



**Regulation
of the Rector of Gdańsk University of Technology
No. 41/2024 of 8 November 2024**

on: adoption of the principles of Recruitment Policy for Academic Teachers at Gdańsk University of Technology.

Based on Article 23, Sections 1 and 2, Points 2 and 7 of the Law of Higher Education and Science Act of 20 July 2018 (Polish Journal of Laws of 2023, Item 742, as amended) and Article 24, Sections 3 and 4, Points 5 and 7 and Article 76, Section 2 of the Statute of Gdańsk University of Technology, I hereby administer the following:

- § 1** implementation of new principles of the recruitment policy for academic teachers at Gdańsk University of Technology that shall be based on open, transparent and merit-based recruitment rules known as the OTM-R Policy (*Open, Transparent and Merit-based Recruitment of Researchers Policy*) with the agreed content presented in the annex to this regulation.
- § 2** The Rector's Regulation No. 73/2022 of 8 November 2022 shall no longer be binding as of the date of entry into force of this Regulation; however, cases initiated and not concluded before the date of commencement of the OTM-R Policy shall be handled in accordance with the previous provisions.
- § 3** This Regulation enters into force on 1 December 2024.

Rector

prof. Krzysztof Wilde, corresponding member of PASS

**Recruitment Policy for Academic Teachers at Gdańsk University of Technology
based on open, transparent and merit-based recruitment rules
known as the OTM-R Policy**
(*Open, Transparent and Merit-Based Recruitment of Researchers Policy*)

General Provisions

§ 1

1. The purpose of implementing the Recruitment Policy for Academic Teachers at Gdańsk University of Technology, which shall be based on open, transparent and merit-based recruitment rules (the OTM-R Policy), is to ensure that national and international candidates applying to be academic teacher at Gdańsk University of Technology are provided equal opportunities, treatment and access to participation in the recruitment process.
2. The OTM-R Policy incorporates the principles stated in the *European Charter for Researchers* and is reflected in the implementation of the Gdańsk Tech HRS4R Strategy.
3. The Recruitment Policy for Academic Teachers at Gdańsk University of Technology is regulated, inter alia, by:
 - 1) the Law of Higher Education and Science Act of 20 July 2018 (Polish Journal of Laws of 2023, Item 742, as amended), hereinafter referred to as the „Act,”
 - 2) Statute of Gdańsk University of Technology,
 - 3) Work Regulations of Gdańsk University of Technology.

§ 2

1. First employment of an academic teacher at Gdańsk University of Technology for an indefinite or fixed term of more than three (3) months, exceeding half of a full-time position, shall be established following an open competition.
2. The provisions of competition process do not apply if an academic teacher:
 - 1) is assigned to work at the university on the basis of a contract concluded with Łukasiewicz Research Network (Polish: Sieć Badawcza Łukasiewicz), comprising of Łukasiewicz Center (Centrum Łukasiewicz) and institutes operating within this network, or a foreign research institution,
 - 2) is a beneficiary of a project, program or competition announced by the Polish National Agency for Academic Exchange (NAWA), the National Centre for Research and Development (Polish: NCBiR), the National Science Centre (Polish: NCN) or an international competition for the realization of a research project,
 - 3) for the duration of a research or teaching project funded:
 - a) from funds from the European Union budget,
 - b) by another entity awarding a grant.
 - 4) for an indefinite term after the first contract of employment for a fixed term of up to four (4) years has been concluded, provided that the person has obtained a positive periodic evaluation.

§ 3

1. The Recruitment Policy for Academic Teachers at Gdańsk University of Technology includes the following stages:

- 1) analysis of staffing needs,
 - 2) obtaining approval for announcing the competition,
 - 3) job advertisement and applications,
 - 4) recruitment and assessment of the achievements and competencies of the candidates,
 - 5) selecting a candidate and informing about the recruitment results.
2. The respective stages shall proceed in accordance with the rules specified in the OTM-R Policy.
 3. The recruitment process for academic teachers is subject to an internal audit.

