**Policy of open, transparent and merit-based recruitment of academic teachers and other persons employed**

**to conduct academic research**

**at the University of Bielsko-Biala**

**§ 1**

**General provisions**

1. Policy of open, transparent and merit-based recruitment of academic teachers and other persons employed to conduct academic research at the University of Bielsko-Biala, hereinafter referred to as “OMT-R Policy” describes the recruitment process in the field of academic research.
2. The aim of OMT-R Policy is to create open, transparent and merit-based rules for recruitment of academic teachers and other persons employed to conduct academic research, ensuring the following of principles and requirements specified in the European Charter for Researchers, and resulting in the acquisition of candidates with the best qualifications and guaranteeing equal access to employment. The OMT-R Policy is part of the efforts to build an attractive, safe, inclusive, gender-equal and competitive research and innovation environment at the University of Bielsko-Biala.
3. The fundamental principles of OMT-R Policy are:
4. the principle of openness – recruitment is open and subject to public announcement,
5. the principle of transparency – rules of the recruitment are simple, transparent and clear, available and applied equally to all candidates,
6. the principle of matching qualifications – qualifications and competences required are consistent with the actual needs of the position,
7. the principle of merit-based criteria – the competition committee makes an objective selection of candidates, using merit-based criteria, regardless of gender, age, origin, race, religion or denomination, sexual orientation, language, disability, political beliefs and social or material status,
8. the principle of maintaining confidentiality – all persons involved in the process of recruitment are obliged to maintain confidentiality of information and personal data being processed,
9. the principle of reliable and comprehensive feedback – information on all stages of the recruitment process, the outcome of the procedure, the right to appeal against the assessment result, as well as strengths and weaknesses are provided to applicants,
10. the principle of minimalization of administrative burdens – requirements related to documents confirming the candidate’s qualifications, their translations, and the required number of copies are limited to the necessary minimum,
11. the policy is public and available in Polish and English on the University website.

**§ 2**

**Organisation of the competition**

1. The first employment relationship with an academic teacher for an indefinite period or a specified period longer than 3 months, for a period exceeding half of the full-time work time, shall be established after conducting an open competition, subject to paragraph 3.
2. The Rector may decide to conduct a competition procedure also in situations other than those indicated in paragraph 1.
3. The competition is not conducted:
4. in cases specified in article 119 section 2 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws from 2024 item 1571 uniform text), hereinafter referred to as “The Act”;
5. in cases of the first employment for an indefinite period of persons previously employed at the University as an academic teacher for a specified period, if they have received a positive periodic assessment referred to in article 128 of the Act.
6. The decision to conduct the competition is taken by the rector on their own initiative, or at the request of the dean or the relevant vice-rector supervising inter-faculty units.
7. The request mentioned in section 4 includes:
8. specification of the position for which the competition is to be conducted;
9. the name of the scholarly discipline (if applicable);
10. specification of the qualifications required for the position;
11. proposed terms of employment, including the date from which employment is possible and the working hours;
12. justification for the need to employ the employee.

6. The Rector is not bound by the request mentioned in section 4.

7. The Rector’s decision to conduct the competition is passed on to the dean of the department, or the relevant vice-rector supervising inter-faculty units, who has requested the conducting of the competition.

**§ 3**

**Competition committee**

1. Competition committee is appointed by the rector.
2. When selecting the members of the competition committees, efforts are made to achieve a balanced composition, in particular in terms of gender.
3. The composition of the competition committee includes:
4. the chair of the discipline council or the vice-rector responsible for science (applies to non-evaluated disciplines) – in the case of a competition for a research or research-teaching position; the chair of the relevant committee for the quality of education – in the case of a competition for a teaching position;
5. the dean of the faculty or the relevant vice-rector who submitted the application to announce the competition – acting as the chair of the competition committee;
6. the head of the internal organizational unit where the candidate will be employed;
7. other persons indicated by the dean or the relevant vice-rector, including a person responsible for verifying language competences and an administrative employee employed in the applicant's unit, responsible for administrative support of the committee.
8. Competition committee deliberates in a composition of no less than three persons.
9. Members of the committee conducting the recruitment process should each time be authorized to process personal data in the scope in question and sign an appropriate declaration of impartiality and confidentiality in connection with the recruitment for a specific position.
10. Each time, the chair of the competition committee reports to the data protection officer the composition of the competition committee in order to prepare the appropriate authorisations for the committee members. The data protection officer is obliged to forward copies of the authorisations to the Human Resources Department in order to place them in the personal files of the committee members.
11. The University ensures access to trainings increasing their competences in recruitment processes to all persons involved in the recruitment procedure.

