



Item 50

**ORDINANCE No. 27
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 27 February 2025

**on defining detailed rules and procedures for conducting a competition for the
academic position at the University of Warsaw**

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

**§ 1
Primary rules**

1. Competition for the academic position at the University of Warsaw shall be conducted with care to ensure the potential for further development of the University.

2. In order to ensure the open, transparent and merit-based recruitment in accordance with applicable regulations and the European Charter for Researchers¹, the following principles shall be applied:

- 1) openness in recruitment – making recruitment conditions public;
- 2) equal treatment – upholding the principles of equality and respect on the grounds of sex, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic origin, belief, and sexual orientation;
- 3) transparency – following uniform rules on recruitment and the openness of the composition of competition committees;
- 4) selection of the best – applying clear and varied criteria for assessing the competence, experience and record of candidates;
- 5) effective communication – informing about the next steps of the recruitment process and its outcome;
- 6) confidentiality – protecting candidates’ data, maintaining the confidentiality of the recruitment process until the results of the recruitment are announced.

3. The masculine nouns used in this ordinance apply to persons of all genders.

**§ 2
The announcement of a competition for the position of an academic**

¹ The Council Recommendation of 18 December 2023 on a European framework to attract and retain research, innovation and entrepreneurial talents in Europe. Appendix No. II (C/2023/1640). https://eur-lex.europa.eu/legal-content/PL/TXT/PDF/?uri=OJ:C_202301640

1. A competition for the position of an academic shall be announced by:
 - 1) the Rector on his own initiative;
 - 2) the dean, after consultation with the faculty council, with the consent of the Rector;
 - 3) the head of a university-wide organisational unit, after consultation with the council of the university-wide organisational unit, if the rules and regulations of the unit provide for the appointment of the council, with the consent of the Rector.
2. The model request for consent to the announcement of a competition for the position of an academic constitutes Appendix No. 1 to the ordinance.
3. In the event referred to in section 1, point 1, the Rector may consult the dean or the head of the university-wide organisational unit in which the successful candidate will carry out their duties as an academic, within the meaning of § 144 of the Statute.
4. It is permissible to hold a single competition to fill several academic positions if the successful candidates will be employed in the same employment group and the requirements and assessment criteria for those positions are the same.
5. The announcement of the competition shall specify:
 - 1) position title;
 - 2) employment group (research, research and teaching, teaching);
 - 3) number of positions to be filled;
 - 4) the requirements to be met by a candidate for an academic position, which shall not be lower than those specified for particular positions in the Act – the Law on Higher Education and Science of 20 July 2018² and the Statute, including those referred to in Article 113 of the Act;
 - 5) candidate assessment criteria, subject to § 3;
 - 6) in the case of positions in the research employment group or research and teaching employment group, an indication of the academic discipline or disciplines in which an academic should carry out research, and an indication of the level of the position with respect to the position profiles used by the European Council (R1 – R4) based on the list attached as Appendix No. 2 to the ordinance;
 - 7) core duties, as appropriate to the position in the research, teaching, and organisational areas, including an identification of whether a position relates to activities covered by the protection of minors³;
 - 8) the method and deadline for submission of documents, which may not be earlier than 30 days from the date of publication of the announcement;
 - 9) the expected date for the outcome of the competition and the method of submitting information about the result to the candidates;
 - 10) working conditions, particularly the date of commencement and period of employment, the organisational unit of the University where the work will be performed, the length of working time, and career development opportunities – also in the form of a link;
 - 11) the link to the Policy of Open, Transparent and Merit-based Recruitment at the University of Warsaw, available on the website of the Human Resources Office⁴;
 - 12) the link to information on the Internal Reporting Procedure at the University of Warsaw⁵;

² consolidated text: Journal of Laws of 2024, item 1571, as amended

³ Ordinance No. 114 of the Rector of the University of Warsaw of 11 October 2024 on the verification of persons employed or admitted to perform activities at the University of Warsaw involving the protection of minors (UW Monitor of 2024, item 300).

⁴ <https://rekrutacja-i-rozwoj.bsp.uw.edu.pl/>

⁵ Ordinance No. 94 of the Rector of the University of Warsaw of 17 September 2024 on the procedure for whistleblowers reporting cases of law violation at the University of Warsaw and for undertaking follow-up actions (UW Monitor of 2024, item 266).

- 13) the link to information on personal data processing for job candidates at the University of Warsaw;
- 14) the list of required documents.

6. The content of the competition announcement shall clearly indicate that the announcement is aimed at individuals of all genders and that persons with disabilities or special needs can declare accessibility needs during the recruitment.

