



Item 282

**ORDINANCE NO 106
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 27 September 2019

**on setting out detailed rules and the procedure of conducting contests
for positions of academic teachers at the University of Warsaw**

Pursuant to § 126 s. 4 of the Statute of the University of Warsaw (UW Monitor, 2019, item 190), hereinafter referred to as the “Statute,” it is hereby ordered as follows:

§ 1

Announcing a contest for the position of an academic teacher

1. A contest for the position of an academic teacher shall be announced:
 - 1) by the Rector, at his/her own initiative;
 - 2) the faculty dean, after seeking an opinion of the faculty council, upon consent of the Rector;
 - 3) the head of a general university organisational unit, after seeking an opinion of the council of the general university organisational unit if the rules of this unit provide for appointing the council, upon consent of the Rector.
2. In the case referred to in s. 1 item 1, the Rector may consult the dean of the faculty or the head of the general university organisational unit, within the meaning of § 114 of the Statute, where the candidate selected in the contest will perform the duties of the academic teacher.
3. It shall be permitted to announce one contest in order to fill more than one academic teacher position if requirements and qualification criteria for these positions are the same.
4. The contest announcement should include at least:
 - 1) the name of the position;
 - 2) employee group (research, teaching, research and teaching);
 - 3) number of positions to be filled;
 - 4) specification of requirements for the candidate for the position of an academic teacher, in particular the requirements referred to in Article 113 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), hereinafter referred to as the “Act;”

- 5) specification of the qualification criteria and requirements for the candidate, at least corresponding to the criteria set out for individual positions in the Act and the Statute;
- 6) in the case of positions in the research or the research and teaching groups, specification of the scientific discipline or disciplines, where the academic teacher will carry out the research;
- 7) specification of basic duties for the position in the research, teaching and organisational areas, respectively;
- 8) method of submission of applications (personally, by mail or in electronic form) and the time limit for submission of documents that cannot be less than 30 days since the announcement publication date;
- 9) expected date on which the contest will be adjudicated, and the method of notifying the candidates of the contest results;
- 10) conditions of work (*inter alia*: employment period and work start date, organisational unit of the University, where work will be performed, time basis);
- 11) information that the contest is the first stage of the procedure of recruitment for positions of academic teachers set out in the Statute, and its positive results provides a basis for further activities;
- 12) information that the candidate entering the contest should make the declaration confirming that he/she read and approves the principles of contests for positions of academic teachers published on the website of the faculty or the general university organisational unit;
- 13) information clause – information on the processing of personal data for the candidate to work at the University of Warsaw together with consent to the processing of personal data the provision of which is not required by the Labour Code and that the candidate provides to the University on a voluntarily basis;
- 14) list of the documents required.

5. The contest shall be announced when a notice of its terms is given to the public, provided that the information on the contest shall be obligatorily published:

- 1) in the Public Information Bulletin of the University of Warsaw;
- 2) on the website of the Ministry of Science and Higher Education;
- 3) in English, on websites of the European Commission, in the European portal for mobile researchers, designed for publishing job offers for researchers (EURAXESS).

6. The information on the contest shall be published in all media referred to in s. 5, subject to meeting the requirement referred to in s. 4 item 8.

7. The candidate shall receive a confirmation of accepting his/her application in the contest in a way specified by the faculty dean or the head of the general university organisational unit.

8. If no candidate applies or in case of the occurrence of the circumstances referred to in § 6, the faculty dean or the head of the general university organisational unit may re-announce the contest.

9. Provisions of ss. 3-7 shall apply to contests announced by the Rector.

10. The request template for consent to announce a contest for the position of an academic teacher is attached as appendix no 1 to this ordinance.

§ 2

Composition of and the procedure for appointment of the contest committee

1. In contests announced by the faculty dean or the head of the general university organisational unit, the contest committee and its chairperson shall be appointed by the faculty dean or the head of the general university organisational unit, after consulting the faculty council or the council of the general university organisational unit if the council was established at the particular organisational unit of the University.