**§ 4**

**Competition announcement**

1. The competition announcement is published by the Human Resources Department.
2. The head of the competition committee is obliged to submit the competition forms in Polish and English to the Human Resources Department.
3. The Human Resources Department publishes information about the competition 30 days before the competition in the following sources:

1) on the European Commission website in the European portal for mobile scholars;

2) on the University BIP website;

3) on the website of the ministry responsible for science and higher education.

1. Both versions of the competition announcement (Polish and English) contain, in accordance with Annex 1:
2. name of the University and of the organisational unit announcing the competition;
3. name of the town;
4. name of the position and the number of positions to be filled;
5. working hours;
6. scholarly discipline (if applicable);
7. date of the announcement of the competition;
8. date, place and manner of submitting documents, including an e-mail address allowing application in electronic form;
9. link to the website with the announcement;
10. link to the OMT-R Policy;
11. key words;
12. requirements for candidates;
13. list of documents required from the candidate, including a declaration of consent to the processing of personal data for recruitment purposes;
14. expected date of employment;
15. expected date of competition results;
16. other relevant information.

**§ 5**

**Competition procedure**

* + - * 1. The assessment of the candidate by the competition committee has two stages: the formal and the   
           merit-based assessment. In the event of any formal deficiencies, the candidate is requested to remove them within 3 working days. Applications that do not meet the formal requirements are not subject to further merit-based analysis.

1. If a disability prevents or significantly hinders a candidate from participating in the competition process, the competition committee, together with the Rector's Plenipotentiary for Persons with Disabilities, shall establish an individual recruitment procedure for the candidate. After analysing the collected documents, the competition committee conducts interviews with candidates who have met the formal criteria, taking into account the possibility of their appearing in person or via remote means of communication ensuring the transmission of sound and image (online).
2. The committee is entitled to verify the identity of the candidate before beginning the interview.
3. The committee assesses the submitted applications, including compliance with the requirements specified in the Act and the statute. Besides assessing the candidates’ education and experience, the committee considers for example the potential of the researcher, their creativity, communicativeness, experience in teamwork, transfer of knowledge, language skills. In this assessment, members of the committee are guided by the principles of ethics, impartiality and professional objectivity. The committee takes into consideration work experience in various sectors and professional mobility. Breaks and deviations from the chronological order of CVs do not negatively impact the candidate's assessment.
4. Members of the committee are obliged to exercise full discretion with regard to the information obtained about the candidates; however, this obligation does not apply to forwarding to the rector or the ombudsman for academic rights and values ​​any reservations about any irregularities noticed during the competition.
5. As a result of the procedure, the committee:
   1. formulates a recommendation with justification, along with a ranking of the candidates according to the assessment of professional achievements (weight 0.5) and the result of the interview (weight 0.5), taking into account, in the event that the candidates obtain a similar result, an additional criterion related to equalizing the disproportions in the existing employment status due to gender or
   2. does not formulate a recommendation for any of the candidates and presents a justification, also

in the event of a lack of candidates,

and submits the minutes of the committee meeting to the rector.

1. The committee prepares a report on the competition, including the details of the procedure. The report on the competition should be forwarded to the Human Resources Department without delay.
2. After the competition has been concluded and individual appeals considered or after the deadline for their submission has passed, the committee is obliged to destroy all documents of the candidates and record this fact in the minutes. The minutes are prepared according to the template constituting Annex 3.
3. The rector makes a decision about the competition after reviewing the committee's position. The committee's position is not binding for the Rector.

**§ 6**

**Information about the competition results**

1. The Human Resources Department shall publish information about the competition results within 30 days of the end of the competition:
2. on the University BIP website;
3. on the website of the ministry responsible for science and higher education.
4. The selected candidate is informed about the results of the competition by the chair of the committee (over the phone, in writing, or electronically).
5. In addition to making the competition results available in the sources referred to in paragraph 1, individuals whose applications have not been selected will receive individual feedback from the chairman of the committee on their strengths and weaknesses in the context of the application requirements for the position. The information will be provided in writing (a scan of the document sent by e-mail is acceptable) together with a request for the candidate to complete an evaluation questionnaire.
6. All candidates are entitled to become acquainted with the evaluation of their application and its justification made by the committee.
7. In the case of justified suspicion of a breach of legal provisions or the University internal regulations during the competition procedure, participants of the competition are entitled to appeal to the rector of the University within a maximum period of 3 working days from the date of feedback on the results of the competition being provided.
8. Competition committee is obliged to inform the Human Resources Department about the results of the competition also in the absence of a recommendation for employment.