7. A competition is announced by making its terms publicly available, with the requirement that information about the competition must be made available:

- 1) in the Public Information Bulletin of the University of Warsaw, through the Human Resources Office;
- 2) on the website of the Ministry of Science and Higher Education;
- 3) in English on the website of the European Commission on the European portal for mobile researchers dedicated to researchers' vacancies (EURAXESS).

8. The information on a competition shall be placed in all publications referred to in section 7, with the requirement set out in section 5, point 8.

9. The candidate, in the manner determined by the dean or the head of a university-wide organisational unit, receives confirmation of the acceptance of their application in the competition and information on the composition of the competition committee.

10. If no candidate meeting the formal requirements applies, or in the circumstances referred to in § 8, the dean or the head of a university-wide organisational unit may re-announce the competition on the basis of a previously accepted application.

11. In the case of competitions announced by the Rector, the provisions of sections 4-10 shall apply respectively.

§ 3

Assessment criteria

1. Assessment criteria shall take into account the current and future needs of the faculty or university-wide organisational unit.

2. Assessment criteria shall also take into account quality and quantitative criteria, allowing for the fullest possible assessment not only of the competences, In particular, the assessment considers aspects such as creativity and research independence, as well as the candidates' experience and record, but also their future potential, which is more important in competitions for academic positions at an early stage of their career.

3. Candidates' experience of geographical, intersectoral, inter-institutional or inter- and transdisciplinary mobility should be recognised as an important way of enhancing knowledge and supporting professional development.

4. Breaks in employment history, including those resulting from caring commitments and non-linear, multi-level and hybrid career paths, should not adversely affect assessment, but should be considered as part of an academic's career path.

§ 4

The composition and procedure for the appointment of the competition committee

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

consultation with the faculty council or the council of the university-wide organisational unit if a council has been established in the unit.

2. The competition committee shall have no fewer than 5 members. At least 20% of the committee's composition shall be persons from outside the faculty or the university-wide organisational unit, taking into account section 3.

3. In the case of a competition for a position in the research and teaching employment group and research employment group, at least 20% of the members of the committee shall additionally be appointed by the academic council of the academic discipline which is competent for the academic discipline referred to in § 2, section 5, point 6. If more than one discipline is specified, the relevant academic council shall indicate one person for each discipline.

4. A competition committee may be either a standing committee appointed for the term of office of the dean or the term of office of the head of a university-wide organisational unit or an ad hoc committee appointed to conduct and settle a specific competition or competitions.

5. The committee's task is to conduct the competition, present the justification of its outcome, and prepare information for the candidates.

6. The competition committee shall be composed of persons representing a variety of competencies and experiences. The composition of the competition committee shall, where possible and if appropriate, include representatives from different academic disciplines or socio-economic backgrounds, and ensure a balanced representation of genders within the committee.

7. Newly appointed members of the competition committee shall, prior to the commencement of the proceedings, be trained on the rules and procedures for the conduct of competitions, including interviewing, avoiding unconscious errors of judgement and ensuring equality and anti-discrimination in the proceedings.

8. A member of the competition committee whose relationship with one of the candidates may affect the impartiality of the assessment, in particular if the member:

- 1) is a spouse, relative or relative by blood up to the second degree inclusive of the candidate, or remains or remained in cohabitation with them;
 - 2) is or was related by adoption, guardianship or custody to the candidate;
 - 3) is or was the supervisor of the candidate's doctoral dissertation or Master's thesis;
 - 4) has such a legal or factual relationship with the candidate that it may raise justified doubts as to the professionalism, impartiality and objectivity of that member;
- shall be excluded by the chairperson from the assessment and committee meetings for the time of the assessment of the candidate concerned, and if the chairperson is excluded, they shall indicate their replacement for the duration of the exclusion.

9. If a member of the committee enters the competition themselves, the dean or the head of a university-wide organisational unit shall, at the request of the chairperson, exclude them from the committee after notifying the Rector.

10. Information on the exclusion(s) shall be recorded in the report.

11. In the case of competitions referred to in § 2, section 1, point 1, the competition committee and its chairperson shall be appointed by the Rector. The provisions of sections 2-10 shall apply, respectively, to the competition committee appointed by the Rector, subject to section 12.

12. In the case mentioned under §2, section 3, the dean or the head of the university-wide organisational unit may indicate candidates to the competition committee appointed by the Rector.

13. The dean or the head of the university-wide organisational unit shall appoint a secretary of the competition committee from among the employees of the faculty or the university-wide organisational unit who are not members of the competition committee, respectively, who shall draw up a report of the proceedings of the competition committee and shall provide administrative and technical support for the competition committee.