STAGE I: ANALYSIS OF STAFFING NEEDS

§ 4

1. Each employment requires a thorough analysis of the staffing situation, including whether the new staff member needs to be employed in a teaching and research position or solely in a teaching position to fulfil the didactic workload, as well as the financial and infrastructural situation of the University and the employing unit in question.
2. The analysis of staffing needs is done, irrespective of the employing unit, by the dean of the faculty or the director of a general university unit (including an institute, or a scientific, teaching, or R&D center), hereinafter referred to as the "Director".
3. The staffing needs analysis is done prior to the commencement of recruitment.
4. During the staffing needs analysis, if a need for employment is identified, a candidate profile (requirements for the candidate, i.e. qualifications, competencies and professional experience, as well as desirable personality traits) matching the planned position is determined, as well as the source of funding for the post.

STAGE II: OBTAINING APPROVAL FOR ANNOUNCING THE COMPETITION

§ 5

1. Every time a competition for the position of an academic teacher is announced, the approval of the Dean of the faculty or the Director is required, depending on the employing unit.
2. The announcement of a competition for the position of University Professor or Professor shall additionally require prior written approval of the Rector.
3. The template for the "Request for Approval to Announce an Academic Teacher Competition" can be found in the document repository at the Employee Zone.

STAGE III: JOB ADVERTISEMENT AND APPLICATION

§ 6

1. The competition is announced by the Rector, Dean of the faculty or Director.
2. The competition is announced by making its terms and conditions public, i.e. by publishing the job advertisement on the University's website.
3. Information about the competition is announced in the University Bulletin of Public Information and the Ministry of Science and Higher Education websites, as well as on the EURAXESS, a European Commission's portal for mobile researchers where job offers for researchers are published in English, within at least thirty (30) days before its start date.
4. Alternatively, job offers for the position of an academic teacher may also be posted on other recruitment sites, provided they comply with the applicable legislation.
5. All job advertisements for the position of an academic teacher are published in both Polish and English.

Supervision over Job Advertisements

§ 7

1. Either the Dean of the faculty or the Director is responsible for the content of the competition advertisement.
2. The HR Center – Recruitment team administers the system of job advertisements on Moja PG Portal and oversees their publication on the websites listed above in Article 6, Point 3.
3. A designated person in the employing unit enters the draft notice in Polish and English into Moja PG Portal and shall notify the HR Center – Recruitment team about this fact at least three (3) working days before the intended publication date of the advertisement.
4. The content of the competition advertisement is verified by the HR Center – Recruitment team. Should any irregularities be noted, the center shall contact the employing unit involved and make the appropriate modifications to the advertisement as agreed with the unit.
5. After the job advertisement has been verified, it is published on Moja PG Portal by a designated person in the employing unit.
6. After the publication of the advertisement, the employing unit shall post the job offer on the website of the ministry supervising the university in the Academic Announcement Database (Polish: Akademicka Baza Ogłoszeń).

Job Advertisement Requirements

§ 8

1. The job advertisement for the position of an academic teacher at Gdańsk University of Technology and the description of the requirements for a given position should be concise and, in justified cases, contain links to more detailed information.
2. All requirements included in the job advertisement should be realistic and adequate to the position to be held by the new employee.
3. The job advertisement should include, inter alia, information on:
 - a) name of the employer and the unit that is seeking an employee,
 - b) name of the position,
 - c) type of employee group,
 - d) career profile, as described in Article 8, Point 4 below,
 - e) requirements (i.e. qualifications, competencies and professional experience),
 - f) type of employment contract,
 - g) number of available vacancies for the position,
 - h) planned competition results date,
 - i) the planned date of commencement of employment (the date indicated should include at least a 14-day period from the planned competition results date),
 - j) contact method,
 - k) the documents required in the recruitment process and the form, place and time of their submission (designating a separate e-mail address for collecting the incoming applications is recommended),
 - l) criteria for selecting a candidate,
 - m) tasks and roles in the team,
 - n) benefits offered (e.g. additional employee benefits, social fund, etc.),
 - o) proposed salary amount or level,
 - p) reference to the policy, namely the Recruitment Policy for Academic Teachers at Gdańsk University of Technology,
 - q) reference to the Gender Equality Plan for Gdańsk University of Technology,
 - r) the possibility of adapting the workstation to the requirements of people with disabilities (when possible),

- s) the possibility of requesting that the recruitment process be adapted to individual needs of the candidate based on their disability,
 - t) the terms and conditions for processing the candidate's personal data,
 - u) rules for concluding the competition.
4. For a given position specified in the job advertisement, one of four career profiles for academic teachers is assigned:
- a) R1 First Degree Researcher (until obtaining a doctoral degree – instructor, lector, senior lecturer, assistant),
 - b) R2 Recognized Researcher (holding a doctoral degree – assistant professor),
 - c) R3 Experienced Researcher (with a doctoral degree and who has developed a certain level of independence – assistant or university professor),
 - d) R4 Leading Researcher (research team leader – professor).
5. Both the necessary and desirable competencies for each of the four researcher career profiles are specified in the requirements for the position.

