

ORDER No. 9/10/2022
of the Rector of Vistula University
of 17 October 2022

on the principles of the recruitment and selection process for academic staff
in the Vistula University

Pursuant to § 18 para. 2(2) of the Statutes of the Vistula University and in accordance with the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (<https://www.euraxess.pl/pl/poland/pracodawcy/karta-i-kodekspracodawcy>) as well as the OTM-R Policy (<https://euraxess.ec.europa.eu/europe/news/new-open-transparent-and-merit-based-recruitment-researchers-otm-r>), I order the following.

§ 1

1. The Vistula University sets rules for the recruitment and selection process that are open, effective, transparent, supportive and internationally comparable, and adapted to the position concerned.
2. The recruitment and selection procedure is carried out according to the following stages:
 - a) reporting staffing needs,
 - b) launching the recruitment and selection process,
 - c) selection,
 - d) decision-making,
 - e) feedback,
 - f) employment of the candidate.
3. *The procedure for the recruitment and selection of academic staff* referred to in para. 2 is attached as Annex 1 to this Order.

§ 2

1. The need for academic staff can be reported by e-mail to vistula.hr@vistula.edu.pl by: Vice-Chancellor for Science, Director of the Science and Research Centre, Director of the Institute, Director of the Doctoral School, Dean.
2. Following approval by the Director of Organisation and Planning, the HR Department launches the recruitment and selection process.

3. The person reporting the request provides the HR department with a completed *Recruitment announcement* form in Polish and English. Vistula University ensures that job advertisements include a detailed description of the knowledge and qualifications required. Advertisements will also include a description of the working conditions and opportunities for development.
4. The *Recruitment announcement* form referred to in para. 3 is attached as Annex 2 to this Order.

§ 3

1. The HR Department posts the *Recruitment announcement* on the Academy's website <https://www.vistula.edu.pl/kariera> under the “Career” tab (Polish and English versions), on the portal <https://euraxess.ec.europa.eu/jobs/search> and on the websites: Ministry of Science and Higher Education <http://www.bip.nauka.gov.pl/nabor-kandydatow-do-jednostek-podleglych-pan-oraz-instytutow-badawczych/>, in the database of announcements of the Ministry of Science and Higher Education <http://www.bazaogloszen.nauka.gov.pl/>, depending on the expected profile of the academic staff member.
2. All candidates who submit applications will receive an e-mail confirming that the HR Department has received their documents, along with the GDPR information on the processing of personal data and information on the next steps in the recruitment process.

§ 4

1. The HR department collects candidate applications containing clauses compliant with the applicable GDPR requirements and sends them to the person reporting the request.
2. If application documents are delivered directly to other Academy employees, they are obliged to forward them immediately to the address vistula.hr.cv@vistula.edu.pl so that the HR Department obtains the relevant GDPR consent from the candidates and informs them of the processing of personal data by Vistula University.
3. Candidates are assessed on the basis of the established *Evaluation criteria*.
4. The HR department analyses the applications formally and completes the *Candidate analysis summary* form.
5. The Dean / Director of the Science and Research Centre / Vice-Chancellor for Science performs a preliminary substantive analysis of the collected applications.
6. The HR department arranges interviews with candidates who meet the formal criteria, ensuring that candidates have sufficient time to prepare before the interview. Candidates

are informed of any changes to interview dates or delays by e-mail and, in urgent situations, by telephone.

7. A Selection committee consisting of the Dean, the Director of the Science and Research Centre and the Vice-Chancellor for Science conducts interviews and then selects the candidate for the job. Members of the committee assess the candidates, complete the *Candidate analysis summary* form and the *Application for employment contract – academic staff member*.
8. The procedure for selecting candidates is open, competitive and non-discriminatory.
9. The *Candidate analysis summary* referred to in para. 4 and 7 is attached as Annex 3 to this Order.
10. The *Evaluation criteria* referred to in para. 3 are set out in Annex 4 to this Order.

§ 5

1. The Employment committee consisting of the Director of Finance and the Director of Organisation and Planning makes the hiring decision.
2. If a decision is made to establish cooperation, the members of the Employment committee complete and forward the employment applications received to the HR Department.
3. If no suitable candidate is selected, a decision is taken to restart or terminate the recruitment and selection process.
4. The *Application for employment contract – academic staff member* referred to in para. 2 is attached as Annex 5 to this Order.

