



UNIwersytet
Warszawski

MONITOR
UNIwersytetu Warszawskiego

Item 203

**ANNOUNCEMENT NO 8
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 21 June 2017

**on announcing the consolidated text
of 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**

The uniform text of 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 of 2016, item 59) is announced in the appendix, including amendments introduced by ordinance no 51 of the Rector of the University of Warsaw of 14 June 2017 on amendments to 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.

Rector of the University of Warsaw:
M. Pałys

Appendix

to the announcement no 8 of the Rector of the University of Warsaw of 21 June 2017 on
announcing the consolidated text of 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

**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 Warsaw¹**

Pursuant to § 35 of the Statute of the University of Warsaw (consolidated text: UW Monitor, 2015, item 150, as amended), it is hereby ordered as follows:

§ 1

Announcing a contest for the position of an academic teacher

1. ²The contest for the position of an academic teacher, except the position of profesor zwyczajny [full professor] shall be announced by the Dean (or, accordingly, the head of an Inter-faculty or general university unit), after consulting the faculty council, upon the Rector's consent, in order to fill a new or vacant post.

1a. ³The contest for the position of a full professor shall be announced by the Rector on his/her own initiative, after consulting the Dean (or, accordingly, the head of the appropriate Inter-faculty or general university organisational unit), or at the request of the Dean (or, accordingly, the head of the appropriate Inter-faculty or general university organisational unit) approved by the faculty council (or, accordingly, the council of the Inter-faculty or general university unit).

2. 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.

¹ Consolidated text, including amendments introduced by:

- ordinance no 51 of the Rector of the University of Warsaw of 19 June 2017 on amendments to 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 contests for the positions of academic teachers at the University of Warsaw (UW Monitor, 2017, item 198);
- announcement no 9 of the Rector of the University of Warsaw of 4 July 2017 on rectifying the mistake in ordinance no 51 of the Rector of the University of Warsaw of 14 June 2017 on amendments to 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 contests for the positions of academic teachers at the University of Warsaw (UW Monitor, 2017, item 229).

² In the wording set out in § 1 item 1 letter a of the ordinance referred to in footnote 1.

³ Added by § 1 item 1 letter b of the ordinance referred to in footnote 1.

3. The contest announcement should include at least:

- 1) the name of the position;
- 2) number of positions if more than one newly created or vacant post is to be filled;
- 3) ⁴specification of requirements for the candidate, in particular the requirements referred to in Article 109 s. 1 of the Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2016, item 1842, as amended);
- 4) specification of the qualification criteria at least corresponding to the criteria set out for individual positions in the Act – Law on Higher Education and in the Statute of the University of Warsaw;
- 5) conditions of work (inter alia: employment period, organisational unit, where work will be performed, time basis);
- 6) ⁵information on the requirement to include on the candidates' applications the note on expressing their consent to the processing of their personal data for the purposes necessary in the recruitment process in accordance with the Act of 29 August 1997 on the protection of personal data (consolidated text: Journal of Laws of 2016, item 922);
- 7) list of the documents required;
- 8) method of submission of applications (personally, by mail and/or in electronic form) and the time limit for submission of documents that cannot be less than seven working 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) information that the contest is the first stage of the procedure of recruitment for positions of academic teachers set out in the Statute of the University of Warsaw, and its positive results provides a basis for further activities.

3a. ⁶The request for announcing the contest for the position of a full professor submitted by the Dean (or, accordingly, the head of the appropriate Inter-faculty or general university organisational unit) shall propose conditions that should be met by the candidate.

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

- 1) on the dedicated website of the University and on websites of relevant organisational units of the University;
- 2) on the website of the Ministry of Science and Higher Education;
- 3) on websites of the European Commission, in the European portal for mobile researchers, designed for publishing job offers for researchers (EURAXESS).

5. The information on the contest shall be published in all media referred to in s. 4, on the same day. The date of the announcement publication shall be decisive in determining the candidate meeting the time limit for submission of the documents, set in the contest announcement.

6. If no candidate responds to the announcement or in case of the occurrence of the circumstances referred to in § 4, the Dean (the head of an Inter-faculty or general university unit of the University) may re-announce the contest.

⁴ In the wording set out in § 1 item 1 letter c first indent of the ordinance referred to in footnote 1.

⁵ In the wording set out in § 1 item 1 letter c second indent of the ordinance referred to in footnote 1.

⁶ In the wording set out in § 1 of the ordinance referred to in footnote 1.

§ 2

Appointment and composition of the contest committee

1. ⁷The contest committee and its chairperson shall be appointed by the Dean (or, accordingly, the head of the Inter-faculty or general university unit), after consulting the faculty council (the council of the Inter-faculty unit or general university unit), subject to s. 1a.

1a. ⁸In case of the contest for the position of a full professor, members of the contest committee shall be appointed by the Rector, including three persons selected by the Dean (or, accordingly, the head of the appropriate Inter-faculty or general university organisational unit).

