

Resolution No. 106/P10/2020
of the Scientific Council of the Institute of Agrophysics,
Polish Academy of Sciences
of 21 October 2020

on the adoption of the document entitled

“Regulation on the Evaluation of Scientific Staff Employed at the Institute of Agrophysics, Polish Academy of Sciences”

Pursuant to Article 96(1) of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws 2020, item 1796) and § 5(2)(s) of the Rules of Procedure of the Scientific Council of the Institute of Agrophysics, Polish Academy of Sciences in Lublin of 22 February 2019.

§ 1

1. The Scientific Council of the Institute of Agrophysics, Polish Academy of Sciences, upon the motion of the Committee for the Development and Evaluation of Scientific Staff, adopted at its meeting on 21 October 2020 by open vote the document entitled “Regulation on the Evaluation of Scientific Staff Employed at the Institute of Agrophysics, Polish Academy of Sciences” (hereinafter: the Regulation).
2. The Regulation constitutes an annex to this Resolution.
3. The Regulation enters into force on the date of approval by the Vice-President of the Polish Academy of Sciences supervising Division II of Biological and Agricultural Sciences of the Polish Academy of Sciences.

§ 2

This Resolution enters into force on the date of its adoption.

Chairperson of the Scientific Council
of the Institute of Agrophysics, PAS in Lublin
Prof. dr hab. Wiesław Oleszek
Corresponding Member of PAS

**REGULATION ON THE EVALUATION OF SCIENTIFIC STAFF
EMPLOYED AT THE INSTITUTE OF AGROPHYSICS,
POLISH ACADEMY OF SCIENCES**

Pursuant to Article 96(1) of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws 2020, item 1796), the **Regulation on the Evaluation of Scientific Staff Employed at the Institute of Agrophysics, Polish Academy of Sciences in Lublin** (hereinafter: the “Regulation”) is hereby established with the following content:

§ 1

1. Evaluations of scientific staff employed at the Institute of Agrophysics, Polish Academy of Sciences in Lublin (hereinafter: “Employees” or “Employee”) shall be conducted by the Scientific Council of the Institute of Agrophysics, Polish Academy of Sciences in Lublin.
2. Evaluations shall be carried out every 4 years, covering full calendar years elapsed since the period covered by the previous evaluation.
3. Evaluations shall cover Employees in groups according to their positions: Group I – professors; Group II – institute professors; Group III – assistant professors (adiunkci); Group IV – assistants.
4. The assignment of an Employee to a given group shall be determined by the position held by the Employee on the last day of the evaluated period.
5. Amendments to the Regulation shall be made no later than at the midpoint of the period for which the evaluation is conducted, subject to paragraph 6 below.
6. In the event that the Regulation must be urgently amended to align its provisions with generally applicable law, the update shall be made at the next meeting of the Scientific Council.

§ 2

1. Evaluations shall be based on the scientific achievements of the Employee as recorded in the ORCID system (Open Researcher and Contributor ID) and the Integrated Higher Education and Science Information System “POL-on”.
2. Within 30 days of the Scientific Council adopting a resolution to conduct an evaluation, the Research Services Office (Dział Obsługi Badań) shall prepare a record of the Employee’s scientific achievements referred to in paragraph 1.
3. The record of scientific achievements subject to evaluation shall include:
 - a) scientific publications published during the evaluated period, together with their scores pursuant to the list of scientific journals and reviewed international conference materials published by the Minister of Science and Higher Education on the basis of Article 267(3) of the Act of 20 July

- 2018 – Law on Higher Education and Science (Journal of Laws 2020, item 85, as amended), as applicable for the year in question;
- b) research projects awarded through competitive calls and implemented at the Institute of Agrophysics, Polish Academy of Sciences, in which the Employee served, during the evaluated period, as project leader, leader of a project component with a separate budget, or leader of a separate research task in the case of projects implemented within a consortium.
4. The record referred to in paragraph 3 includes achievements that the Institute of Agrophysics, Polish Academy of Sciences may report for the purposes of evaluating the quality of its scientific activity on the basis of declarations referred to in Article 265(13) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2020, item 85, as amended), submitted by Employees to the Research Services Office in accordance with rules set out in internal regulations.
 5. An Employee may be requested to submit explanations or supplement data concerning the scientific achievements subject to evaluation.
 6. The Employee shall confirm the record of achievements referred to in paragraph 2 with a handwritten signature within 14 days of receiving the relevant notice from the Research Services Office.
 7. The signed record of achievements shall be forwarded without delay to the Committee for the Development and Evaluation of Scientific Staff.
 8. The documents referred to in paragraphs 2, 5, and 6 shall constitute the basis for conducting the evaluation and are confidential.
 9. Unjustified failure by an Employee to confirm the record within the timeframe set out in paragraph 6 may result in a negative evaluation.
 10. After the deadline referred to in paragraph 6 has passed, the Research Services Office shall not accept from Employees any explanations or supplementary data relating to scientific achievements covered by the evaluation.

Translator's note: "Dział Obsługi Badań" (Research Services Office) is the organisational unit named in the Polish original as in force in 2020. Its functions are currently performed by the Research Support and Science Promotion Office [NDWBN]. The historical unit name is retained here because it is the name used in the binding Polish text.