14. Administrative and technical support of the competition committee, referred to in section 11, shall be provided by a secretary designated by the Rector from among employees of the Human Resources Office. The secretary shall prepare a report on the competition committee's work.

15. The model report on the competition committee's work constitutes Appendix No. 3 to the ordinance.

16. The composition and procedure for appointing the competition committee in the case of employing an academic for the duration of a specific programme, project or undertaking, understood as a group of tasks carried out for a specified period of time, on the basis of a contract or agreement concluded by the University of Warsaw, are specified in Appendix 4 to the ordinance.

§ 5

Procedure for the competition and rules of the work of the competition committee

1. The work of the competition committee consists of the following stages:
 - 1) qualification proceedings – reviewing the documents submitted by the candidates, assessing their completeness and admitting the candidates who meet the formal requirements to further proceedings;
 - 2) a preliminary assessment of the candidates' competence, experience, and scientific, teaching and organisational record as appropriate to the position and the employment group, on the basis of the application submitted – the assessment of the candidates' fulfilment of the requirements and identification of those candidates who, in the opinion of the committee, qualify for further proceedings and, if applicable, the appointment of reviewers or external experts as referred to in § 6;
 - 3) interviews with candidates;
 - 4) a final assessment of the candidates' competence, experience, and scientific, teaching and organisational record as appropriate to the position and the employment group, on the basis of the application submitted, the interview and other information obtained in the course of proceedings, including reviews, opinions, and additional tests;
 - 5) an outcome of the competition and presentation of the candidate(s) (if the competition was announced in accordance with § 2, section 4) with the highest number of points to the dean or head of the university-wide organisational unit, together with a report on the competition committee's work.

2. Meetings of the competition committee shall be convened by the chairperson, taking into account the date specified in § 2, section 5, point 9.

3. The chairperson of the competition committee shall:

- 1) chair the committee meetings;
- 2) ensure that the work of the committee complies with the applicable rules;

- 3) conduct correspondence with candidates on behalf of the committee, including providing them with information on the outcome of the competition and information on the strengths and weaknesses of their application;
- 4) sign a report on the competition committee's work;
- 5) submit a report on the competition committee's work with complete documentation to the dean or the head of the university-wide organisational unit.

4. The committee shall hold meetings on dates communicated to its members by the chairperson.

5. The meetings of the competition committee, including the assessment of candidates, are attended by at least half of its members, but not less than 3 persons, including at least one person from outside the faculty or university-wide organisational unit and at least one person indicated by the academic council of academic discipline as referred to in § 4, sections 2 and 3, if they have been appointed to the committee.

6. Members of the committee may participate in its meetings by electronic means of communication (teleconference or videoconference).

7. If the condition referred to in section 5 is not fulfilled, the chairperson of the competition committee shall set a new date for the meeting.

8. For an interview with the candidate, the provisions of section 6 shall apply respectively.

9. The candidate shall be informed of the date of the interview at least 5 days before the interview date. If the candidate is unable to attend the interview for important reasons, the chairperson of the committee shall arrange an alternative date.

10. If the candidate fails to appear by the proposed date, the committee may decide to exclude the candidate from further proceedings. Information on the exclusion shall be recorded in the report.

11. During the assessment specified in section 1, point 4, the competition committee shall take into account the predetermined criteria and the following factors:

- 1) compliance with the requirements set out in the competition announcement;
- 2) reviews, as specified in § 6;
- 3) an interview outcome;
- 4) opinions and other information obtained in the course of proceedings.

12. During the assessment of the candidate, each member of the competition committee may award the candidate a total number of points between 0 and 100, subject to section 13.

13. The competition committee may decide to award points for each assessment criterion separately (determining their weight) or to assess all criteria together.

14. Each member of the competition committee receives one candidate assessment card on which, according to the name of each candidate, they enter the number of points awarded to them. Assessment may be conducted by electronic tools, including between meetings.

15. The candidate or candidates who obtain the highest number of points, but not less than 60% of the maximum number of points, shall be declared the winner of the competition if the competition was announced in accordance with § 2, section 4,

16. If candidates receive the same number of points, the chairperson of the committee shall order a vote in which each member of the committee may vote for only

one candidate by placing an "X" next to the name of the candidate of their choice. The candidate who obtains the highest number of votes wins the competition.

17. In the case of a competition announced in accordance with § 2, section 4, the provisions of section 16 shall apply accordingly.

18. The provisions of sections 12-17 shall apply, unless the dean or the head of a university-wide organisational unit determines a different procedure for the assessment and selection of candidates by the competition committee.