2. The composition of the contest committee and the procedure for its appointment shall be set out in the rules of the faculty or the general university organisational unit, provided that in the case of the contest committee comprising no less than 5 persons, at least 20% are persons from outside the faculty or the general university organisational unit, subject to s. 3.

3. Additionally, in case of the contest for a position in the group of research as well as research and teaching employees, at least 20% of the contest committee members shall be persons appointed by the discipline scientific council competent for the scientific discipline referred to in § 1 s. 4 item 6. In the case of selecting more than one discipline, for each of them, the discipline scientific council shall appoint one person.

4. Rules of the faculty or the general university organisational unit provide the procedure for supplementing the composition of the contest committee to minimum 5 persons in the case of excluding a member or members of the contest committee, referred to in s. 7.

5. Rules of the faculty or the general university organisational unit define the nature of the contest committee that can be a standing committee, appointed for the term of office of the faculty dean or the period of fulfilment the function by the head of the general university organisational unit, or an ad hoc committee – appointed to carry out and adjudicate certain contest or contests.

6. The contest committee shall be made up of persons with relevant experience allowing to assess the candidates or representing various qualifications. If possible and needed, the contest committee should comprise representatives of various scientific disciplines or the social and economic environment, and the gender balance should be maintained in its composition.

7. The chairperson of the committee shall exclude from the contest committee any committee member:

- 1) who is a spouse, relative or lineal kin to the second degree inclusive of the candidate;
- 2) who is related to the candidate by adoption, tutelage or guardianship;
- 3) remaining with the candidate in any legal or actual relationship that might result in justified doubts with respect to impartiality of this member;
- 4) entering the contest.

8. A member of the contest committee shall notify the chairperson of the occurrence of circumstances referred to in s. 7.

9. In the case of contests referred to in § 1 s. 1 item 1, the contest committee and its chairperson shall be appointed by the Rector. Provisions of ss. 2-8 shall apply respectively to appointment of the contest committee by the Rector, subject to s. 10.

10. In the case referred to in § 1 s. 2, the faculty dean or the head of the general university organisational unit may select candidates to the contest committee appointed by the Rector.

11. The faculty dean or the head of the general university organisational unit shall appoint, from among the employees of the faculty or the general university unit, who are not members of the contest committee, the secretary of the contest committee, who will draw up the report on works of the contest committee and ensure the administrative and technical support to the contest committee.

12. The administrative and technical support to the contest committee, referred to in s. 9, shall be ensured by the secretary appointed by the Rector from among employees of the Office for Personnel Affairs. The secretary shall draw up the report on works of the contest committee.

13. The template of the report on works of the contest committee is attached as appendix no 2 to this ordinance.

§ 3

Contest procedure and working rules of the contest committee

1. Works of the contest committee shall include the following stages:

- 1) preliminary qualification proceedings – review of the documents submitted by the candidates, assessment of the completeness of the documentation and admission of candidates meeting formal conditions to further proceedings;
- 2) preliminary assessment of scientific, teaching and organisational achievements of candidates based on the documentation submitted – facultative stage, assessment of meeting the contest terms by candidates and identifying candidates qualifying to the next stage, including an interview, if the committee decided to interview candidates or appointing reviewers referred to in § 4 where applicable;
- 3) assessment of the scientific, teaching and organisational achievements of the candidate, considering the type of the position and group of employees, in particular taking into account applicable employment terms and conditions for particular positions of academic teachers;
- 4) adjudication of the contest and presentation, to the faculty dean or the head of the general university organisational unit, of a candidate or candidates, if the contest was announced pursuant to § 1 s. 3, who were awarded the highest number of points together with the report on works of the contest committee.

2. Meetings of the contest committee shall be convened by the chairperson of the contest committee on dates agreed with the faculty dean or the head of the general university organisational unit, taking into account the time limit referred to in § 1 s. 4 item 9.

3. The chairperson of the contest committee shall:

- 1) chair the meetings of the committee;
- 2) exchange correspondence with the candidates on behalf of the committee;
- 3) sign the report on works of the committee;
- 4) submit the report on the works of the committee together with the complete documentation to the faculty dean or the head of the general university organisational unit.