2. ⁹The composition of the contest committee referred to in s. 1 and the procedure for its appointment shall be set out in the Rules of the faculty (Inter-faculty unit or general university unit).

3. ¹⁰A person or persons from outside the University can be appointed to the contest committee, holding an academic title or the degree of doktor habilitowany in the discipline relevant for the scope of duties for the position for which the contest is organized.

3a. ¹¹Persons from outside of the faculty (or, accordingly, other organisational units of the University) shall account for at least 20% of the contest committee.

4. The Dean (or, accordingly, the head of the Inter-faculty or general university unit) shall appoint, from among the employees of the faculty (Inter-faculty unit or general university unit), who are not members of the contest committee, the secretary of the contest committee, who will ensure the administrative and technical support to the contest committee.

4a. ¹²The administrative and technical support to the contest committee, referred to in s. 1a, shall be ensured by the Office for Employee Matters.

5. 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.

⁷ In the wording set out in § 1 item 2 letter a of the ordinance referred to in footnote 1.

⁸ Added by § 1 item 2 letter b of the ordinance referred to in footnote 1.

⁹ In the wording set out in § 1 item 2 letter c of the ordinance referred to in footnote 1.

¹⁰ In the wording set out in § 1 item 2 letter d of the ordinance referred to in footnote 1.

¹¹ Added by § 1 item 2 letter e of the ordinance referred to in footnote 1.

¹² Added by § 1 item 2 letter f of the ordinance referred to in footnote 1.

§ 3

Procedure of the contest proceedings and working rules of the contest committee

1. ¹³Works 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) appointment of reviewers – in case of the contest for the position of a full processor, the contest committee shall appoint reviewers referred to in w § 91 s. 1 of the Statute of the University of Warsaw; costs related to the reviews shall be covered from the central budget of the University;
- 3) assessment of the scientific, educational and organisational achievements of the candidate, considering the type of the position subject to the contest, in particular taking into account employment criteria for particular positions of academic teachers;
- 4) adjudication of the contest and presentation, to the authority that announced the contest, of a candidate or candidates, if the contest was announced pursuant to § 1 s. 2, who were awarded the highest number of points together with the report on the contest proceedings.

2. ¹⁴Meetings of the contest committee shall be convened by the chairperson of the committee on dates agreed with the authority announcing the contest, taking into account § 1 s. 3 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) ¹⁵submit the report on the works of the committee together with the complete documentation to the authority that announced the contest.

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

5. Meetings of the committee can be held only within the participation of at least 2/3 of the committee members.

6. Members of the committee can participate in meetings using electronic communication means (teleconference or videoconference).

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

8. When assessing the candidate, each committee member can award from 0 to 10 points.

9. 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 In the wording set out in § 1 item 3 letter a of the ordinance referred to in footnote 1.

¹⁴ In the wording set out in § 1 item 3 letter b of the ordinance referred to in footnote 1.

¹⁵ In the wording set out in § 1 item 3 letter c of the ordinance referred to in footnote 1.

10. The contest shall be won by a candidate or candidates, if the contest was announced pursuant to § 1 s. 2, who were awarded the highest number of points, but no less than 51% of the maximum number of points.

11. 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.

12. In case of the contest announced in accordance with § 1 s. 2, provisions of s. 11 shall apply respectively.

13. ¹⁶Provisions of ss. 8-12 shall apply, unless the authority announcing the contest specifies a different procedure for the assessment and selection of candidates by the contest committee.

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

15. Members of the 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 committee.

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

§ 4

Closure of the contest proceedings without the contest being adjudicated

1. ¹⁷In 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 authority announcing the contest of results of the preliminary qualifications proceedings.

2. ¹⁸In case of no candidates reaching the minimum threshold (51% of the maximum number of points), referred to in § 3 s. 10, the chairperson of the contest committee shall close the contest proceedings, draw up the report and immediately notify the authority announcing the contest of results of the preliminary qualifications proceedings.

3. In case referred to in § 3 s. 13, provisions of s. 2 shall apply respectively.

§ 5

Cancellation of the contest

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

§ 6

Announcement of the contest by the Rector

In case of contests for positions of academic teachers announced by the Rector on his/her own initiative in line with § 90 of the Statute of the University of Warsaw, provisions of the ordinance shall apply respectively.

¹⁶ In the wording set out in § 1 item 3 letter d of the ordinance referred to in footnote 1.

¹⁷ In the wording set out in § 1 item 4 of the ordinance referred to in footnote 1.

¹⁸ In the wording set out in § 1 item 4 of the ordinance referred to in footnote 1.

§ 7

Transitional and final provisions

1. Contests announced before the day on which the ordinance comes into force shall be resolved in accordance with the principles that are currently in force.
2. The ordinance shall enter into force as at 15 March 2016.

Rector of the University of Warsaw:
M. Pałys