

**Rules for conducting competitions for researchers
in the Institute of Political Studies of the Polish Academy of Sciences
28 October 2022**

Pursuant to Article 91(5) of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Law 2020, item 1796 as amended) and in line with the recommendations of the European Commission resulting from the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, particularly the need to ensure open, transparent, and merit-based recruitment of candidates for researchers, the Scientific Council of the Institute of Political Studies of the Polish Academy of Sciences hereby resolves:

§1

General principles

1. This document specifies the rules for the recruitment and hiring of researchers in the Institute of Political Studies of the Polish Academy of Sciences, hereinafter referred to as the Institute.
2. The employment relationship with the researcher shall be established only after the candidate's qualification in competition mode.
3. Competitions for the professor, Institute professor, assistant professor or other research positions, resulting particularly from the rules for the National Science Center competitions, shall be announced by the Institute Director. The recruitment of candidates to the doctoral school is subject to separate rules.
4. The winners of the competition shall be announced by the Selection Committee.
5. The Selection Committee shall be appointed by an ordinance of the Institute Director, separately for each competition and in line with the criteria set out in paragraph 3.

§2

Notice of competition and the requirements for candidates

1. The notice of competition shall specify the type of position, including the scientific discipline or disciplines in accordance with the relevant ordinance of the minister of science; describe the position, terms of employment, employment contract type, employment duration, the requirements for the candidates, the list of the required documents, the date and the manner in which they are to be submitted; and describe the selection procedure, the deadline for the announcement of the winner, and the date of their hiring.
2. The notice of competition shall state that the Institute encourages the submission of documents by representatives of under-represented groups, particularly women and persons with disabilities.
3. The announcement shall describe the position and terms of employment (particularly the list of key duties such as doing research, dissemination and popularization of the research results)

- and contain information about the possibility of partially remote work, flexible work hours, base remuneration, and other components of remuneration.
4. The notice shall describe the requirements for the candidates, including formal, general, and specific requirements. The formal requirements include the academic degree or title required for the given position and the submission of all the documents indicated in the competition announcement. The general requirements include the works published, knowledge of foreign languages, particularly English, at the level permitting the researcher to carry out research and publish its results; and other achievements, including awards, grants, and internships, particularly abroad; and experience in supervising students and PhD students. The specific requirements include scientific interests, confirmed by publications matching the research profile of department/team in which the candidate is to work.
 5. To ensure an open character of the competition, the requirements cannot be expressed in an excessively restrictive manner or indicative of favoring a particular candidate.
 6. The template for the notice of competition is Appendix 1 hereto. The Institute Director can amend the notice template upon the consent of the Scientific Council's Personnel/HR Committee.
 7. The notice of competition shall be published in Polish and English in the Public Information Bulletin, on Euraxess, and through the Institute's electronic channels, including social media.
 8. The notice of competition shall be published at least 30 days before the deadline for submitting the documents.
 9. The candidates shall submit documents exclusively by electronic means of communication.
 10. The results of the competition shall be announced within 21 days after the deadline for submission of documents.

§3

Selection Committee

1. The Selection Committee hereinafter referred to as the Committee, shall be composed of five persons.
2. To the Selection Committee, the Institute Director shall appoint the deputy director for research, the head of department/team to which the candidate is being recruited, and three other members in line with the following criteria.
3. The composition of the Committee shall be balanced in terms of gender and the scientific disciplines in which the Institute carries out research. The Committee shall be composed of at least two persons representing the scientific discipline which the notice concerns. Among members of the Committee, there may be up to two persons from one department/research team. In the case of recruitment for the position of professor or Institute professor, the aim shall be to ensure participation in the Committee's work of researchers who have foreign affiliations or significant international experience.
4. The Committee can meet remotely using electronic means of communication.
5. The Committee's work shall be recorded in the form of minutes.
6. The Committee's work shall result in a recommendation for the Institute Director. The Committee shall adopt the recommendation by an absolute majority in the presence of at least four of its members.