Minimising Administrative Barriers

§ 9

1. Gdańsk University of Technology expects from the candidate only those documents that are strictly necessary to make a just, transparent and merit-based choice. Candidates are advised to provide a CV that does not include a photo of the candidate.
2. In the first stage of the recruitment process, candidates that apply for the position are not obliged to provide original documents stating their educational background or confirming the acquisition of an academic degree or title, nor originals of certificates confirming their competencies. However, for documents prepared in a language other than Polish or English, it is generally recommended to submit at least an ordinary translation of the document into Polish or English.
3. In cases where certain documents are required by the current legal provision, candidates have the option to submit a statement in which they undertake to provide such documents by the date agreed upon with the chairperson of the Selection Board described in Article 12 below.
4. Persons with disabilities are subject to the same recruitment procedure as all other candidates; however, in situations where the recruitment process involves an interview, candidates may request to have the interview format adapted to their needs based on their disability.

Applying for the Job

§ 10

1. Candidates submit documents in the form, place and time indicated in the advertisement.
2. The candidate sends the documents electronically to the e-mail address provided in the job advertisement or using another electronic tool made available by the University.
3. The set submission deadline for sending application documents should be at least thirty (30) days from the date the information about the competition was published and include public holidays.

Confirmation of Receiving Application Documents

§ 11

1. Candidates receive an e-mail with a confirmation of receiving their application documents and information on further course of the recruitment process, along with an indicative schedule of actions.
2. If any changes or delays occur related to the submitted schedule, all candidates are informed via e-mail by the chairperson of the Selection Board, or a person authorized by them.

STAGE IV: RECRUITMENT AND ASSESSMENT OF THE ACHIEVEMENTS AND COMPETENCIES OF CANDIDATES

Selection Board and Its Members

§ 12

1. The Selection Board, which conducts recruitment, decides on the result of the competition and recommends a candidate for employment for a given position as an academic teacher, is appointed by the Rector, Dean of the faculty or Director in the manner adopted by the unit.
2. If the competition is for the position of University Professor and Professor, the chairperson of the Selection Board should be a professor, and the other members should be at least holders of a doctor of science degree or have authority equivalent to that of a doctor of science.
3. When appointing the Selection Board, the following rules should be incorporated:
 - a) the Board should include at least three (3) members, and no more than six (6) members, including the Chairperson and the Board Secretary and its members should also be gender diverse (e.g. at least 1/3 be the same gender);
 - b) as a whole, the Board should have all the relevant qualifications, competencies and experience to assess the candidate.
4. Selection Boards should be independent. Therefore, in their activities cannot participate someone who, as a Chairperson or Board member, is:
 - a) a person currently or formerly married or living in cohabitation with the candidate,
 - b) a person who is a relative or affinity of the candidate up to and including second degree kinship,
 - c) a person related by adoption, guardianship or custody relationship with the candidate,
 - d) a person staying in such a legal or factual relationship with the candidate that it may raise justified doubts as to the impartiality of the assessment.
5. The Selection Board is involved in all stages of the recruitment, except for situations where some stages of recruitment are allowed to be performed by different Selection Boards.

Initial Assessment of the Application and Conducting Recruitment Interviews

§ 13

1. All applications are formally checked on an ongoing basis as they are received. This is done by the Chairperson of the Board, or a person appointed by them.
2. If any shortage is found in the submitted documentation, the Chairperson, or a person appointed by them, may request the candidate to supplement the documentation.
3. Having analyzed the submitted documents, the Chairperson, or a person appointed by them, prepares a list of candidates who meet the formal requirements specified in the advertisement and who are allowed to proceed with the recruitment process.
4. Having received the consent of the Chairperson and in justified cases, interviews may be conducted remotely using means of remote communication approved by the Selection Board.
5. At the request of the Dean or Director, the following persons may participate in recruitment interviews as support for the Selection Board despite not being the Board's members: HR Center employee and external experts (from outside Gdańsk Tech) from various sectors (public and private), including international experts.
6. Before deciding on the selection of a candidate, if a person who has obtained a professional degree or degree/title abroad is selected, the Selection Board shall verify whether the diploma needs to be recognized. For this purpose, the International Relations Office may be contacted to

check the recognition of first and second degree diplomas obtained abroad and the relevant Scientific Discipline Council, which will check the recognition of degrees obtained abroad.

