REGULATION ON RECRUITMENT OF RESEARCHERS AND RESEARCH TECHNICIANS

I. Announcement of competition for research positions

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

2. The Committee is convened by the Rector, or another person appointed by the Rector, on a motion of the Principal Investigator.

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

   - The Principal Investigator of the research project, where the candidate will be employed, shall be the Chair of the Recruitment Committee.
   - Director of the Institute or a person appointed by the Director.
   - 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 webpages of the National Science Centre (NCN), the National Centre for Research and Development (NCBiR), or another institution providing project financing, or on the webpage of the Ministry of Science and Higher Education (MNiSW)
   b) in an job advertisement with a European reach - on the Euroaxess webpage
   c) on the webpages of SWPS University of Social Sciences and Humanities
   d) other webpages indicated by the institution providing project financing or by the Principal Investigator

8. The Competition pertains to the position in the research project specified in the Competition Announcement.

9. This Regulation pertains to the following groups of positions:

   a) First Stage Researcher (R1) – candidate without a doctorate
   b) Recognized Researcher (R2) – researchers with a doctoral degree
   c) Established Researcher (R3) - researcher with a post-doctoral degree (habilitacja)
   d) Leading Researcher (R4) – renowned researcher or head of research teams

II.   Candidate Assessment Criteria

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

2. The Committee firstly assesses candidates' alignment with the criteria listed in the relevant job advertisement (e.g. specified competencies or declaration to undertake relevant tasks), which must be met to proceed to the subsequent phases of the recruitment process.

3. The assessment of candidates for the research positions also includes the following criteria, whose value is defined by the Committee, depending on the project itself and the role the candidate will hold in the project:

   a) scientific accomplishments, including publications in renowned academic journals and active participation in national and international academic conferences, which are assessed according the following scale:

      ● 5 - Candidate has demonstrated excellent scientific achievements
      ● 4 - Candidate has demonstrated very good scientific achievements
      ● 3 - Candidate has demonstrated fair scientific achievements
      ● 2 - Candidate has demonstrated poor scientific achievements
      ● 1 - Candidate has no scientific achievements

   b) competencies related to the implementation of the tasks specified in the description of the research project, which are assessed according the following scale:

      ● 5 - Candidate has demonstrated excellent competencies
      ● 4 - Candidate has demonstrated very good competencies
      ● 3 - Candidate has demonstrated fair competencies
      ● 2 - Candidate has demonstrated poor competencies
      ● 1 - Candidate has no competencies

   c) recognition, such as scholarships and awards, for research projects conducted by the candidate, and experience gained beyond the research institution employing the candidate, in Poland and abroad, as well as workshops, scientific training, and participation in research projects, which are assessed according to the following scale:

      ● 5 - Exceptional achievements (e.g. fellowships in the leading research centers abroad, prestigious international awards and recognition, workshops and training in the leading research institutions, and participation in international projects or projects run by foreign research centers)
      ● 4 - Significant achievements (fellowships in renowned research centers in Poland and abroad, national recognition or awards, workshops and

training at national level or abroad, participation in research projects in Poland and abroad)
- 3 - Moderate achievements (local awards and recognition, workshops or training session, participation in research projects at the candidate's university)
- 2 - Poor achievements
- 1 - No achievements

III.   Competition process for research positions

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 candidate's qualifications presented in the submitted documents
    c) job interview (optional).

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 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 assesses scientific achievements, recognition of research activities conducted to date, and alignment of candidate's competencies with the requirements of the advertised research project, and makes a hiring decision. The Committee may also decide to conduct interviews to select the final candidate.

6. The Committee Secretary informs the candidates about the status of their applications within fourteen (14) days from the application deadline.

7. If the Committee decides to hold interviews, the Committee Secretary informs candidates about the date, time and location 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 Rector to extend the recruitment deadline or to modify the recruitment process.

IV. Hiring Decision

1. The successful candidate is selected by the Recruitment Committee.

2. Once the successful candidate is selected, the Chair of the Committee 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.

V. Competition process for research technicians

1. The recruitment process related to research technicians, including job postings as well as the selection and assessment of candidates follows the general guidelines for to the recruitment of administrative employees.

2. In exceptional cases, when the research technician's role in a specific project requires otherwise, or if the project funding institution demands a different procedure, the recruitment process follows the rules for the recruitment of researchers.

Appendices:
Appendix 1 – Template of the Appointment of the Recruitment Committee
Appendix 2 - Assessment Form
Appendix 3 - Template of the Committee Meeting Protocol