta, PhD