4. The committee shall deliberate at meetings held on dates notified to the committee members by the chairperson.

5. At least half of the contest committee, but no less than 5 persons, including at least one person from outside the faculty or the general university organisational unit, and at least one person appointed by the discipline scientific council, referred to in § 2 ss. 2 and 3, shall participate in a meeting of the contest committee.

6. Members of the contest committee shall be allowed to participate in meetings using electronic communication means (teleconference or videoconference).

7. In case of failure to meet the condition referred to in s. 5, chairperson of the contest committee shall set a new meeting date.

8. The contest committee shall define criteria for the candidate assessment, taking into account the contest terms and conditions set in the contest announcement, while endeavouring to ensure the balance between qualitative and quantitative criteria.

9. The contest committee can take the decision to interview the candidates; provisions of s. 6 shall apply respectively to the interview with a candidate.

10. When carrying out the assessment referred to in s. 1 item 3, the contest committee shall take into account, in particular:

- 1) the candidate meeting the requirements set in the contest announcement;
- 2) fulfilment of the candidate assessment criteria, referred to in s. 8, set by the contest committee;
- 3) reviews referred to in § 4;
- 4) results of interviews referred to in s. 9.

11. When assessing the candidate, each contest committee member can award from 0 to 100 points.

12. Each committee members shall receive one Candidate Assessment Card, on which he/she shall put the number of points awarded, next to the name of each of the candidates.

13. The contest shall be won by a candidate or candidates, if the contest was announced pursuant to § 1 s. 3, who were awarded the highest number of points, but no less than 51% of the maximum number of points.

14. In case of the candidates being awarded the same number of points, the chairperson shall order voting, during which each committee member can cast a vote for one candidate only, by putting "X" next to the name of the candidate selected. The contest shall be won by the candidate, who receives the highest number of votes.

15. In case of the contest announced in accordance with § 1 s. 3, provisions of s. 14 shall apply respectively.

16. Provisions of ss. 11-15 shall apply, unless the faculty dean or the head of the general university organisational unit specifies a different procedure for the assessment and selection of candidates by the contest committee.

17. Members of the contest committee shall be obliged to maintain confidentiality of the information on the contest process; any information on the contest process can be disclosed only by the chairperson of the contest committee.

18. Within the scope of its competences, decisions of the contest committee shall be final.

19. At the request of the candidate, the chairperson of the contest committee shall provide the candidate with information on the composition of the contest committee, candidate assessment criteria adopted by the contest committee, position on the ranking list and number of points, as well as the committee comments recorded, pertaining to the candidate meeting the requirements and assessment criteria.

20. Provisions of this paragraph shall apply respectively to contests announced by the Rector.

§ 4

Reviewers and the procedure for appointment of the reviewers

1. In the contest for the position of:

- 1) professor – accomplishments, experience and achievements of the candidate subject to assessment shall be assessed by at least two reviewers with the professor title, at least one from outside of the University;
- 2) university professor in a group of research as well as research and teaching employees – accomplishments, experience and achievements of the candidate, referred to in § 117 s. 1 items 2-6 of the Statute, shall be assessed by at least two reviewers with the professor title or the scientific degree of *doktor habilitowany*, at least one from outside of the University;
- 3) university professor in a group of teaching employees – accomplishments, experience and achievements of the candidate, referred to in § 117 s. 5 items 2-4 of the Statute, shall be assessed by at least one reviewer with the professor title or the scientific degree of *doktor habilitowany*.

2. The requirement to have a title or scientific degree of *doktor habilitowany*, referred to in s. 1, shall not apply to reviewers with outstanding scientific achievements and employed at foreign universities or institutions.

3. Reviewers shall be appointed by the contest committee.

4. Provisions of § 2 s. 7 shall apply respectively to reviewers.

5. Costs of the reviews shall be covered from the unit budget or, in the case of the contest announced at the initiative of the Rector, from the central budget of the University.

§ 5

Adjudication of the contest and justification of the result

1. The chairperson of the contest committee shall notify the candidates of the contest results.

2. No later than 30 days after adjudication of the contest, the information on the contest result together with a justification shall be published in media referred to in § 1 s. 5 items 1-2.