§ 6

1. The HR department sends information to all candidates who have met the formal criteria that the recruitment has been completed. The response is prepared on the basis of the *Candidate feedback* form and includes information on strengths and weaknesses resulting from the selection process.
2. Each Candidate is entitled to submit an appeal/complaint electronically (e-mail) to the appeal body, which is the Rector, within 14 days of receiving feedback from the HR Department. Each case is considered individually.
3. The *Candidate feedback* form referred to in para. 1 is attached as Annex 6 to this Order.

§ 7

1. The HR Department is responsible for: preparing and signing the necessary documents needed to employ the candidate, entering the data into the Academy's systems and setting up the employee's personnel file.

§ 8

1. The Selection committee is responsible for the implementation of the recruitment and selection process. Members of the Selection committee should follow specific guidelines when carrying out the recruitment and selection process.
2. The *Specific guidelines for the selection committee* referred to in para. 1 are set out in Annex 7 to this Order.

§ 9

1. Order No. 2/02/2020 of the Rector of Vistula University of 12 February 2020 on the principles of the recruitment and selection process for academic staff at the Vistula University is repealed.
2. The Order shall enter into force upon its adoption.

Rector

Prof. Wawrzyniec Konarski

RECRUITMENT AND SELECTION PROCEDURE FOR ACADEMIC STAFF
Recruitment and selection procedure for academic staff

Person responsible	Stages	Action	Additional information
Person reporting the request	Stage I – Announcement of staffing needs	The need for an academic staff member can be reported by e-mail to vistula.hr@vistula.edu.pl by: Vice-Chancellor for Science, Director of the Science and Research Centre, Dean, Director of the Institute, Director of the Doctoral School.	
HR Department		The HR department, after obtaining the approval of the Director of Organisation and Planning, launches the recruitment and selection process.	
Person reporting the request		Sending a completed <i>Recruitment announcement</i> form in Polish and English to the HR department.	The <i>Recruitment announcement</i> form including an appropriate clause in line with the GDPR requirements. Applications are sent to: vistula.hr.cv@vistula.edu.pl
HR Department	Stage II – Launching the recruitment and selection process	Publishing the <i>Recruitment announcement</i> on (depending on the expected profile of the academic employee) https://euraxess.ec.europa.eu/jobs/search , http://www.bip.nauka.gov.pl/nabor-kandydatow-do-jednostek-podleglych-pan-oraz-instytutow-badawczych/ , https://www.vistula.edu.pl/kariera , http://www.bazaogloszen.nauka.gov.pl/ .	

Recruitment and selection procedure for academic staff

HR Department	Stage III – Selection	Collecting applications from candidates containing the GDPR clause and sending to the person reporting the request.	When application documents are received by the Academy's employees (other than the HR department), the employee does not contact the applicant, but sends the application documents immediately to vistula.hr.cv@vistula.edu.pl so that the HR Department obtains from the candidate the appropriate consent to process personal data in accordance with the GDPR
Dean, Director of the Science and Research Centre, Vice-Chancellor for Science		Preliminary substantive analysis of the collected applications.	<i>Summary of candidate analysis</i>
HR Department		Arranging interviews with candidates who meet the formal criteria.	
Selection committee (Dean, Director of the Science and Research Centre, Vice-Chancellor for Science)		Conducting interviews and selecting a candidate for employment. Completion of the <i>Candidate analysis summary</i> form.	<i>Evaluation criteria</i> <i>Summary of candidate analysis</i>
Selection committee (Dean, Director of the Science and Research Centre, Vice-Chancellor for Science)		In the event of a decision to employ: completion of the <i>Application for employment contract – academic staff member</i> .	<i>Application for employment contract – academic staff member</i>

Recruitment and selection procedure for academic staff

<p>Employment committee (Financial Director, Director of Organisation and Planning)</p>	<p>Stage IV – Decision making</p>	<p>In the event of a decision to employ, forwarding the received <i>Applications for employment contract – academic staff member</i> to the HR Department. If a decision is taken to continue the process: re-announcing the recruitment. In case of a decision to terminate the process: resignation from the employment (end of process).</p>	
<p>HR Department</p>	<p>Stage V – Feedback</p>	<p>Informing all candidates by e-mail of the decision at the end of the recruitment and selection process with justification.</p>	<p><i>Feedback to the applicant</i></p>
<p>Candidate</p>		<p>The possibility to submit an appeal by e-mail to the appeal body, which is the Rector.</p>	
<p>HR Department</p>	<p>Stage VI – Employment of the candidate</p>	<p>Contacting the person to be employed, receiving and verifying the documents necessary for employment.</p>	
		<p>Signing of documents necessary for employment.</p>	
		<p>Registering the contract and entering the data into the relevant systems and creating the employee's personnel file.</p>	