7. When hiring for the position of an academic teacher a person who has obtained a degree, art degree or professional title abroad that has not been recognized as equivalent to the corresponding Polish degree or title, the requirement for holding the title of professor, doctor or a professional title of master, master engineer or equivalent may be overruled, provided that the person hired has significant scientific, artistic or teaching achievements.

Assessment of the Achievements, Competencies and Potential of the Candidates

§ 14

1. An academic teacher may become a person who meets the criteria described in the Act and the Statute of Gdańsk University of Technology for individual positions, as well as in other internal legal acts.
2. The evaluation of candidates' achievements and competencies, along with their potential, should be made based on the analysis of application documents and a recruitment interview with selected candidates.
3. Achievements should be assessed qualitatively and quantitatively, focusing on performance across a diverse career path, considering career breaks, professional development and the added value of non-research experience.
4. The candidate's assessment criteria should be varied, balanced, and in line with the advertised position. Depending on the given advertisement, it may include experience, competencies and achievements in the following fields:
 - a) teaching,
 - b) research results, including scientific publications,
 - c) conducting and managing research, including its innovation and the transfer of knowledge,
 - d) scientific supervision,
 - e) teamwork,
 - f) international portfolio (including mobility),
 - g) obtaining funding,
 - h) organizational skills,
 - i) social commitment,
 - j) other achievements not included in points a–i above.
5. The criteria for selecting researchers should include the results of their work to date, as well as their anticipated future potential.
6. The Selection Board evaluates the candidates by voting. In the event of an equal number of votes, the vote of the Chairperson of the Board shall prevail.

STAGE V: SELECTING A CANDIDATE AND INFORMING ABOUT THE RECRUITMENT RESULTS

Selecting a Candidate

§ 15

1. The Selection Board recommends, based on the adopted criteria, a candidate for employment or determines that none of the candidates meets the requirements, resulting in the competition closing without selecting a candidate. The competition shall also be closed due to a lack of candidates.
2. The Chairperson of the Selection Board, or a person appointed by them, prepares a competition protocol, along with a justification, to be entered into Moja PG Portal within seven (7) calendar days following the announcement of the competition's results.

3. If the selected candidate decides not to accept the employment offer, the Selection Board may recommend the employment of another candidate from the respective recruitment process. Then, a revised information on the result of the competition and a new protocol should be prepared, including the reason for hiring a different candidate than the one originally selected.
4. The Selection Board shall provide the Rector, Dean or Director of a given institute or center with information on the course of the competition and a proposal regarding its result.
5. A competent council (disciplinary or scientific council or organizational unit council) gives its opinion on the decision of the Selection Board. The Rector may designate another council as competent to give an opinion on the Selection Board's decision, if an appointment of a foreign candidate as a professor or university professor is considered.
6. The decision on employment is always made by the Rector.

Informing about the Recruitment Results

§ 16

1. Information about the result of the competition, along with its justification, is made available in the University Bulletin of Public Information and the Ministry of Science and Higher Education websites within seven (7) calendar days following the completion of the competition protocol, as described in Article 15, Point 2 or 3 of this OTM-R Policy. This information shall be made available for at least thirty (30) days.
2. All candidates will receive an electronic notification informing them about the end of the competition within seven (7) calendar days following the completion of the competition protocol.
3. Additionally, candidates who have been interviewed will receive feedback on the strengths and weaknesses of their application in electronic form from the Chairperson, or a member of the Selection Board, within seven (7) calendar days following the completion of the competition protocol.

Appeal Procedure

§ 17

1. Candidates who have formal or merit-based objections to the recruitment procedures of the Selection Board may submit an appeal to the Rector against this decision indicating the irregularities within seven (7) days of receiving the negative decision.
2. The Rector shall reply within thirty (30) calendar days from the date of receiving the appeal.

Deletion of Application Documents of Non-qualified Candidates

§ 18

1. Six (6) months following the conclusion of the competition, the applications and application documents of candidates who had applied but did not qualify will be permanently deleted.