

ORDER No. 10/10/2022
of the Rector of Vistula University
of 24 October 2022

on appointment of: HR Excellence in Research Steering Committee, HR Excellence in Research Board, Working Groups: Ethical and Professional Aspects, Recruitment and Selection, Working Conditions, Training and Development

Pursuant to § 18 para. 2(2) of the Statutes of Vistula University, I order as follows:

Steering committee

§ 1

1. I appoint an HR Excellence in Research Steering Committee to coordinate the measures taken by the Academy that create the best working conditions for research and research and didactic staff and ensure transparent recruitment processes and adequate space for the development of science, in line with European standards.
2. The Steering Committee consists of:
 - a. Vice-Chancellor for Science,
 - b. Director of the Science and Research Centre,
 - c. Chairman of the Ethics and Anti-Discrimination Committee,
 - d. Director of Organisation and Planning,
 - e. Internationalisation Coordinator,
 - f. Secretary.

§ 2

1. **The Steering Committee** operates through:
 - a. regular meetings as required, at least once per academic year,
 - b. e-mail communication.

§3

1. **The duties of the Steering Committee** arising from the Human Resources Strategy for Research include:

- a. implementation of the European Charter for Researchers as well as the Code of Conduct documents adopted by the European Charter for Researchers in 2005, when recruiting research and research and didactic staff,
- b. ensuring that the Academy of Finance and Business Vistula continues to hold the title of HR Excellence in Research.

HR Excellence in Research Board

§ 4

1. I appoint the Academy's HR Excellence in Research **Board** to initiate and implement measures that create the best working conditions for research and research and didactic staff and ensure transparent recruitment processes and adequate space for the development of science, in line with European standards.
2. The HR Excellence in Research Board consists of:
 - a. Vice-Chancellor for Science,
 - b. Director of the Science and Research Centre,
 - c. Directors of Institutes (or their authorised representatives),
 - d. Publishing Director,
 - e. Library Director,
 - f. Internationalisation Coordinator,
 - g. Secretary.

§ 5

1. The HR Excellence in Research Board works through:
 - a. regular meetings as required, at least once a semester,
 - b. e-mail communication.

§6

1. The duties of the HR Excellence in Research Board arising from the Human Resources Strategy for Research include:
 - a. providing information on the implementation of the HRS4R action plan,
 - b. analysing and accepting the Gap Analysis and actions with indicators developed by the four working groups for implementation and publication on the Academy's account on the EURAXESS website,
 - c. undertaking cyclical activities to improve the working conditions and development of research and research and didactic staff at the Academy of Finance and Business Vistula in order to raise awareness of the opportunities

offered by HR Excellence in Research among the Academy's research and research and didactic staff,

- d. maintenance of HR Excellence in Research Board records on the Academy's account on the EURAXESS website.

Working Groups

§ 7

1. I appoint HR Excellence in Research Working Groups to carry out Gap Analysis and propose improvement measures that create the best working conditions for research and research and didactic staff and ensure transparent recruitment processes and adequate space for the development of science, in line with European standards.
2. I appoint as chairpersons of the various working groups:
 - a. Ethical and Professional Aspects Group – Chairman of the Ethics and Anti-Discrimination Committee,
 - b. Recruitment and Selection Group – Director of Organisation and Planning,
 - c. Working Conditions Group – Vice-Chancellor for Science,
 - d. Training and Development Group – Director of the Science and Research Centre.

§ 8

1. **The Working Groups** operate through:
 - a. regular meetings,
 - b. e-mail communication

§9

1. **The duties of the Working Groups** arising from the Human Resources Strategy for Research, include:
 - a. analysis of employee opinions in four areas: Ethical and Professional Aspects, Recruitment and Selection, Working Conditions, Training and Development,
 - b. preparation of a Gap Analysis (strengths and weaknesses) and actions with indicators to be implemented in four areas to improve working and development conditions for research and research and didactic staff – in line with the 40 principles of HR Excellence in Research: Research Freedom, Ethical Principles, Professional Responsibility, Professional Approach, Contractual or Regulatory

Obligations, Accountability, Principles of Good Research Practice, Dissemination, Exploitation of Results, Public Involvement, Relationship with Supervisor, Supervision and Management Responsibilities, Continuing Professional Development, Recognition of the Profession, Non-Discrimination Principle, Research Environment, Working Conditions, Stability and Sustainable Employment, Funding and Remuneration, Gender Balance, Career Development/Access to Career Counselling, Value of Mobility, Access to Scientific Training and Continuing Development, Access to Career Counselling, Intellectual Property Rights, Co-authorship, Supervision, Teaching, Staff Appraisal Systems, Complaints/Appeals, Influence on Decision-making Bodies, Recruitment, Selection of Staff, Transparency, Substantive Evaluation, Deviation from Chronological Order of CVs, Mobility Experience, Recognition of Qualifications, Seniority, Posts for Postdoctoral Staff.

§10

1. Order No. 1/02/2022 of 9 February 2022 on appointment of: HR Excellence in Research Steering Committee, HR Excellence in Research Board, Working Groups: Ethical and Professional Aspects, Recruitment and Selection, Working Conditions, Training and Development is repealed.
2. The Order shall enter into force upon its adoption.

Rector

Prof. Wawrzyniec Konarski