

Resolution No. 104/P10/2020 of the Scientific Council
of the Institute of Agrophysics, PAS
of 21 October 2020

on:

the adoption of the document entitled *"The Rules and Procedure for Conducting Open Competitions for Individual Scientific Positions at the Institute of Agrophysics, Polish Academy of Sciences"*

Pursuant to Art. 91 para. 5 of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2020, item 1796), §17 para. 2 point 9 of the Statute of the Institute of Agrophysics of the Polish Academy of Sciences in the version approved on 17 March 2017, and §5 para. 2 point (i) of the Rules of Procedure of the Scientific Council of the Institute of Agrophysics of the Polish Academy of Sciences in Lublin of 22 February 2019:

§1

1. The Scientific Council of the Institute of Agrophysics, PAS, at the request of the Committee for the Development and Evaluation of Scientific Staff of the Institute's Scientific Council, adopted during its session of 21 October 2020, by open vote, the document entitled *"The Rules and Procedure for Conducting Open Competitions for Individual Scientific Positions at the Institute of Agrophysics, Polish Academy of Sciences"*.
2. *"The Rules and Procedure for Conducting Open Competitions for Individual Scientific Positions at the Institute of Agrophysics, Polish Academy of Sciences"* constitutes an annex to this Resolution.

§2

1. This Resolution enters into force on the date of adoption.
2. With effect from the date of adoption of this Resolution, the following cease to apply: *"The Rules and Procedure for Conducting Open Competitions for Individual Scientific Positions at the Institute of Agrophysics, Polish Academy of Sciences"* of 11 April 2011, and the Resolution of the Committee for the Development and Evaluation of Scientific Staff No. 1/KRN-2/2015 of 28 October 2015.

Chair of the Scientific Council of the Institute of Agrophysics PAS in Lublin

Prof. dr hab. Wiesław Oleszek corresponding member, PAS

The Rules and Procedure for Conducting Open Competitions for Individual Scientific Positions at the Institute of Agrophysics, Polish Academy of Sciences

Pursuant to Art. 91 para. 5 of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2020, item 1796), §17 para. 2 point 9 of the Statute of the Institute of Agrophysics of the Polish Academy of Sciences in the version approved on 17 March 2017, and §5 para. 2 point (i) of the Rules of Procedure of the Scientific Council of the Institute of Agrophysics of the Polish Academy of Sciences in Lublin of 22 February 2019, with the following content:

§1

General Provisions

1. At the Institute of Agrophysics of the Polish Academy of Sciences (hereinafter: the Institute), scientific staff may be employed in the following scientific positions:
 - a) assistant;
 - b) assistant professor;
 - c) institute professor;
 - d) professor.
2. Scientific positions at the Institute are created by the Director of the Institute, on the basis of substantive and financial considerations.
3. The employment of a scientific staff member at the Institute, subject to para. 4 of this section, is preceded by an open competition, which may be waived on the initiative of the Director or upon a justified written request by a Head of Department, based on the Director's decision, taken in agreement with the Deputy Director for Scientific Affairs.
4. An open competition shall not be conducted in the case of:
 - a) promotion to a higher scientific position of the Institute's scientific staff member;
 - b) fixed-term employment of a scientific staff member seconded to work based on an agreement concluded with a foreign academic institution;
 - c) fixed-term employment of a scientific staff member for the duration of the implementation of a project involving scientific research or development work, funded on a competitive basis from funds for higher education and science, or from financial resources originating from the budget of the European Union, from non-repayable funds from aid granted by the European Free Trade Agreement (EFTA) member states, or from other non-repayable funds from foreign sources;
 - d) fixed-term employment of a scientific staff member in the same position, where the previous employment contract was concluded for a period of no less than three years.
5. In the case referred to in para. 4 point a, a promotion procedure is conducted, the rules of which are governed by the *"Rules and Procedure for Conducting Promotion Proceedings for Individual Scientific Positions at the Institute of Agrophysics, Polish Academy of Sciences"* adopted by the Scientific Council by Resolution No. 105/P10/2020 of 21 October 2020.

6. In cases referred to in para. 4 points b–d, prior to employment, candidates are subject to review by the Committee for the Development and Evaluation of Scientific Staff of the Scientific Council of the Institute, and by the Scientific Council of the Institute.

§2

Requirements for Scientific Positions

1. Subject to the provisions of paras. 2–4 below, for the position of:
 - a) assistant, a person may be employed who holds a master's degree and has documented research experience, evidenced by publications, in the field in which the given scientific position has been created;
 - b) assistant professor, a person may be employed who holds: a doctoral degree, documented research experience, evidenced by publications, in the field in which the given scientific position has been created, experience in obtaining research funding, and experience in international cooperation;
 - c) institute professor, a person may be employed who holds: a habilitation degree (or equivalent), documented research experience, evidenced by publications, in the field in which the given scientific position has been created, experience in leading a research team and supervising doctoral students, experience in obtaining research funding, experience in international cooperation, and international recognition;
 - d) professor, a person may be employed who holds: the academic title of professor (or equivalent), documented research experience, evidenced by publications, in the field in which the given scientific position has been created, experience in leading a research team and supervising doctoral students, experience in obtaining research funding, experience in international cooperation, and international recognition.
2. When appointing to the position of assistant, assistant professor, institute professor, or professor, a foreign national or a Polish citizen who obtained their academic degree or title in the field of science abroad, the requirements regarding the possession of the academic degree or title specified in para. 1 lit. a–d may be waived.
3. The required documents and detailed criteria relating to scientific achievements for individual scientific positions are specified by the Director of the Institute in the form of a Director's Communiqué, made available on the Institute's website and communicated to Institute employees in the manner customary with the employer.
4. The Director of the Institute, in agreement with the Deputy Director for Scientific Affairs and the Head of the Department requesting the creation of a new scientific position, may specify additional competition requirements not listed in the Communiqué referred to in para. 3.