19. A member of the competition committee is obliged to keep confidential any information concerning the course of the competition and the candidates' details. Any information on the conduct of the competition proceedings may be provided by the chairperson of the competition committee.

20. The decisions of the competition committee, within the scope of its authority, shall be final.

21. In the case of competitions announced by the Rector, the provisions of this paragraph shall apply respectively.

§ 6

Reviews and opinions in a competition

1. In the competition for the position of:

- 1) a professor – academic record, experience and achievements of the candidate are assessed by at least two reviewers holding the title of professor, including at least one reviewer from outside the University of Warsaw;
- 2) a university professor in the research employment group and the research and teaching employment group – academic record, experience and achievements referred to in § 117, section 1, points 2-6 of the Statute are assessed by at least two reviewers holding the title of professor or a habilitated doctoral degree, including at least one reviewer from outside the University of Warsaw;
- 3) a university professor in the teaching employment group – academic record, experience and achievements referred to in § 117, section 5, points 2-4 of the Statute are assessed by at least one reviewer holding the title of professor or a habilitated doctoral degree.

2. The requirement to hold the title or degree of a habilitated doctor referred to in section 1 does not apply to reviewers who have a remarkable academic record and are employed at foreign universities or institutions.

3. The committee may decide in the course of proceedings that it is necessary to obtain an opinion from external experts.

4. The costs associated with the preparation of the review or opinion (if applicable) are covered by the unit's budget or, in the case of a competition launched at the initiative of the Rector, by the University's central budget.

5. Reviewers and external experts shall be indicated by the competition committee.

6. The provisions of § 4, sections 8-10, shall apply respectively to reviewers and external experts.

§ 7

Conclusion of the competition and justification of the result

1. The chairperson of the competition committee notifies the candidates about the competition outcome and provides them with information, including:

- 1) the total number of points obtained by the candidate concerned;
- 2) the ranking position and
- 3) descriptive information indicating the strengths and weaknesses of their application, or the number of points obtained for each of the assessment criteria, if the committee awarded points for each criterion.

2. Not later than 30 days after the competition is concluded, the information on the outcome of the competition, along with the justification, shall be announced in the publications referred to in § 2, section 7, points 1-2.

3. The information referred to in section 2 shall indicate the winner of the competition, i.e. the name and surname, professional title, degree or academic title of the candidate or candidates if more posts were to be filled.

§ 8

Closure of the competition

1. In the case of:

- 1) a lack of candidates meeting formal requirements or
 - 2) a failure by any candidate to achieve the minimum threshold, as specified in § 5, section 15
- the chairperson of the competition committee closes the competition proceedings, draws up a report and immediately notifies the dean of the faculty or the head of the university-wide organisational unit of the outcome of the competition proceedings.

2. The provision of section 1, point 2 shall apply respectively in the case referred to in § 5, section 18.

§ 9

Annulment of the competition

1. The candidate participating in the competition has the right to appeal to the Rector against the outcome of the competition.

2. Only legal and formal deficiencies may constitute the grounds for appeal.

3. The appeal must be lodged in written form within 7 days of receipt of information on the outcome of the competition.

4. The appeal shall be considered after consultation with the competition committee and the dean or head of the university-wide organisational unit and, if necessary, after obtaining a legal opinion within 14 days of the date on which the Rector receives the complete documentation.

5. The Rector shall cancel the competition in the event of a violation of the provisions of the Act or other violations having a fundamental impact on the outcome.

§ 10

Employment after a competition

1. The employment relationship with the selected candidate may be established by the Rector on his own initiative or at the request of the dean or the head of the university-wide organisational unit, as approved by a faculty council or a council

of a university-wide organisational unit, if the rules and regulations provide for the appointment of a council, taking into account section 2.

2. In the case of positions of professor and university professor, where, in accordance with the Statute, appointment requires an opinion of the Senate, employment in such positions shall be conditional upon obtaining a positive opinion of the Senate.

3. The faculty or the university-wide organisational unit shall ensure that the appointed candidate receives induction training introducing them to the work of the University, or refer them to training provided by the Human Resources Office.

§ 11

Temporary and final provisions

1. The Human Resources Office shall be instructed to develop the Policy for Open, Transparent and Merit-based Recruitment at the University of Warsaw, addressed to candidates referred to in paragraph 2, section 5, point 11, and the Guide for Heads of Organisational Units and Competition Committees.

2. The activities as provided for in the ordinance for a dean shall be exercised by the head of an internal organisational unit of the faculty, insofar as this is provided for by the faculty rules and regulations, on the basis of § 60, section 2 of the Statute and, accordingly, § 63, section 2 of the Statute. The council of such a unit shall issue opinions on applications to employ an academic or to prepare a competition if they apply to persons performing their duties in this unit.