**§ 7**

**Monitoring and evaluation of competition procedures**

1. Compliance with the procedures contained in the OTM-R Policy is ensured by the University unit responsible for internal audit.
2. In order to ensure compliance with the principles set out in the European Charter for Researchers and the OMT-R Policy guidelines, the recruitment process is monitored.
3. The Human Resources Department keeps records of all competition procedures and collects data from the evaluation of the recruitment process conducted among the participants of the competition procedures ("Candidate experience" survey – appendix 2).
4. Based on the data collected, the Human Resources Department prepares and submits to the rector an annual monitoring report, containing information on the number of the competition procedures conducted, the number of candidates participating in the competitions, and the number of candidates selected for specific positions (including those from outside the University, from Poland and from abroad) as well as the number of appeals submitted.
5. As part of activities monitoring the quality of the recruitment process, analysis is conducted of selected competition procedures, which includes the verification of information activities, the correctness of procedures and completeness of documentation.

Appendix 1 – Competition announcement template - form for advertisers

Appendix 2 – Survey for the evaluation and monitoring of the recruitment process

Appendix 3 – Template of the protocol of the works of the competition committee

Appendix 1 – Competition announcement template - form for advertisers

**FORM FOR ADVERTISERS**

INSTITUTION: University of Bielsko-Biala, organizational unit

CITY: Bielsko-Biala

POSITION: name of the position and the number of positions to be filled

WORKING HOURS:

SCHOLARLY DISCIPLINE:

DATE OF THE ANNOUNCEMENT:

DEADLINE FOR SUBMITTING APPLICATIONS:

DATE OF COMPETITION RESULTS:

PLANNED EMPLOYMENT DATE:

WEBSITE LINK: <https://oferty-pracy.ubb.edu.pl/>

OMT-R POLICY LINK:

KEY WORDS:

**REQUIREMENTS FOR THE CANDIDATES:**



**REQUIRED DOCUMENTS**:



**PLACE OF SUBMITTING DOCUMENTS** (exact address, e-mail address and phone number for detailed information):

**In accordance with Article 13 paragraphs 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR), we inform you that:**

1. The administrator of your personal data processed as part of the recruitment procedure is the University of Bielsko-Biala, located at ul. Willowa 2, 43-309 Bielsko-Biala;
2. The Administrator has appointed a Data Protection Officer, whom you can contact by e-mail: iod@ubb.edu.pl or by phone: 33 8279344;
3. Your personal data will be processed solely for the purpose of conducting the recruitment process for the position of academic teacher. The legal basis for the processing of your personal data is the fulfilment of the legal obligation incumbent on the Administrator (Article 6, paragraph 1, letter c of the GDPR), resulting from the Law on Higher Education and Science (Journal of Laws of 2024, item 1571), in connection with Article 22¹ § 1 and 2 of the Labor Code. In the event that you provide data that goes beyond the catalogue of data described in the Labor Code, the basis for the processing of data will be your consent (Article 6, paragraph 1, letter a of the GDPR). In the case of a disabled person applying for employment, the legal basis for the processing of health data is the fulfilment of obligations in the field of labour law, social security and social protection (Article 9, paragraph 2, letter b in connection with Article 6, paragraph 1, letter c of the GDPR). Your personal data may also be processed for the purpose of defending against claims on the basis of (Article 6, paragraph 1, letter f of the GDPR) – processing is necessary for the purposes of the legitimate interests pursued by the Controller and/or (Article 9, paragraph 2, letter f of the GDPR) – processing is necessary to establish, pursue or defend claims.
4. The recipients of your personal data will be:

* entities authorized to obtain personal data under the provisions of law,
* persons authorized by the Administrator to process data as part of performing their official duties,
* entities with which the Administrator has concluded appropriate data processing entrustment agreements;

1. Your personal data, collected during the recruitment process, will be stored until the recruitment process is completed.
2. You have the right to access your personal data and to rectify it, remove it or limit its processing, as well as to object, to demand the processing of the data be discontinued, and the right to withdraw your consent at any time;
3. You have the right to lodge a complaint with the President of the Personal Data Protection Office in Warsaw if you believe that the processing of your personal data violates the law;
4. Personal data provided by you will not be subject to automated decision-making, including profiling;
5. The Administrator has no intention to transfer personal data outside the European Economic Area (EOG);
6. Providing your personal data to the extent required by law is voluntary but necessary for your participation in the recruitment process. Providing other personal data is voluntary.

……………………………………

first name/names and surname

**Declaration**

After reading the information clause, I declare that I voluntarily consent to the processing by the University of Bielsko-Biala of my personal data provided in my CV, cover letter and attached documents for purposes related to the recruitment process.

