



ITEM 388

**ANNOUNCEMENT No. 25
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 7 September 2020

**concerning publication of the consolidated text of Ordinance No. 106 of the
Rector of the University of Warsaw dated 27 September 2019
on providing detailed rules and procedures for holding a competition for the
position of an academic teacher at the University of Warsaw.**

The consolidated text of Ordinance No. 106 of the Rector of the University of Warsaw dated 27 September 2019 on defining detailed rules and procedures for holding a competition for the position of an academic teacher at the University of Warsaw (Monitor UW of 2019, item 282 as amended) is hereby announced, including amendments introduced by means of the following documents:

- 1) Ordinance No. 144 of the Rector of the University of Warsaw dated 1 October 2019 on amending the Ordinance No. 106 of the Rector of the University of Warsaw dated 27 September 2019 on defining detailed rules and procedures for holding a competition for the position of an academic teacher at the University of Warsaw (Monitor UW of 2019, item 320);
- 2) Ordinance No. 160 of the Rector of the University of Warsaw dated 29 October 2020 on amending Ordinance No. 106 of the Rector of the University of Warsaw dated 27 September 2019 on defining detailed rules and procedures for holding a competition for the position of an academic teacher at the University of Warsaw (Monitor UW of 2019, item 352);
- 3) Ordinance No. 99 of the Rector of the University of Warsaw dated 20 May 2020 on amending Ordinance No. 106 of the Rector of the University of Warsaw dated 27 September 2019 on defining detailed rules and procedures for holding a competition for the position of an academic teacher at the University of Warsaw (Monitor UW of 2020, item 229);

Rector of the University of Warsaw:

A. Z. Nowak

Appendix to Ordinance No. 25
of the Rector of the University of Warsaw dated 7 September 2020
on announcing the consolidated text of Ordinance No. 106
of the Rector of the University of Warsaw dated 27 September 2019
on providing detailed rules and procedures for holding a competition
for the position of an academic teacher at the University of Warsaw.

**ORDINANCE No. 106
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 27 September 2019

**on providing detailed rules and procedures for holding a competition for the
position of an academic teacher at the University of Warsaw.**

Pursuant to the provisions of § 126 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), hereinafter referred to as the "Statute", it is hereby ordered as follows:

§ 1

Announcing competitions for the positions of an academic teacher

1. The competition for the position of an academic teacher will be announced by any of the following:
 - 1) the Rector on their own initiative;
 - 2) the dean of a faculty, following consultation with the relevant faculty council, with the approval of the Rector;
 - 3) the head of a university-wide organisational unit, following consultation with the council of the university-wide organizational unit, if the regulations of that unit provide for the appointment of a council, with the approval of the Rector.
2. In the case referred to in section 1(1), the Rector may consult with the dean of a faculty or the head of a university-wide organisational unit within the meaning of § 114 of the Statute, in which the successful candidate will perform the duties of an academic teacher.
3. A single competition may be held to fill several academic teacher positions if the job requirements and qualifying criteria for those positions are identical.
4. The competition announcement should include at least:
 - 1) the title of the position;
 - 2) the academic staff group (research, teaching or a combination of research and teaching);
 - 3) the number of positions to be filled;
 - 4) the requirements expected to be met by a candidate for the position of an academic teacher, particularly those defined in Article 113 of the Higher Education and Science Act of 20 July 2018 (Journal of Laws item 1668 as amended), hereinafter referred to as the "Act";
 - 5) the employment criteria and personal requirements for a candidate, which must not be lower than those applicable to specific positions defined in the Act and the Statute;

- 6) for positions in a research or combined research and teaching group, an indication of the scientific discipline or disciplines in which the academic teacher is to carry out their research;
- 7) the description of the main responsibilities, as appropriate for the position, in the research, teaching and organisational fields;
- 8) the method of submission of documentation (physical, postal or electronic delivery) and the deadline for submission of documentation, which may not be earlier than 30 days from the date of publication of the notice;
- 9) the expected date for the announcement of the outcome of the competition and how candidates will be informed of the result;
- 10) terms and conditions of employment (e.g.: period of employment and date of commencement, organisational unit of the University where the work will be carried out, working hours);
- 11) specification that a competition is the first stage of the procedure for recruitment to the position of an academic teacher set out in the Statute, and that a positive outcome of the competition provides the basis for progression to the next stage;
- 12) specification that candidates entering a competition should submit a declaration confirming that they have read and accepted the rules governing competitions for a teaching post, which are published on the website of the faculty or the university-wide organisational unit;
- 13) personal information clause - information on the processing of personal data for a candidate for employment at the University of Warsaw, together with a consent clause for the processing of personal data not required by the Labour Code and provided voluntarily by the candidate to the University;
- 14) the list of required documentation.