§4

Candidate evaluation procedure

1. The Committee shall evaluate only the candidates who have submitted all of the required documents before the deadline and in the manner indicated in the notice of competition. The Committee may oblige the candidates to supplement their documentation within three days of their notification about that request.
2. The Committee shall assess only the candidates who have documented their academic degree or title indicated in the notice of competition. The Committee shall cancel the competition should no candidate meet the formal requirements.
3. Each member of the Committee shall evaluate the documents submitted by the candidates, rating them from zero to five in each of the five criteria: (1) publications in journals and publications currently in the minister of science's registers; (2) publications in reputable international journals and publications; (3) knowledge of foreign languages, particularly of the English language, at a level enabling the candidate to carry out research and publish its results; (4) other achievements, including awards, grants, and internships, particularly foreign ones; experience in supervision over students and PhD students; (5) scientific interests, confirmed with publications, matching the research profile of department/team, where the candidate is to work in.
4. The Committee shall conduct interviews with the candidates who received the most points. The interview shall interview at least two candidates. The candidates shall be invited to the interview via electronic channels of communication at least three days before the interview date. The interview can be conducted remotely using electronic means of communication. Each member of the Committee shall evaluate the interview by giving the candidate from zero to three points.
5. The Committee shall draw up a ranking list on the basis of the total score specified in paragraph 4, points 3 and 4. Based on the ranking list, the Committee shall recommend the candidate for the scientific position specified in the notice of competition as well as those to be put on the reserve list in accordance with paragraph 3, point 6.
6. All candidates shall receive feedback, particularly information about whether they met the formal requirements, the number of candidates who met the formal requirements, the number of points awarded, their position on the ranking list, and their main strengths and weaknesses. The candidates shall receive feedback electronically within seven days of the announcement of the results of the competition.

§5

Candidate evaluation manner

1. The candidates shall be evaluated exclusively on the basis of the criteria specified in paragraph 4 point 3 and taking into account the general guidelines included in this paragraph which result from the principles of the European Charter for Researchers and the Code of Conduct for the

Recruitment of Researchers. No criteria other than those arising directly from the notice of competition and these Rules may apply.

2. The candidate's scientific achievements should be assessed in relation to the course of their scientific career so far. The assessment shall take into account primarily the length of the scientific internship, time off work, including parental leave, extended parental leave, etc., and disability. Discrimination on grounds of age, sex, religion, ethnicity, or sexual orientation is unacceptable.
3. The candidate's scientific achievements cannot be assessed solely on the basis of the number of publications and bibliometric indexes. The evaluation should take into account the research results' importance for science and society, the creativity and autonomy of the reasoning, as well as the potential for the candidate's further scientific development, and his or her potential contribution to the development of the Institute, particularly through research management, promotion, internationalization of the cadres, and communication with people and institutions in the vicinity of the scientific sector.
4. If two or more candidates receive analogous merit-based assessment, the Committee should recommend the hiring of the candidate who belongs to a group or groups underrepresented in the Institute.

§6

Appeal procedure

1. The candidate has a right to appeal to the Institute Director against the Committee's decision within 14 days of the announcement of the results of the competition.
2. An appeal may concern only procedural matters.

§7

Final Provisions

1. These Rules become effective as of 1 January 2023.
2. The 24 September 2010 rules for the competitions for scientific posts in the PAN Institute of Political Studies are no longer valid.
3. These Rules shall be published on the Institute's website in Polish and English within 30 days of their adoption.
4. At least every two years, the Scientific Council's Personnel/HR Committee shall review these Rules and the minutes of the competition proceedings. The Personnel/HR Committee may submit the review conclusions to the Scientific Council and the Institute Director.



Appendix 1: NOTICE OF COMPETITION FOR A SCIENTIFIC POSITION

BASIC INFORMATION:¹

JOB TITLE: ...

DEADLINE FOR SUBMISSION OF DOCUMENTS: ...

INSTITUTION: Institute of Political Studies of the Polish Academy of Sciences

CITY/COUNTRY: Warsaw/ Poland

DEPARTMENT/TEAM: ...

SCIENTIFIC DISCIPLINE: ...

CONTRACT TYPE: ...

EMPLOYMENT PROPORTION: ...

HIRING DATE:

EMPLOYMENT PERIOD: ...

NOTICE PUBLICATION DATE: ...

LINK TO THE NOTICE: [HTTPS://...](https://...)

KEYWORDS: ...

JOB DESCRIPTION:

- Carrying out research within the statutory tasks of department/team;
- Publishing the research results in the form of monographs, chapters in monographs, and articles in scientific journals;
- Obtaining and realization of research grants, particularly within the framework of domestic and international competition proceedings;
- Participation in the dissemination and popularization of the results of the research carried out in the Institute;
- Other tasks entrusted by the Institute Director.