……………………………………………

candidate's signature

Appendix 2 – Survey for the evaluation and monitoring of the recruitment process

|  |  |
| --- | --- |
| ***“CANDIDATE EXPERIENCE*” *SURVEY*** | |
| **To which employee group is the position you applied for assigned?** | |
|  | **academic teacher:** |
| ☐ | research and teaching group |
| ☐ | research group |
| ☐ | teaching group |
|  | **non-academic staff** |
| ☐ | the group of engineering and technical workers |
| **Where did you learn of our offer?** | |
| ☐ | University of Bielsko-Biala website |
| ☐ | Ministry of Science and Higher Education website |
| ☐ | EURAXESS portal |
| ☐ | another source (specify) ........................................................................................................................................................ |
| **Was the announcement you responded to comprehensible?** | |
| ☐ | yes |
| ☐ | no – please justify:  ……………………………………………………………………………………………………………… |
| **How do you rate the completeness of organizational information?**  **(eg. date of the interview, address, form of the interview, etc.)** | |
| ☐ | positively |
| ☐ | negatively – please justify:  ……………………………………………………………………………………………………………… |
| **How do you rate the information obtained during the interview concerning the University and the range of your prospective duties?** | |
| ☐ | very good |
| ☐ | adequate |
| ☐ | insufficient – please justify  ……………………………………………………………………………………………………………… |
| **How do you rate the atmosphere during the interview?** | |
| ☐ | positive |
| ☐ | neutral |
| ☐ | negative – please justify  …………………………………………………………………………………………………….………… |
| **Was information about the recruitment result provided within the specified time?** | |
| ☐ | yes |
| ☐ | no |
| **How could we improve the recruitment process?** | |
|  | ………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………… |

Appendix 3 – Template of the protocol of the works of the competition committee

**PROTOCOL**

**of the course of works of the competition committee**

Competition for the position: …………………………………………………..in ………………………………………….………

Meeting date: …………………………………

Members of the committee:

1. ……………………………………………………………………………(chair)
2. ……………………………………………………………………………
3. ……………………………………………………………………………
4. ……………………………………………………………………………
5. ……………………………………………………………………………
6. ……………………………………………………………………………

List of candidates who submitted applications:

1. ……………………………………………………………………………
2. ……………………………………………………………………………
3. ……………………………………………………………………………

List of candidates who:

* + meet formal requirements: …………………………………………………………………………………………………………
  + fail to meet formal requirements *(for each candidate name the formal requirements they fail to meet)*: ……………………………………………………………………………………………

A short description of the works of the committee *(initial qualification procedure, course of interviews and discussions*):

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Overall assessment of individual candidates: …………………………………………………………………………………………………………………..

Recommended candidate(s): ……………………………………………………………………………..

.……………………………………………

(date and signature of the chair of the committee)

The protocol was prepared by: .................................................................

Appendixes to the protocol:

1. candidate evaluation forms (candidates receive copies of the section on their strengths and weaknesses as feedback),
2. attendance list(s) (with signatures of committee members) or confirmation of remote participation via electronic means of communication,
3. protocol of destruction of candidates’ documentation.

# *The evaluation form is completed by competition committee. When completing the form, please indicate the candidate's strengths and weaknesses, taking into account the criteria appropriate for the position.*

|  |  |
| --- | --- |
| Candidate’s first name and surname: | |
| Competition for the position of: | |
| **CRITERION** | **Grade from 1 to 5**  (1 – lowest, 5 – highest;  fractional grades possible)  (“not applicable” is an option if the criterion was not included in the competition announcement) |
| **Evaluation of the documentation** | |
| Education (major) |  |
| Scholarly achievements including publications, patents  and implementations |  |
| Experience in research projects |  |
| Experience in didactic projects |  |
| Didactic experience |  |
| Professional experience |  |
| Mobility experience |  |
| Others – specified in the competition announcement: ....................................................................................…………………………………………………………………. |  |
| **Overall evaluation based on the documentation presented** |  |
| **Interview** | |
| Communication skills – including coherent, substantive and adequate answers to questions |  |
| Ability to express one’s opinions and views on one’s personal experiences and visions for further development |  |
| Foreign language skills |  |
| Self-presentation and preparation for the interview |  |
| Others/additional  ................................................................................………………………………………………………………. |  |
| **Overall evaluation of the interview** |  |

|  |  |
| --- | --- |
| Candidate’s first name and surname: | |
| Competition for the position of: | |
| Strengths |  |
| Weaknesses (what skills should the candidate perfect, acquire or develop) |  |

...................................................................

(date and signature of the chair of the committee)