3. The information referred to in s. 2 shall include the information on the contest winner – first name and surname, professional title, scientific degree or title of the candidate or candidates if more than one position were to be filled.

4. Justification of the contest result shall be drawn up by the contest committee.

§ 6

Contest closing

1. In case of no candidates meeting formal conditions, the chairperson of the contest committee shall close the contest proceedings, draw up the report and immediately notify the faculty dean or the head of the general university organisational unit of results of the preliminary qualifications proceedings.

2. In case of no candidates reaching the minimum threshold (51% of the maximum number of points), referred to in § 3 s. 13, the chairperson of the contest committee shall close the contest proceedings, draw up the report and immediately notify the faculty dean or the head of the general university organisational unit of results of the preliminary qualifications proceedings.

3. In case referred to in § 3 s. 16, provisions of s. 2 shall apply respectively.

§ 7

Cancellation of the contest

The Rector shall cancel the contest conducted in breach of legal regulations.

§ 8

Employment after the contest

1. The employment relationship with the candidate selected in the contest can be established by the Rector on his/her own initiative or at the request of the faculty dean or the head of the general university organisational unit, subject to an opinion of the faculty council or the council of the general university organisational unit if the rules of this unit provide for appointing the council, subject to s. 2.

2. In the case of the position of a professor or university professor, taking over which in accordance with the Statute, requires the approval of the Senate, obtaining a positive opinion of the Senate shall be the condition for employment.

§ 9

Transitional and final provisions

1. If required by the faculty rules, based on § 60 s. 2 of the Statute and § 63 s. 2 of the Statute, respectively, activities that in accordance with this ordinance are to be carried out by the faculty dean shall be carried out by the head of the internal organisational unit of the faculty, and the council of this unit shall express opinions on requests for employment of an academic teacher or contest organisation, provided that they refer to persons fulfilling their duties in this unit.

2. Ordinance no 18 of the Rector of the University of Warsaw of 7 March 2016 on setting out the procedure as well as terms and conditions of conducting the contests for the positions of academic teachers at the University of Warsaw (UW Monitor, 2016, item 59, as amended) shall be hereby cancelled.

3. The ordinance shall come into force as of 1 October 2019, except for § 2 s. 3 that shall come into force as of 1 December 2019.

Rector of the University of Warsaw: *M. Pałys*

TEMPLATE

.....
(case number) Warsaw,

**Request for
consent to announce Announcing a contest for the position of an
academic teacher**

UW organisational unit:

Position name **Number of positions:**

Employee group:¹

New position: Filling the vacancy: (insert X where appropriate)

Remuneration financing source:

.....
(funds from the budget, own funds, project, etc.)

Confirmation of obtaining an opinion on the request from the faculty council / council
of the general university organisational unit:

positive/negative opinion (mark as appropriate) of

Composition of the contest committee (in the case of persons from outside the
unit, please indicate affiliation):

- 1) (chairperson)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

Content of the contest announcement:²

¹ research and teaching, research, teaching

² If attached as appendix, please mark the appendix with the case number respectively.

TEMPLATE

**Report
on works of the contest committee**

.....

Contest for the position of:

Meeting date:³

Composition of the contest committee (*in the case of persons from outside the unit, please indicate affiliation*):

1. (chairperson)
2.
3.
4.
5.
6.
7.

List of candidates, who submitted applications:

List of candidates, who:

- meet formal conditions:
- do not meet formal conditions (*please indicate formal conditions that are not met next to each of the candidates*):

Short description of the committee work process (*preliminary qualification proceedings, discussion process, including potential interviews with candidates, assessment of candidates*):

Assessment of the candidate(s) / Voting results

Recommended candidate(s):

.....

.....
(signature of the chairperson of the contest committee)

Prepared by:

(secretary of the committee)

³ If the contest committee met more than one time, please enter all meeting dates.

Appendices to the report:

- 1) register(s) of attendance (with signatures of the committee members or confirmation of remote participation using electronic communication means);
- 2) voting cards / candidate assessment cards
- 3) applications (full documentation submitted by candidates)