§ 3

1. The outcome of the evaluation may be positive or negative.
2. A positive evaluation in Group I – **professors** – shall be awarded to an Employee who has been an author or co-author of at least 8 publications with a score of ≥ 100 , including at least 2 publications as sole corresponding author.
3. A positive evaluation in Group II – **institute professors** – shall be awarded to an Employee who has been an author or co-author of at least 6 publications with a score of ≥ 100 , including at least 2 publications as sole corresponding author.

4. A positive evaluation in Group III – **assistant professors (adiunkci)** – shall be awarded to an Employee who has been an author or co-author of at least 4 publications with a score of ≥ 100 , including at least 2 publications as sole first author.
5. A positive evaluation in Group IV – **assistants** – shall be awarded to an Employee who has been an author or co-author of at least 2 publications with a score of ≥ 100 , including at least 2 publications as sole first author.
6. An Employee assigned to a given evaluation group pursuant to § 1(4) who has not met the minimum criteria set out respectively in paragraphs 2, 3, 4 or 5 shall receive a negative evaluation.
7. In the first evaluation conducted under this Regulation, due to the transitional period arising from the entry into force of the Regulation at the midpoint of the period covered by the first evaluation, the number of publications required to obtain a positive evaluation pursuant to paragraphs 2, 3, 4, and 5 shall be reduced by 50%.
8. When determining whether an Employee meets the minimum criteria set out in paragraphs 2–5, account shall be taken of the Employee's period of employment at the Institute of Agrophysics, Polish Academy of Sciences and the average full-time equivalent (FTE) of the Employee throughout the entire evaluated period, subject to paragraph 9 below, with the numerical values of the minimum criteria rounded to whole numbers.
9. When determining whether an Employee meets the minimum criteria pursuant to paragraph 8 above, account shall be taken of the Employee's use, during the evaluated period, of:
 - a) maternity leave,
 - b) leave equivalent to maternity leave,
 - c) paternity leave,
 - d) parental leave,
 - e) childcare leave,
 - f) health rehabilitation leave,
 - g) other justified absence from work lasting at least three months, excluding annual leave and training leave.

§ 4

1. The draft evaluation of scientific staff shall be prepared by the Committee for the Development and Evaluation of Scientific Staff, appointed by the Scientific Council pursuant to the Rules of Procedure of the Scientific Council of the Institute of Agrophysics, Polish Academy of Sciences in Lublin of 22 February 2019 (hereinafter: the Committee).
2. A Committee member shall be excluded from the Committee's proceedings for the duration of:
 - a) the Committee's evaluation of that member's own work;
 - b) the Committee's evaluation of the work of Employees employed in a team that the member leads;

- c) the Committee's evaluation of persons with whom the member remains in the relationship referred to in Article 95 of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws 2020, item 1796).

§ 5

1. The Committee shall prepare the draft evaluation within 30 days of receiving from the Research Services Office the records of achievements of individual Employees referred to in § 2(7).
2. The draft evaluation referred to in paragraph 1 shall contain a list of evaluated Employees together with the numerical values assigned to them for individual categories of scientific achievements subject to evaluation.
3. Upon completion of its work, the Committee shall submit the draft evaluation of Employees to the Scientific Council of the Institute for adoption at its next meeting.
4. Within 14 days of the Scientific Council of the Institute adopting the draft evaluation, individual evaluation results shall be communicated to all Employees covered by the evaluation.
5. The evaluation result shall be placed in the Employee's personal file.

§ 6

An Employee subject to evaluation may, within 14 days of being notified of the evaluation result, lodge an appeal with the Vice-President of Division II of Biological and Agricultural Sciences of the Polish Academy of Sciences, through the Scientific Council of the Institute, in accordance with the rules set out in the Regulations on Appeals against Evaluations of the Professional Activities of Scientific Staff of Units of the Polish Academy of Sciences of 16 January 2012.

§ 7

1. An Employee who has received a negative evaluation shall be subject to re-evaluation after one full calendar year following the period covered by that evaluation. The re-evaluation shall cover the last 5 years, applying the requirements set out in § 3(2), (3), (4), and (5) and taking into account the provisions of § 3(8)–(9).
2. On the basis of the results of the evaluation conducted, the Scientific Council may recommend to the Director of the Institute the termination of the employment relationship with an Employee who has received two consecutive negative evaluations.
3. The Scientific Council may grant an Employee a distinction on the basis of a particularly high publication record comprising publications with a score of 140 or 200, or on the basis of leading a research project or a project component with a separate budget, or a separate research task within a consortium project of particular significance to the Institute.

§ 8

1. This Regulation was adopted by the Scientific Council of the Institute of Agrophysics, Polish Academy of Sciences on 21 October 2020.
2. The provisions of this Regulation shall enter into force on the date of approval by the Vice-President of the Polish Academy of Sciences supervising Division II of Biological and Agricultural Sciences of the Polish Academy of Sciences.
3. On the date this Regulation enters into force, the Regulation on the Evaluation of Scientific, Research-Technical and Engineering Staff Employed at the Institute of Agrophysics, Polish Academy of Sciences, as approved by the Vice-President of the Polish Academy of Sciences on 26 April 2017, shall cease to have effect.

Lublin, 21 October 2020

CHAIRPERSON OF THE SCIENTIFIC COUNCIL

Prof. dr hab. Wiesław Oleszek
Corresponding Member of PAS