RECRUITMENT AND SELECTION PROCEDURE FOR ACADEMIC STAFF

Recruitment announcement

Step 1 – Basic information

(Please complete in Polish and English)

Tytuł/ Title*					
Opis oferty/ Offer Description*					
Profile naukowców/ Researcher Profiles (please insert an “X” under the selected profile, if applicable)	Badacz pierwszego etapu (R1) / First Stage Researcher (R1)	Uznany badacz (R2) / Recognised Researcher (R2)	Główny naukowiec (R3)/ Established Researcher (R3)	Główny badacz (R4) / Leading Researcher (R4)	
Dziedzina nauki/ Research field*					
Type of contract/ Job Status* (please insert an “X” under the type of contract chosen)	Pełen etat/ Full-time	Niepełny wymiar czasu pracy / Part- time	Umowa cywilnoprawna / Negotiable	Inna / Other	Nie dotyczy / Not Applicable

Recruitment announcement

Typ umowy/ Type of Contract* (please insert an “X” under the type of contract chosen)	Stała / Permanent	Czasowa / Temporary	Do określenia / To be defined	Inna / Other	Nie dotyczy / Not Applicable
Liczba godzin pracy w tygodniu/ Hours Per Week* (e.g. 40 h)					
Termin składania wniosków/ Application Deadline* (e.g. 28.03.2019 10:00 PM)					
Strefa czasowa/ Timezone* (np. Warsaw GMT+01:00)					
Przewidywana data rozpoczęcia pracy/ Envisaged Job Starting Date (e.g. 01.10.2019)					
Czy praca jest finansowana z unijnego ramowego programu badań? / Is the job funded through a EU Research Framework Programme?* If yes, please indicate Reference number					

Jak aplikować/ How to Apply*	e-mail	Strona Internetowa/website
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Step 2a – Employment/workplace information

(Please complete in Polish and English)

Nazwa Organizacji/ Organisation*	
Typ organizacji/ Organisation Type*	
Wydział/ Department	
Kraj/ Country*	
Ulica/ Street	
Miasto/ City	
Kod pocztowy/ Postal Code	
Strona internetowa/ Website	
E-mail do osoby kontaktowej/ Contact Person E-mail	
Telefon/ Phone	
Telefon komórkowy/ Mobile phone	
Faks/ Fax	

Step 2b – Location of work

(Please complete in Polish and English)

Liczba dostępnych miejsc pracy/ Number of positions available	
Nazwa Organizacji/ Organisation*	
Kraj/ Country*	
Ulica/ Street	
Miasto/ City	
Kod pocztowy/ Postal Code	

Step 3a – Required education

(Please complete in Polish and English)

Umiejętności i kwalifikacje/ Skills and Qualifications	
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Recruitment announcement

Dodatkowe wymagania/ Specific Requirements		
Wymagane języki/ Required Languages	Language:	Level:
	1.	1.
	2.	2.
	3.	3.
	4.	4.

Step 3b – Required research experience (if applicable)

(Please complete in Polish and English)

Zakres badań / Research field	
Lata doświadczeń badawczych/ Years of Research Experience	

Step 4 – Additional information

(Please complete in Polish and English)

Dodatkowe korzyści/ Benefits	
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Recruitment announcement

<p>Kryteria kwalifikacji/ Eligibility criteria</p>	
<p>Proces selekcji/ Selection process</p>	
<p>Dodatkowe komentarze/ Additional comments</p>	

Warsaw, this

RECRUITMENT AND SELECTION PROCEDURE FOR ACADEMIC STAFF

Summary of candidate analysis

EXPECTED PROFILE OF AN ACADEMIC STAFF MEMBER					
Scientific discipline:					
Employee profile:	research and didactic / research				
Title:	professor / university professor / assistant professor / senior lecturer / lecturer / instructor				
Application deadline:					
Specific requirements:					
FORMAL ASSESSMENT					
	Candidate I	Candidate II	Candidate III	Candidate IV	Candidate V
Science discipline:					
Degree / title:					
SUBSTANTIVE ASSESSMENT					
DIDACTIC AREA					
	Candidate I	Candidate II	Candidate III	Candidate IV	Candidate V
1. Matching of the thematic focus of teaching in Polish to the needs of the Academy:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Summary of candidate analysis