§3

Course of Proceedings

1. Open competition proceedings for scientific positions at the Institute are conducted by a Competition Commission (hereinafter: the Commission), guided by the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers", including in particular:
 - a) transparency;
 - b) qualitative and quantitative assessment of merit;
 - c) recognition of career breaks and deviations from a chronological career path as a potentially valuable contribution to the professional development of researchers pursuing a multidimensional career path;
 - d) recognition of mobility experience;
 - e) appropriate recognition of qualifications, particularly in the context of international and professional mobility;
 - f) the adequacy of the required qualifications to the position offered.
2. The Commission consists of: the Deputy Director for Scientific Affairs, the Chair of the Committee for the Development and Evaluation of Scientific Staff of the Institute's Scientific Council (as Chair of the Competition Commission), two members of the Committee for the Development and Evaluation of Scientific Staff of the Institute's Scientific Council, the Head of the Department, and the Head of the research task or project within the framework of which the scientific position has been created, with each gender represented by at least one third of the total number of Commission members.
3. Commission members hold authorisation to process personal data for the purposes of the given recruitment.
4. Upon receipt of the Director's decision to launch the competition, the Commission prepares a draft competition announcement for the scientific position and submits it to the Director for approval.
5. The competition announcement must contain at least:
 - a) the Institute's logo and the "HR Excellence in Research" logo;
 - b) the name of the scientific position, the organisational unit, and the scientific field within which the position is being created;
 - c) detailed requirements relating to scientific achievements for the scientific position, and the documents certifying their fulfilment;
 - d) the deadline and method for submitting documents, of no less than 14 days from the date of the competition announcement;
 - e) the deadline for concluding the competition and announcing its results, of no more than 2 months from the date of the competition announcement.

6. The competition proceedings commence upon the announcement by the Director of the competition on the website of the minister responsible for higher education and science, in the Public Information Bulletin, and on the website of the European Commission in the European portal for mobile researchers designated for the publication of researcher job offers, as well as on the Institute's website (Recruitment portal: <https://career.ipan.lublin.pl>).
7. Upon expiry of the deadline for the submission of applications by candidates, the Commission evaluates the submitted documents. In justified cases, the Commission may set candidates an additional, non-extendable deadline for supplementing the submitted documents.
8. The Commission presents the Director with a list of candidates who meet the competition requirements and are admitted to the next stage of proceedings, which is the interview.
9. In justified cases, the Commission, notwithstanding the non-fulfilment of one of the criteria referred to in §2, may recommend inviting candidates to an interview, in particular if they possess particularly outstanding achievements in another criterion, or if, notwithstanding the non-fulfilment of one of the criteria, their overall body of work demonstrates a high level of scientific achievement.
10. Following approval by the Director of the list referred to in para. 8, the Commission or a person authorised by it invites the selected candidates to an individual interview, which takes place before the Commission.
11. After conducting interviews with all invited candidates who attended the interview at the designated time, the Commission prepares minutes of the competition proceedings, containing the final ranking list, which it presents to the Director and the Scientific Council of the Institute.
12. On the basis of the formal evaluation conducted, or the formal evaluation and the interviews held, the Commission may recommend concluding the competition proceedings without selecting a candidate.
13. Commission resolutions are adopted by secret ballot, by an absolute majority of votes, in the presence of at least half of its members. In the event of a tied vote, the casting vote is that of the Chair of the Commission.
14. The minutes of the Commission session, signed by all its members, are included in the competition proceedings file and transmitted, together with annexes, to the person responsible for conducting recruitment proceedings at the Institute.

§4

Conclusion of Proceedings

1. The final decision on employment is taken by the Director of the Institute, after obtaining the opinion of the Scientific Council.
2. The Director announces the results of the competition proceedings on the Institute's website (Recruitment portal), and all candidates are notified individually by the Commission or another authorised person.
3. In the event of the competition concluding with the selection of a candidate, the Director promptly takes steps relating to the employment of the successful candidate.
4. In the event that the selected candidate withdraws prior to taking up employment, the Director may take the decision to employ another candidate without the need to

announce a new competition procedure, subject to the requirement of review by the Scientific Council, insofar as the candidacy was not the subject of an earlier opinion.

§5

Final Provisions

"The Rules and Procedure for Conducting Open Competitions for Individual Scientific Positions " enters into force on the date of adoption of the resolution on its approval by the Scientific Council of the Institute by Resolution No. 104/P10/2020 of 21 October 2020.

CHAIR OF THE SCIENTIFIC COUNCIL

prof. dr hab. Wiesław Oleszek Corresponding Member of PAS