5. The competition shall be publicly announced, as well as being made available via:

- 1) the Promotion Office of the University of Warsaw;
- 2) the webpage of the Ministry of Science and Higher Education;
- 3) publication in English on the European Commission portal for mobile researchers, designed for the publication of vacancies for researchers (EURAXESS).

6. The competition notice shall be published everywhere referred to in section 5, subject to the requirement laid down in section 4(8).

7. The candidate shall, in a manner determined by the dean of a faculty or the head of a university-wide organisational unit, receive confirmation of acceptance of their application.

8. In the event that no candidate applies or in the circumstances referred to in § 6, the dean of a faculty or the head of a university-wide organizational unit may re-advertise the competition.

9. The provisions of sections 3 to 7 apply to competitions announced by the Rector.

10. A specimen application for permission to announce a competition for the position of an academic teacher is attached as Attachment No. 1 to this Ordinance.

§ 2

Composition of the selection committee and procedure for its appointment

1. In competitions announced by the dean of a faculty or the head of a university-wide organisational unit, the selection committee and its chairperson are appointed by the dean of the faculty or the head of a university-wide organisational

unit, following consultation with the faculty council or the council of a university-wide organisational unit if a council has been set up in the university-wide organisational unit concerned.

2. ¹A selection committee of not less than five members shall comprise not less than one fifth of persons from outside the faculty or the university-wide organisational unit, subject to section 3.

3. In the case of a competition for a post in the research and combined research and teaching staff category, an addition minimum of one fifth of the selection committee shall be composed of persons indicated by the scientific council of the discipline, relevant to the scientific discipline referred to in § 1, section 4(6). Where more than one discipline is specified, one person shall be designated for each discipline by the relevant scientific council of that discipline.

4. ²(deleted)

5. A selection committee can be either permanent, i.e. appointed for the term of office of the dean of a faculty or the term of office of the head of a university-wide organisational unit, or appointed ad hoc, i.e. appointed to carry out and adjudicate upon a specific competition or competitions.

6. The selection committee should be composed of persons with appropriate experience to assess the candidates or persons possessing various qualifications. The composition of the selection committee should, wherever possible and appropriate, include representatives of different scientific disciplines or socio-economic backgrounds and should be gender-balanced.

7. The chairperson shall exclude any member from the selection committee who:

- 1) is the candidate's spouse or relative up to an including second degree relatives;
- 2) is related to the applicant through adoption, guardianship or custody;
- 3) has such a legal or factual relationship with the applicant that it may cast reasonable doubt on the impartiality of that member;
- 4) participates in the competition.

8. The committee member shall inform the chairperson of the circumstances referred to in section 7.

9. In the case of the competitions referred to in § 1 section 1(1), the selection committee and its chairperson shall be appointed by the Rector. For selection committees appointed by the Rector, the provisions of sections 2 to 8 apply accordingly, subject to section 10.

10. In a situation such as that referred to in § 1 section 2, the dean of a faculty or the head of a university-wide organisational unit may nominate candidates for a selection committee appointed by the Rector.

11. The dean of a faculty or the head of a university-wide organisational unit shall appoint the secretary of a selection committee from among members of the faculty or university-wide organizational unit who are not already members of the selection committee, who will assume responsibility for drafting a report on the proceedings of the selection committee as well as providing ancillary administrative and technical support.

¹As amended by § 1 (1) of Ordinance No. 160 referred to in footnote 1.

²Deleted by § 1 (2) of Ordinance No. 160 referred to in footnote 1.

12. The administrative and technical support of the selection committee referred to in section 9 is provided by the secretary appointed by the Rector from within the Human Resources Office. The secretary is responsible for drafting a report on the proceedings of the selection committee.

13. A template of the report on the proceedings of the selection committee is attached as Appendix 2 to this Ordinance.

14. ³In the case of employment of an academic teacher for the duration of the implementation period of a specific programme, project or undertaking, the Rector may agree to the appointment of a selection committee in an alternative mode and composition.

§ 3

Procedure for the competition and rules of the selection committee

1. The work of the selection committee shall consist of the following stages:

- 1) preliminary selection procedure - assessing the documentation submitted by candidates, evaluating their completeness and drafting a shortlist of candidates who will progress to the next stage having satisfied the formal requirements of the position;
- 2) a preliminary assessment of candidates' scientific, teaching and organisational achievements on the basis of the submitted documentation - an optional stage, the assessment of candidates' compliance with the conditions of the competition and the identification of candidates who qualify for the next stage, including an interview if the Committee deems it necessary and, if applicable, to appoint reviewers referred to in paragraph 4;
- 3) an assessment of the candidate's academic, teaching and organisational achievements, as appropriate to the post and to the staff group, and in particular having regard to the applicable conditions of employment for each academic teaching position;
- 4) concluding the competition and presenting the candidate(s) who received the highest number of points, together with a report on the proceedings of the selection committee, to the dean of the faculty or head of the university-wide organisational unit if the competition was announced in accordance with paragraph 1 section 3.