TERMS OF EMPLOYMENT:

- The Institute is an employer engaged in promoting equal opportunities in accordance with the European Charter for Researchers;
- the Institute enables some of the work to be rendered remotely;
- the Institute offers flexible working hours to promote work-life balance;
- the Institute offers remuneration which includes base remuneration no lower than that provided for in Article 137 of the Law on Higher Education and Science of 20 July 2018 and the 25 September 2018 Ordinance on the

¹ To be filled in by the HR Department at the request of deputy director for research.

minimum monthly basic salary for a professor working in a public higher education institution as well as other elements of remuneration, including seniority bonuses, in accordance with the Act on the Polish Academy of Sciences of 30 April 2010. the remuneration may include functional allowances, incentive bonuses, and bonuses for scientific achievements in accordance with the Institute Director's ordinances.

FORMAL REQUIREMENTS:

- academic degree or title: ...;²
- delivery of all required documents to politic@isppan.waw.pl (e-mail title: "Recruitment: Position — Department/Team").

Required documents:

- Application addressed to the Institute Director;
- Curriculum vitae, including a detailed list of publications, research projects, scientific internships, papers given at scientific conferences, language certificates, etc.;
- Exemplified copy of the diploma certifying possession of the required academic degree or title;
- Statement confirming that if the candidate wins the competition, the PAN Institute of Political Studies shall be his or her primary employer;
- Consent to the PAN Institute of Political Studies' competition terms;
- Declaration of consent to the PAN Institute of Political Studies' processing of the candidate's personal data (attached);
- In the case of candidates for the position of an adjunct, an opinion of at least one independent researcher on the Candidate's predisposition and suitability for scientific and research work.

PROCEDURE:

- The recruitment and selection process for scientific positions in the Institute is described in detail in the Rules for conducting competitions for scientific positions in the PAN Institute of Political Studies;
- The Institute encourages representatives of under-represented groups, particularly women and persons with disabilities, to apply.

LINK TO THE RULES: [HTTPS://...](https://...)³

GENERAL REQUIREMENTS:

- publications adequate to the stage of the candidate's scientific career;
- knowledge of a foreign language documented in the form of publications and/or certificates, particularly knowledge of English, at a level enabling the researcher to carry out research and publish its results in the international circulation;
- other achievements, including awards, grants, and internships, particularly foreign;
- experience in scientific supervision over students and PhD students.

SPECIFIC REQUIREMENTS:

² To be filled in by the HR Department at the request of deputy director for research.

³ To be filled by the HR Department following the Rules' publication on the Institute's website.

Scientific interests, confirmed by publications, matching the teams' research profile: ...⁴

DECLARATION

I understand that:

* The administrator of the personal data of the persons applying for the post of an assistant/adjunct/Institute professor/professor** in the PAN Institute of Political Studies is the PAN Institute of Political Studies and the entities with which the Institute has concluded — on its own behalf — relevant personal data processing agreements.

* The supervisory authority appointed to control personal data protection is the President of the Personal Data Protection Office.

* The Institute of Political Studies of the Polish Academy of Sciences has appointed personal data protection inspector Maciej Łuczak, who can be contacted by email at or by telephone at (+48) 502 348 833.

* The collection and processing of personal data by the PAN Institute of Political Studies is necessary to carry out the competition for the post of assistant/adjunct/Institute professor/professor** in the PAN Institute of Political Studies. This data shall be used exclusively for this purpose and shall not be made available to other parties.

* The personal data shall be processed pursuant to Article 6(1) 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 free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the European Union 4 May 2016, L 119, p. 1).

* The person who has consented to the processing of their personal data has a right to withdraw that consent at any moment without stating any reason. They also have a right to access, correct, and delete their personal data and to restrict their processing. They also have a right to transfer the data, object to the manner of their processing, contact the personal data protection inspector with regard to all matters related to the processing of their personal data, and to lodge a complaint with the supervisory authority — the President of the Personal Data Protection Office. Bearing the above in mind, as an adult, I hereby declare that I voluntarily transfer to the PAN Institute of Political Studies my personal data included in the application for the post of assistant/adjunct/Institute professor/professor,** that is: my full name, information on the course of my scientific career, the address of my place of residence, my e-mail address and telephone number, and I consent to the processing of my personal data by the Administrator — the PAN Institute of Political Studies, seated at Polna Street 18/20 in Warsaw (00-625) — for the purpose of conducting the competition for the post of an adjunct in the PAN Institute of Political Studies.

⁴ To be filled in by the HR Department at the request of deputy director for research and after consultation with the head of the Department/team.



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place and date

** Cross out as appropriate

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