

TEMPLATE 1 – GAP ANALYSIS - PROCESS

Case number:

Name Organisation under review:

Organisation's contact details:

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

PROCESS

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. ¹ These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4², as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Steering Committee

Name	Position	Management line/ Department
Stanisław Mroziński, PhD (dr hab. Inż.), associate professor	Vice-Rector for Education	University authorities
Beata Majewska, M.A.	Department Manager	Science Department
Krzysztof Pawłowski, PhD	Vice-Dean for Education	Faculty of Civil and Environmental Engineering and Architecture
Tomasz Piątkowski, PhD	associate professor	Faculty of Mechanical Engineering
Dariusz Boroński, PhD (dr hab. Inż.), associate professor	associate professor	Faculty of Mechanical Engineering
Anna Zmudzińska-Pietrzak, PhD	research assistant	Faculty of Animal Breeding
Sylvia Krężel-Czopek, PhD	engineering and technical senior specialist	Faculty of Animal Breeding

Małgorzata Kaczorowska, PhD (doktor habilitowany)	associate professor	Faculty of Chemical Technology and Engineering
Alfred Witkowski, PhD	assistant professor	Institute of Mathematics and Physics
Tomasz Andrysiak, PhD	assistant professor	Faculty of Telecommunications, Computer Science and Electrical Engineering
Izabela Wielewska, PhD	assistant professor	Faculty of Agriculture and Biotechnology
Krzysztof Andruszkiewicz, PhD (doktor habilitowany)	associate professor	Faculty of Management
Patrycja Lutkowska, M.A.	clerk	Science Department
Aleksandra Mielczarek, M.A.	specialist	Science Department

Working group

Name	Position	Management line/ Department
Dariusz Pańka, PhD (dr hab. Inż.), associate professor	Vice-Rector for Organization and Development	University authorities
Stanisław Mroziński, PhD (dr hab. Inż.), associate professor	Vice-Rector for Education	University authorities
Adam Gadomski, professor (dr hab. Inż)	Vice-Rector for International Cooperation	University authorities
Halina Olszewska, PhD (dr hab. Inż.), associate professor	Vice-Rector for Didactics	University authorities
Jan Kempa, PhD (dr hab. Inż.), associate professor	Dean	Faculty of Civil and Environmental Engineering and Architecture
Marek Adamski, PhD (dr hab. Inż.), associate professor	Dean	Faculty of Animal Breeding
Janusz Sempruch, professor (dr hab. Inż)	Dean	Faculty of Mechanical Engineering
Jacek Długosz, professor (dr hab. Inż)	Dean	Faculty of Agriculture and Biotechnology
Jolanta Tomaszewska, PhD (dr hab. Inż.), associate professor	Dean	Faculty of Chemical Technology and Engineering
Jan Mućko, PhD (dr hab. Inż.), associate professor	Dean	Faculty of Telecommunications, Computer Science and Electrical Engineering

Iwona Posadzińska, PhD (dr hab. Inż.), associate professor	Dean	Faculty of Management
Mariusz Aleksiewicz, PhD	Chancellor's deputy	Chancellor's ICT Division
Adam Mroziński, PhD	Director of TTC	Technology Transfer Centre
Katarzyna Tomaszewska-Dobosz, PhD	Department Manager	Department of Information and Promotion
Paweł Smolak, M.A.	Department Manager	Management and Organization Department
Małgorzata Kwiatkowska, M.A.	Department Manager	HR Department
Beata Majewska, M.A.	Department Manager	Science Department
Teresa Skibicka, M.A.	Director of Main Library	Main Library
Piotr Jankowski, M.A.	Patent agent	Central Administration

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4³, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

The term 'Human Resources' is used in the largest possible sense, to include all researchers (Frascati definition: Proposed Standard Practice for Surveys on Research and Experimental Development, Frascati Manual, OECD, 2002) disregarding the profile, career 'level', type of contract etc. etc.

For a description of R1-R4, see

<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>

Provide information on how the above groups were involved in the GAP-analysis:

*Stakeholder group	*Consultation format	Outcomes
Science Department	Meeting	Preparing the questionnaire about complying by UTP with rules from Charter & Code for Researchers, Sending out questionnaires to all faculties.
Researchers R1-R4	Questionnaire	Responding to questionnaire about Charter & Code for Researchers.
Faculty representatives	Questionnaire analysis	Presentation of the questionnaire results during meeting of the Team to preparing the application for HR Excellence in Research Reward.
Vice-Rector for Education and Science Department	Meeting	Carrying out the Gap Analysis and Action Plan based on questionnaire analysis.

Please describe how was appointed the Committee overseeing the process:

Before starting the procedure of preparing the application for HR Excellence in Research Award made a request to faculties for depute their representatives. During the first meeting about HR Strategy candidacies was presented and accepted. After that the Team to preparing the application for HR Excellence in Research Reward was established.

In the 2nd quarter of 2016 meetings of the Team were started. From that time we had regular meetings. During them we had developed the questionnaires, made an analysis and completed all required application documents.

In addition, we have undertaken awareness-raising activities regarding the principles of the Charter and the Code, collegiate meetings with deans and members of the Senate.

In the survey participated 330 respondents (researchers R1-R4 from all of the 7 faculties: Faculty of Civil and Environmental Engineering and Architecture, Faculty of Animal Breeding and Biology, Faculty of Mechanical Engineering, Faculty of Agriculture and Biotechnology, Faculty of Chemical Technology and Engineering, Faculty of Telecommunications, Computer Science and Electrical Engineering and Faculty of Management).

Percentage share of respondents:

1. R1 – 22%
2. R2 – 58 %
3. R3 – 18%
4. R4 – 2 %

The return level of the survey was 52 percentage points.

Main measurement method was survey by using of the e-questionnaire. The questionnaire consisted 40 questions which was corresponded with Charter and Code rules. Respondents evaluated each question with the scale from 1 to 5 points.

1-2 – meant bad – there are significant gaps between situation at the UTP and the recommendations included in Charter and Code, also corrective actions are to be taken

3 – satisfactory – situation can be accepted, corrective actions to be undertaken if it is possible

4-5 – good – adherence to the recommendations provided in the Charter and Code are well assessed.

Moreover, respondents proposed corrective actions and indicated responsible units.

In the 3rd quarter of 2018 the Team resumed working on application.

Free text 200 words maximum

Established of the Working Group was a result of examination of the Action Plan by Team to preparing the application for HR Excellence in Research Reward from among representatives of responsible units.

Please describe how was appointed the Working Group responsible for the implementation of the HRS4R process: