

Rules for Holding Competitions for Research Positions at the Institute of Geophysics, Polish Academy of Sciences

§ 1

1. These Rules describe the methods and procedures for holding competitions for research positions at the Institute of Geophysics, Polish Academy of Sciences, hereinafter referred to as the “Institute”. The legal basis for the adoption of these Rules, hereinafter referred to as the “Rules”, is article 91(5) of the Polish Academy of Sciences Act of 30 April 2010 (consolidated text: Dz. U. [Journal of Laws] of 2020, item 1796, as amended), hereinafter referred to as the “Act”.
2. The provisions of these Rules shall apply to the employment of researchers at the Institute in the following positions:
 - 1) Professor;
 - 2) Institute Professor;
 - 3) Assistant Professor;
 - 4) Assistant;– hereinafter referred to as “research positions”.

§ 2

1. The research position referred to in § 1(2)(1) of the Rules may be taken by a person who meets the requirements set out in Article 89(1) of the Act, subject to article 89(6) and article 93 of the Act.
2. The research position referred to in § 1(2)(2) of the Rules may be taken by a person who meets the requirements set out in Article 89(2) of the Act, subject to article 89(6) and article 93 of the Act.
3. The research position referred to in § 1(2)(3) of the Rules may be taken by a person who meets the requirements set out in Article 89(3) of the Act, subject to article 89(6) and article 93 of the Act.
4. The research position referred to in § 1(2)(4) of the Rules may be taken by a person who meets the requirements set out in Article 89(4) of the Act, subject to article 89(7) and article 93 of the Act.

§ 3

1. Subject to section 3 below, the employment of a researcher shall be preceded by a competition announced on the Minister of Science and Higher Education website in the Bulletin of Public Information, as well as on the European Commission website in the European portal for mobile researchers intended for the publication of job offers for researchers.
2. The competition notice may be published in a nationwide daily newspaper, on the Institute’s website in the Bulletin of Public Information or in a customary place.
3. Section 1 shall not apply in the case of temporary employment of a researcher:
 - 1) assigned to work under an agreement concluded with a scientific institution from abroad;
 - 2) for the duration of a project involving research or development financed under a competition procedure with funds for higher education and science or with funds from the European Union budget, from non-refundable funds from the aid provided by Member States of the European Free Trade Association (EFTA) or from other non-refundable foreign sources;
 - 3) in the same position if the previous contract of employment was concluded for a period of not less than three years.

§ 4

1. A Committee for the competition for research positions at the Institute, hereinafter referred to as the “Committee”, is hereby appointed.
2. The Committee shall consist of the following:
 - 1) Chairman:
 - Deputy Director for Scientific Affairs;

- 2) Members:
 - the Head of the organisational unit for which the competition is held;
 - an employee of the Institute, appointed by the Director of the Institute, employed in a position at least equivalent to the research position for which the competition is held.
3. The Committee shall conduct the recruitment procedure the aim of which is to check the knowledge, qualifications and predispositions of the candidates for a given research position.
4. The Committee shall meet when convened by the Chairman.
5. The Committee shall be supported by the Research Office of the Institute.

§ 5

1. The decision to hold a competition for a research position shall be made by the Director of the Institute.
2. When the Director of the Institute makes the decision referred to in section 1, an employee of the HR Department of the Institute, in consultation with the Head of the organisational unit for which the competition is held, shall prepare a description of the position for which the competition is to be held, which shall be then submitted to the Director of the Institute for approval.
3. The description referred to in section 2 shall include in particular the following information:
 - 1) position for which the competition is held;
 - 2) planned place of work;
 - 3) planned scope of tasks;
 - 4) additional qualifications preferred in connection with the position for which the competition is held.
4. When the position description is approved by the Director of the Institute, an employee of the HR Department of the Institute shall prepare the text of the notice referred to in § 3(1) or (2) of the Rules and issue an order to publish it.
5. The notice referred to in § 3(1) or (2) of the Rules shall include information referred to in § 2 of the Rules (depending on the research position) and in section 3 above, information about the documents that the candidate is required to submit with the offer, the date and place of submitting the offers and a request for the candidates to give their consent to the processing of personal data in order to hold the competition.

§ 6

1. Written offers from candidates shall be submitted to the HR Department of the Institute.
2. An employee of the HR Department of the Institute shall check the completeness of the documents sent in order to verify their compliance with the requirements specified in § 2 of these Rules and in the position description referred to in § 5(3) of these Rules.
3. An employee of the HR Department of the Institute shall prepare a list of candidates.

§ 7

The Committee shall conduct an interview with the persons whose offers meet the requirements specified in § 2 of the Rules and in the position description referred to in § 5(3) of the Rules. During the interview, the Committee shall verify the candidates' knowledge and assess their qualifications and predispositions to work in the research position for which the competition is held, taking into account in particular their knowledge of the specialisation required in the research position, previous achievements and professional experience confirmed by the submitted documents, academic achievements and publications, knowledge of foreign languages and other preferred qualifications referred to in § 5(3)(4) of the Rules.

§ 8

1. The Committee shall prepare a report on the conducted recruitment procedure in which it shall identify the candidates, no more than 3, who best meet the requirements of the position description (ranked from those who best meet the requirements to those who least meet the requirements) and either recommend the candidate who best meets the requirements of the position description or state that it does not recommend any candidate.
2. The report shall be signed by the Chairman and Members of the Committee.
3. If the report cannot be signed by all Members of the Committee as specified in section 2 above, it shall be signed only by the Chairman and confirmations of the recommendations made by other Members of the Committee (e.g. confirmations sent by e-mail) shall be attached to the recruitment procedure documentation.
4. The Committee's report shall be submitted by the Chairman of the Committee to the Director of the Institute.

§ 9

1. If the Committee does not recommend any candidate for the research position for which the competition is held, the competition shall be deemed to have no winner. The decision to hold another competition for the same research position shall be made by the Director of the Institute.
2. If a candidate recommended by the Committee for a research position resigns from that position, the Director of the Institute may request the Committee to take a position on the recommendation for the research position of the candidate indicated in the Committee's report as next in line in terms of fulfilling the requirements specified in the position description.
3. The position on the recommendation shall be signed by the Chairman and Members of the Committee.
4. The position on the recommendation shall be submitted by the Chairman of the Committee to the Director of the Institute.
5. If the candidate indicated in the Committee's report as next in line in terms of fulfilling the requirements specified in the position description is not recommended, section 1 shall apply to the recruitment for the research position.
6. The final decision to employ the candidate recommended by the Committee shall be made by the Director of the Institute.