2.English language skills to enable teaching in English:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
3.Practical experience (business):	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
4.Certificates / opinions / references	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
TOTAL – didactic area:	/20	/20	/20	/20	/20
SCIENTIFIC AREA					
1. Scientific and artistic level of the scientific activities carried out:					
	Candidate I	Candidate II	Candidate III	Candidate IV	Candidate V
(a) scientific articles	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
(b) scientific monographs	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
c) patents for inventions, utility model protection rights	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
TOTAL:	/15	/15	/15	/15	/15
2. Financial effects of research and development:					
	Candidate I	Candidate II	Candidate III	Candidate IV	Candidate V
a) projects financed through a competitive procedure by foreign institutions, international organisations	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
b) commercialisation of the results of research or development work	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Summary of candidate analysis

(c) research services provided at the request of entities not belonging to the higher education and science system	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
TOTAL:	/15	/15	/15	/15	/15
3. Impact of scientific activity on the functioning of society and economy:					
	Candidate I	Candidate II	Candidate III	Candidate IV	Candidate V
(a) description of the impact demonstrating the relationship between the most important manifestations of the scientific activity in the entity and the economy, health care, culture and arts, protection of the natural environment, security and defence of the state or other factors which affect the development of society	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
TOTAL – scientific area:	/5	/5	/5	/5	/5
SUMMARY					
SUBSTANTIVE ASSESSMENT:	Candidate I	Candidate II	Candidate III	Candidate IV	Candidate V
Didactic area	/20	/20	/20	/20	/20
Scientific area	/35	/35	/35	/35	/35
1. Scientific level	/15	/15	/15	/15	/15
2. Financial effects of research	/15	/15	/15	/15	/15

Summary of candidate analysis

3. Impact of scientific activity	/5	/5	/5	/5	/5
TOTAL:	/55	/55	/55	/55	/55
PROFILE MATCH ASSESSMENT					
	Candidate I	Candidate II	Candidate III	Candidate IV	Candidate V
Research					
didactic area (weight 0)					
scientific area (weight 1)					
Research and didactic					
didactic area (weight 0.5)					
scientific area (weight 0.5)					
Didactic					
didactic area (weight 1)					
scientific area (weight 0)					
TOTAL:					

RECRUITMENT AND SELECTION PROCEDURE FOR ACADEMIC STAFF

Evaluation criteria

Detailed formal evaluation criteria:

- Science discipline
- Degree / title

Detailed evaluation criteria

DIDACTIC AREA:

- Matching of the thematic focus of teaching in Polish to the needs of the Academy
- English language skills to enable teaching in English
- Practical experience
- Certificates / opinions / references

SCIENTIFIC AREA:

Scientific and artistic level of the scientific activities carried out:

- Scientific articles
- Scientific monographs
- Patents for inventions, utility model protection rights

Financial effects of research and development:

- Projects financed through a competitive procedure by foreign institutions, international organisations
- Commercialisation of the results of research or development work
- Research services provided at the request of entities not belonging to the higher education and science system

Impact of scientific activity on the functioning of society and economy:

- Description of the impact demonstrating the relationship between the most important manifestations of the scientific activity in the entity and the economy, health care, culture and arts, protection of the natural environment, security and defence of the state or other factors which affect the development of society

Scale of assessment:

From 1 to 5 (1 – minimum, 5 – maximum)

Weight of criteria against employee profile:

Employee profile	Didactic area (weight)	Scientific area (weight)
Research	0	1
Research and didactic	0.5	0.5
Didactic	1	0

Application for employment contract – academic staff member

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Warsaw, this

Department

**APPLICATION
for employment contract – academic staff member**

I request the conclusion of an employment contract with Mr./Mrs.:

First name:.....

Last name:.....

Degree / title:.....

Position: professor / university professor / assistant professor / instructor

Employee profile: research and didactic / research¹

Science discipline:.....

Field of study:.....

Teaching load / academic year:.....

Scientific load¹.....

EMPLOYMENT TERMS

Employment contract:

- trial period: from to
- fixed term: from to
- indefinite period: from

Monthly remuneration:

- basic..... PLN gross
- other remuneration component PLN gross

¹ in the case of a research and research and didactic employee, a research plan must be attached to the application.

Application for employment contract – academic staff member

Other arrangements:

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IT needs (Information for the IT Department)

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Request for the organisation and equipment of a workstation (Information for the Administration Department)

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.....
signature of the Chairman of the Selection committee

Signatures of the Selection committee

..... Financial Director Director of Organisation and Planning
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RECRUITMENT AND SELECTION PROCEDURE FOR ACADEMIC STAFF*Feedback to the applicant*

Full name:	
E-mail:	
Employee profile:	research and didactic / research
Title:	professor / university professor / assistant professor / senior lecturer / lecturer / instructor
Interview date:	

Evaluation criteria:

Candidate's strengths: scores 4-5

Candidate's weaker points: scores 1-2

DIDACTIC AREA	
1. Matching of the thematic focus of teaching in Polish to the needs of the Academy:	1 2 3 4 5
2. English language skills to enable teaching in English	1 2 3 4 5
3. Practical experience	1 2 3 4 5
4. Certificates / opinions / references	1 2 3 4 5
SCIENTIFIC AREA	
1. Scientific articles	1 2 3 4 5
2. Scientific articles	1 2 3 4 5
3. Patents for inventions, utility model protection rights	1 2 3 4 5
4. Projects financed through a competitive procedure by foreign institutions, international organisations	1 2 3 4 5
5. Commercialisation of the results of research or development work	1 2 3 4 5
6. Research services provided at the request of entities not belonging to the higher education and science system	1 2 3 4 5
7. Description of the impact demonstrating the relationship between the most important manifestations	

of the scientific activity in the entity and the economy, health care, culture and arts, protection of the natural environment, security and defence of the state or other factors which affect the development of society	1 2 3 4 5
Reason for rejection of the application	
1.Does not meet formal criteria	
2.Insufficient substantive evaluation score compared to other candidates applying for the position	

Please be advised that you have the right to appeal this decision to the Rector within 14 days of receiving this feedback by e-mail to: vistula.hr.cv@vistula.edu.pl

RECRUITMENT AND SELECTION PROCEDURE FOR ACADEMIC STAFF

Specific guidelines for the selection committee

I. Committees

1. The Selection committee is responsible for carrying out the recruitment and selection process for academic positions, in particular: assessing candidates, participating in the interview process and recommending the finally selected candidates.
2. The Selection committee consists of:
 - a) Dean – chairman of the selection committee,
 - b) Director of the Science and Research Centre,
 - c) Vice-Chancellor for Science.
3. The Employment committee is responsible for deciding whether to hire a candidate, resume or terminate the recruitment and selection process without finding a candidate for employment.
4. The Employment committee consists of:
 - a) Financial director,
 - b) Director of Organisation and Planning,

II. Committee responsibilities:

1. Committees should be characterised by diverse expertise and competences. The selection of committee members should, wherever possible, maintain an appropriate gender balance, the diversity of scientific disciplines represented, apply the criterion of diversity of nationality and have appropriate experience to assess the candidates.
2. All committee members should be actively involved in the implementation of the recruitment and selection process, including the use of formal and informal professional contacts, the use of non-traditional advertising methods such as online publications, publicising the vacancy to members of professional bodies and attending conferences.
3. Committee members should be available to participate fully and consistently throughout the recruitment and selection process and carry out the duties assigned to them by the committee chairman.
4. Where a committee member knows a candidate or has a conflict of interest with a candidate, the committee member is required to:

Specific guidelines for the selection committee

- a) notify the chairman and other members of the nature of such acquaintance,
- b) if not in a position to make an objective and fair selection of candidates, leave the committee or, with the agreement of the chairman and the other members of the committee, refrain from evaluating or participating in an interview concerning a candidate he/she knows.

Information about the situation shall be recorded in the notes of the Commission meeting.

- 5. Prior to the interview, members of the Commission must carefully review the candidates' CVs, noting any relevant information that relates to the requirements set out in the announcement, including issues of concern.

III. Interview process

- 1. As far as possible, the Selection committee tries to ensure that interviews follow a predetermined pattern. Questions asked during the interview must always refer to specific situations, actions or examples.
- 2. Article 22¹. § 1 of the Labour code specifies what information the employer may require from the applicant, namely: first name(s), last name, date of birth, home address (for correspondence), education and previous employment history. Recruiters may not ask personal questions about e.g. marital status, parental plans, religion, health condition, etc.
- 3. The interview should consist of an initial presentation prepared by the candidate (e.g. presentation of recent / current research, plans for tasks the candidate would undertake in the position offered) and an interview with members of the Commission.
- 4. The assessment of candidates shall take into account all of the candidate's previous professional experience and shall be based on the broad range of criteria available in Annex 4 to this Order.

IV. Confidentiality

- 1. Members of the committee must maintain absolute confidentiality in order to protect the privacy of candidates and to preserve the integrity of the entire recruitment and selection process. Each member of the committee is obliged to maintain the confidentiality of the information obtained during the recruitment and selection process and not to pass on any information concerning the search for candidates to persons who are not members of the committee.