REGULATIONS ON RECRUITMENT OF ACADEMIC STAFF FOR TEACHING AND TEACHING-RESEARCH POSITIONS

I. Announcement of competition

1. The organization and proceedings of the Competition are the responsibility of the Faculty Competition Committee (further referred to as the COMMITTEE).

2. The Committee is convened by the Rector of SWPS University of Social Sciences and Humanities on a motion of the Dean of the Faculty.

3. The Committee shall consist of at least three (3) members.

   - The Dean of the Faculty or the Director of the Institute, where the candidate selected by the Dean will be employed, shall be appointed the Chair of the Committee.

   - Other members of the Committee include the direct supervisor of the recruited candidate and another teaching or research-teaching academic employed by the Faculty.

   - An employee of the Human Resources department, who will oversee the proceedings of the Competition, shall be appointed the Secretary of the Committee.

4. The Committee shall include representatives of both genders.

5. The Committee makes a decision based on the majority vote. The vote of the Committee Chair is decisive in case of a tie vote.

6. The members of the Committee are bound by discretion.

7. The competition shall be publicly advertised, no later than 30-days before the application deadline:

   a) in an job advertisement with a national reach - on the webpage of the Ministry of Science and Higher Education (MNiSW)

   b) in an job advertisement with an international reach - on the Euroaxess webpage

   c) on the webpages of SWPS University of Social Sciences and Humanities

   d) other webpages indicated by the Chair of the Committee/other pages allowing to reach a wide range of candidates

8. The Competition pertains to the position at the Institute or Department specified in the competition announcement.

II. Candidate Assessment Criteria

1. The recruitment process is competition-based, open to all qualified candidates, and free from discrimination.

2. Assessment of candidates for teaching and research-teaching positions includes the following areas of experience and competency:

   a) academic and research accomplishments

   b) teaching accomplishments

   c) organizational or practical accomplishments

3. The Committee also assesses candidates' alignment with the criteria listed in the relevant job advertisement, which must be met to proceed to the subsequent phases of the recruitment process.

4. The value of each of the above-noted areas in the total assessment is determined by the Chair of the Committee for each job posting separately, and is included in the job advertisement.

5. The assessment of the candidate's academic and research accomplishments includes:

   a) scientific publications

   b) participation in grant-funded national and international research projects as a Principal Investigator and/or Researcher

   c) awards and other recognition for academic and research achievements and/or the assessment of academic and research achievements from the previous place of employment

   d) active participation in national and international academic conferences

   e) experience in the promotion and commercialization of research results

6. The assessment of the candidate's teaching accomplishments includes:

   a) previous teaching experience at a higher education institution, including the type of teaching methods and the number of teaching hours

   b) experience in teaching classes in English, including undergraduate and graduate thesis seminars

   c) awards and other recognition for teaching achievements and/or an assessment of teaching contribution from the previous place of employment

   d) certificates confirming completion of professional coaching courses or other training for teachers and educators

   e) experience in developing educational materials, e.g. course materials

   f) experience in developing new programs of study

7. The assessment of the candidate's organizational and practical accomplishments includes:

   a) organization of education process, including planning and management of classes, management of teaching schedule for lecturers, development of regulations, procedures and instructions related to teaching

b)   professional experience acquired outside the university

c)   business experience, including support for student entrepreneurial initiatives

d)   experience in teaching and conducting workshops and training sessions

e)   organization of academic conferences

f)   experience in securing funding for organizational activity and project implementation

g)   experience in applying scientific knowledge in social or business practice

h)   experience in working with social and community organizations (e.g. NGOs, volunteering, etc.)

III. The Competition Process

1. Candidates submit the required documents in a manner indicated in the Competition

Announcement and by the application deadline provided herein.

2. The Competition includes the following phases:

   a) review of submitted documents to determine if candidates meet the criteria listed in the competition announcement

   b) assessment of the academic, teaching, and practical accomplishments of candidates, presented in the submitted documents

   c) job interview

3. The Committee Secretary reviews the submitted documents to confirm whether they meet the requirements listed in the competition announcement. The documents are reviewed successively, as they arrive. In case of an incomplete documentation, the Committee Secretary will ask the candidate to provide the missing documents within seven (7) days, but not later than the submission deadline indicated in the competition announcement.

4. After the document review, the Committee Secretary compiles a list of candidates who have met the criteria listed in the competition announcement and who have qualified for the second phase of the recruitment process.

5. The Committee reviews the academic, teaching and practical accomplishments of each candidate and, based on this information, makes a decision about the candidates who qualify for the third phase of the recruitment process, i.e. the interview.

6. The Committee Secretary informs the candidates about their progress in the recruitment process or a disqualification, within fourteen (14) days from the application deadline.

7. The candidates who have been selected to participate in the interview phase are notified by the Committee Secretary about the time and place of the interview.

8. If the candidate fails to attend the interview, the Competition Committee may disqualify

the candidate from further participation in the recruitment process.

9. The interviews are conducted based on questions specific to the given position, and prepared by the Committee in advance.

10. If none of the interviewed candidates meet the required criteria, the Committee requests the Dean of the Faculty to extend the recruitment deadline or to modify the recruitment process.

IV. Hiring Decision

1. The Committee shall select the successful candidate by vote.

2. Once the successful candidate is selected, the Dean of the Faculty submits a formal request to the Rector of the University to hire the selected candidate.

3. The Rector makes the final hiring decision.

4. The Committee Secretary informs the candidates about the results of the Competition within fourteen (14) days from the hiring decision.

5. After the conclusion of the Competition, the Committee Secretary prepares a protocol summarizing the Competition. All members of the Committee sign the protocol.