2. Meetings of the selection committee are convened by the chairperson of the selection committee at times agreed with the dean of the faculty or the head of the university-wide organisational unit, taking into account the deadline referred to in paragraph 1 section 4(9).

3. The chairperson of the selection committee shall:

- 1) chair the committee meetings;
- 2) correspond with candidates on behalf of the committee;
- 3) sign the report on the proceedings of the committee;
- 4) forward to the dean of the faculty or the head of the university-wide organisational unit the report on the proceedings of the selection committee together with all the documentation.

4. The committee shall meet on dates communicated to its members by its chairperson.

5. At least half of the selection committee's members must be present for quorum to be established, and not less than 5 persons including at least one person

³ Added by means of paragraph 1 of Ordinance No. 99, as mentioned under footnote 1.

from outside the faculty or university-wide organisational unit and at least one person indicated by the scientific council of the discipline referred to in paragraph 2, sections 2 and 3.

6. Members of the selection committee may take part in its meetings via electronic means of communication (teleconference or videoconference).

7. If the condition referred to in paragraph 5 is not fulfilled, the chairperson of the selection committee shall nominate an alternative date.

8. The selection committee, having regard to the conditions of competition laid down in the competition notice, shall determine the criteria for assessing candidates, ensuring a balance between qualitative and quantitative criteria.

9. The selection committee may choose to interview candidates; the provisions of paragraph 6 shall apply respectively to interviews with candidates.

10. In making the assessment referred to in section 1, point 3, the selection committee shall take into account in particular the following criteria:

- 1) - the extent to which a candidate meets the requirements set forth in the competition notice;
- 2) - the extent to which the selection committee fulfils the requirements on the assessment of candidates, set forth in section 8;
- 3) - the reviews referred to in paragraph 4;
- 4) - the results of the interview referred to in section 9.

11. In assessing candidates, each member of the selection committee may grade candidates out of a maximum of 100 points.

12. Each member of the selection committee will receive one Candidate Assessment Sheet, on which they will enter the number of points awarded to each candidate by reference to their name.

13. In the case of the competitions announced in accordance with paragraph 1, section 3, the successful candidate or candidates will have received the highest number of points, but not less than fifty one percent of the maximum number of points.

14. In the event of candidates receiving an equal numbers of points, the chairperson shall demand a vote in which each member of the selection committee may vote for only one candidate by placing an 'X' next to the name of the candidate of their choice. The successful candidate shall be the one who receives the highest number of votes.

15. In the case of a competition announced pursuant to paragraph 1, section 3, the provisions of section 14 shall apply accordingly.

16. The provisions of sections 11 to 15 apply unless the dean of the faculty or the head of the university-wide organisational unit demands an alternative procedure for the assessment and selection of candidates by the selection committee.

17. Members of the selection committee shall keep the information concerning the conduct of the competition confidential; any information on the conduct of the competition procedure may be communicated only by the chairperson of the selection committee.

18. The decisions of the selection committee undertaken within the scope of its competence are final.

19. At the request of an individual candidate, the chairperson of the selection committee shall inform them of the composition of the selection committee, the criteria

adopted by the selection committee for assessing candidates, the place on the ranking list and the marks awarded, and the committee's observations on the candidate's compliance with the requirements and assessment criteria as recorded in the minutes.

20. The provisions of this paragraph shall apply accordingly to competitions announced by the Rector.

§ 4 Reviewers and their mode of appointment

1. In competitions for the post of:
 - 1) Professor - the candidate's academic achievements, experience and accomplishments are assessed by at least two reviewers holding the title of professor, including at least one from outside the University;
 - 2) University Professor in the group of research employees or combined research and teaching employees - the candidate's achievements, experience and accomplishments referred to in paragraph 117, section 1, items 2 to 6 of the Statute shall be assessed by at least two reviewers holding the title of professor or *doktor habilitowany*, including at least one from outside the University;
 - 3) University Professor in the group of teaching employees - the candidate's achievements, experience and accomplishments referred to in paragraph 117, section 5, items 2 to 4 of the Statute shall be assessed by at least one reviewer holding the title of professor or *doktor habilitowany*;
2. The requirement to hold an academic degree or post-doctoral degree referred to in section 1 shall not apply to reviewers who have outstanding academic achievements and who are employed by a university or institution abroad.
3. Reviewers are appointed by the selection committee.
4. The provisions of paragraph 2 section 7 shall apply to reviewers accordingly.
5. The costs associated with preparation of the review shall be covered by the unit's funds or, in the case of a competition announced at the initiative of the Rector, by the central funds of the University.