3. Procedures regarding competitions for academic positions, which are initiated and pending before the ordinance becomes effective, shall be carried out according to the provisions hitherto in force.

4. Ordinance No. 106 of the Rector of the University of Warsaw of 27 September 2019 on defining detailed rules and procedures for conducting a competition for the academic position at the University of Warsaw (UW Monitor of 2019, item 282, as amended) shall hereby become null and void.

5. The ordinance enters into force on the day it is signed.

Rector of the University of Warsaw:
A. Z. Nowak

TEMPLATE

.....
(case number)

Warsaw, on

**Application
for the approval to conduct a competition for the position of
an academic**

Organisational unit of the University of
Warsaw:.....

Position title **Number of positions:**.....

Employment group⁶: **Position level (R1-R4)**⁷

New position: Filling a vacancy: Substitution:
(insert X where appropriate)

Position related to activities covered by the protection of minors (additional verification before
employment is required) - Yes/No (delete as appropriate)

Source of funding for remuneration: budget/own resources/project/subsidy delete as
appropriate)

Confirmation of the faculty council's/university-wide organisational unit's opinion on the
application: - Yes/No/Not applicable (delete as appropriate)

Positive/negative opinion (delete as appropriate) as of(if applicable)

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

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

Content of the competition announcement⁸:

.....
(signature of the head of the organisational unit)

⁶ research and teaching, research, teaching.

⁷ required for the position in the research and teaching or research employment group.

⁸ if attached as an appendix, please mark the appendix accordingly with the case number.

Position profiles in the research employment group and the research and teaching employment group⁹

- **R1** – means an early-career researcher, i.e. a researcher carrying out research under supervision until obtaining a doctoral degree or an equivalent level of competence and experience (suggestion for the UW: **assistant**);
- **R2** – means a recognised researcher, i.e. a researcher with a doctoral degree or an equivalent level of competence and experience, who has not yet achieved a significant degree of independence in developing their own research work, attracting funding or leading a research group (suggestion for the UW: **senior assistant, assistant professor, visiting researcher**);
- **R3** – means an experienced researcher, i.e. a researcher with a doctoral degree or an equivalent level of competence and experience, who is able to develop their own research work independently, attract funding or lead a research group (suggestion for the UW: **assistant professor (with the degree of doktor habilitowany), university professor**);
- **R4** – means a leading researcher, i.e. a researcher with a doctoral degree or an equivalent level of competence and experience, who is recognised by other researchers as a leader in the relevant research discipline (suggestion for the UW: **professor, visiting professor**).

Profiles R1 and R2 refer to researchers at an early stage of their careers, while R3 and R4 refer to researchers at an advanced stage of their careers.

The final decision on assigning a position to a level shall be made by the head of the organisational unit after assessing the requirements and assessment criteria in the competition, in particular in terms of expected experience, level of independence, and recognition (including achievements).

⁹ Position profiles according to the Council Recommendation of 18 December 2023 on a European framework to attract and retain research, innovation and entrepreneurial talents in Europe. Appendix No. I (C/2023/1640) https://eur-lex.europa.eu/legal-content/PL/TXT/PDF/?uri=OJ:C_202301640.

TEMPLATE

**Report
on the competition committee's work**

.....

Competition for the position of: Application case number:
.....

Date of meeting:

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

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

List of candidates who submitted applications:

List of candidates who:

- meet formal requirements:
- fail to meet formal requirements (*for each person, please indicate which formal requirements they do not meet*):

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

Exclusions from the assessment of candidates:

Final assessment of candidates /Voting results:

Recommended candidate(s):
.....

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

Report was prepared by:

.....
(secretary of the committee)

Appendices to the report:

- 1) attendance list(s) (with signatures of the persons making up the committee or confirmation of remote participation by electronic means);
- 2) voting cards/candidate assessment sheets.

**The composition and procedure for appointing a competition committee in the
case of employing an academic for the duration of a specific programme,
project or undertaking**

**The composition and procedure for the appointment of the competition
committee**

1. In competitions announced for the purpose of employing an academic for the duration of a programme, project or undertaking, it is possible to appoint a competition committee without consultations with councils specified in § 4 section 1 and persons referred to in § 4 sections 2 and 3, while maintaining at least five members of the competition committee.

2. The competition committee should include the head of the programme, project or undertaking, or other persons responsible for the implementation of specific groups of tasks performed within the position to which the competition relates.

3. The provisions of § 4 of the ordinance shall apply accordingly.