§ 5 Adjudication of the competition and grounds for the competition outcome

1. The chairperson of the selection committee shall inform the candidates of the outcome of the selection process.
2. No later than 30 days upon completion of the competition, the outcome of the competition together with its reasoning shall be published in the manner defined in paragraph 1, section 5, points 1 and 2.
3. The information referred to in section 2 shall state the successful candidate(s), specifically their name, professional title, grade or academic title.
4. The selection board shall give reasons for the outcome of the competition.

§ 6 Termination of the competition

1. In the event that none of the candidates satisfy the formal conditions, the chairperson of the selection committee shall terminate the competition and draft a report describing the decision as well as notify the dean of the faculty or the head of

the university-wide organisational unit of the results of the preliminary selection procedure without delay.

2. In the event that none of the candidates reach the minimum threshold (51% of the maximum number of points) referred to in paragraph 3, section 13, the chairperson of the selection committee shall terminate the competition and draft a report describing the decision as well as notify the dean of the faculty or the head of the university-wide organisational unit of the results without delay.

3. The provisions of section 2, in the event referred to in paragraph 3, section 16, shall apply respectively.

§ 7 Cancellation of the competition

The Rector shall cancel a competition that was conducted in violation of applicable law.

§ 8 Employment following the competition

1. The employment relationship with a candidate selected in a competition may be established by the Rector on his own initiative, or at the request of the dean of the faculty or the head of the university-wide organisational unit, with the opinion of the faculty council or the council of the university-wide organisational unit if the rules of the unit provide for the appointment of a council, taking into account the provisions of section 2.

2. With regard to the position of professor or university professor of a higher education institution, the assumption of which, pursuant to the Statutes, requires the opinion of the Senate, employment shall be conditional on a positive opinion of the Senate.

§ 9 Transitional and final provisions

1. If provided for in faculty rules and regulations, pursuant to paragraph 60, section 2 of the Statute and, respectively, paragraph 63, section 2 of the Statute, the actions set out in these rules required of a dean of a faculty may be undertaken by the head of an internal organisational unit of the faculty, and the board of that unit shall give its opinion on proposals for the employment of an academic teacher or organisation of a competition if they concern persons performing their duties in that unit.

11a. ⁴The procedures concerning competitions for the positions of academic teachers initiated but not concluded prior to the date of entry into force of these rules shall be conducted on the basis of the hitherto legislation.

2. Ordinance No. 18 of the Rector of the University of Warsaw dated 7 March 2016 concerning the procedure and conditions of the competition procedure for the position of an academic teacher at the University of Warsaw shall cease to apply (Monitor UW of 2016, item 59, as amended).

3. The Ordinance shall enter into force on 1 October 2019, with the exception of paragraph 2, section 3, which shall enter into force on 1 December 2019.

⁴ Added by means of paragraph 1 of Ordinance No. 144, as mentioned under footnote 1.

Rector of the University of Warsaw:

M. Pałys

TEMPLATE

.....
(case number)

Warsaw,

Application

**to authorise the publication of a competition for the post of an academic
teacher**

UW organizational unit:

Post name: **Number of posts:**

Employee group¹:

A new post: Filling a vacancy: (mark as appropriate with an X)

Source of remuneration funding:

.....
(budgetary resources, own resources, project, etc.)

Confirmation of the opinion issued by the faculty council / council of the university-wide
organisational unit:

positive / negative opinion (tick as appropriate) of..... (insert the
date)

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

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

Content of the competition notice²:

Appendix No. 2 to Ordinance No. 106
of the Rector of the University of Warsaw dated 27 September 2019

¹research and teaching, research, teaching

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

TEMPLATE

Report on the proceedings of the selection committee

Competition for the post of:

Date of the meeting³:

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

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

List of candidates who have submitted applications:

List of candidates who:

- meet the formal requirements:
- do not meet the formal requirements (*please indicate for each candidate
which formal requirements they do not meet*):

Brief description of the proceedings of the committee (*pre-selection procedure,
discussions, including interviews if any, assessment of candidates*):

Assessment of the candidate(s) / Voting results

Candidate(s) recommended:

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

Report prepared by:
(secretary of the selection committee)

³If the selection committee has met on more than one occasion, please indicate all the dates of the meetings.

Appendices to the report:

- 1) attendance list(s) (signed by the committee members or confirmation of remote participation via electronic means);
- 2) ballot papers /candidate evaluation sheets
- 3) applications (full dossiers submitted by candidates)