



Open, Transparent and Merit-based Recruitment (OTM-R) policy at Bydgoszcz University of Science and Technology (PBS)

2024 revision

...”Bydgoszcz University of Science and Technology (PBS) is a public university, and thanks to its scientific activity, it has been following the path of development for years, reaching new stages and names – starting from a school, through an academy, it now operates and develops as the University.

The University recognizes and cultivates the academic ethos, cares about preserving and enriching traditions. It fulfils the statutory tasks of a public university in the service of society. In its activities, it refers to the truth and the obligation to proclaim it, and cares for the quality of teaching and the freedom of scientific research, respects the rights of creators and protects intellectual property.

In its activities, the University tries to use the latest scientific and technical achievements and participate in the development of technical thought. It cooperates with domestic and foreign organizations conducting educational, scientific and technical activities and participates in creating an international space of higher education...” (PBS Statute)

In September 2019, the European Commission awarded Bydgoszcz University of Science and Technology the prestigious “HR Excellence in Research” logo as a confirmation of the good preparation of the University to implement the principles and recommendations of the European Charter for Researchers and the Code of Conduct for the recruitment of researchers.

Holding the “HR Excellence in Research” logo is prestigious for the University and the award honours the institution for providing scientists with the best working conditions for scientific, and research and development activities in accordance with the highest European standards.



The implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers is a process influenced by the internal environment of the University as well as by external legal acts. Hence, we regularly evaluate the effectiveness of our activities and introduce the necessary modifications.

The **open**, **transparent** and **merit-based** policy depends on the general principles and requirements of the Code of Conduct for the Recruitment of Researchers, therefore we ensure:

- a) recruitment – our recruitment process is open and transparent, our job offers include a description of the required knowledge and qualifications,
- b) selection of our staff – the selection is made by appointed recruitment committees, which have different professional experience and qualifications and, to the extent possible, gender balance,
- c) transparency – information on the recruitment process and selection criteria is available and the candidates receive feedback,
- d) merit assessment – the assessment of merit is qualitative and quantitative, does not focus only on the number of publications but also on achievements, teaching, teamwork, knowledge transfer, research management, innovation activities and raising scientific awareness in society,
- e) departures from the chronological timeline of biographies – career breaks are perceived as an element of career development,
- f) recognition of mobility experience – staying in another country, working in another public or private sector or changing discipline are perceived as valuable contribution to scientist's development,
- g) recognition of qualifications – proper assessment of academic and professional qualifications is ensured,

- h) work experience – the required level of qualifications corresponds to the needs of the position,
- i) positions for employees with a doctoral degree – we establish clear grounds for recruitment of scientists with a doctoral degree and specify the period of employment.

The principles of transparent and merit-based recruitment at PBS are presented below. They illustrate the individual activities of the University in the implementation of the entire recruitment process.

Employment planning

Employment planning (including the creation of new positions, filling vacancies) is used to maintain the optimal state and structure of employment in order to ensure proper and efficient performance of all tasks. Planning takes place at the level of individual PBS organizational units.

Deans of the faculties and heads of units implement the staffing policy of the faculty or other unit by:

- a) submitting to the Rector the requests for consent to the announcement of the competition,
- b) announcing competitions,
- c) submitting employment applications to the Rector.

Academic teaching positions at PBS

- a) In the group of research, and research and teaching staff:
 - professor (R4),
 - university professor (R2,R3),
 - assistant professor (R2,R3),
 - assistant (R1,R2),
- b) In the group of teaching staff:



- professor,
- university professor,
- assistant professor,
- assistant,
- language teacher,
- instructor.

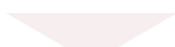
The PBS Statute specifies the detailed requirements to be met by a person applying for a specific position.

A person holding the academic title of professor, with significant teaching and research experience, as well as experience in staff training, may be employed in the position of a professor.

A person who meets the criteria specified in Annex No. 2 to the Statute may be employed in the position of university professor or assistant professor.

A person holding at least a master's degree, a master's degree in engineering or an equivalent degree, who also demonstrates predispositions to didactic or research (scientific) work, may be employed in the position of an assistant.

A person who has the following qualifications may be employed in the position of a language teacher:

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- a) holds a master's degree, a master's degree in engineering or equivalent degree in a discipline related to the entrusted position;
 - b) has advanced knowledge of the foreign language to be taught, confirmed by an appropriate diploma or certificate issued on the basis of an examination by an institution with a recognized position in teaching a given language;
 - c) has gained adequate preparation for the teaching job or other substantial professional experience.

A person holding a master's degree, a master's degree in engineering or an equivalent degree in a discipline related to the entrusted position and practical professional experience in the field of the subject may be employed as an instructor.

Employment procedure for the position of an academic teacher

The competition for the position of an academic teacher is announced and conducted on the basis of the provisions of the Act of 20 July 2018 – Law on Higher Education and Science, the Statute of PBS and Order No. Z.131.2021.2022 of 29 April 2022 on the specification of document templates related to the announcement of competitions for the positions of academic teachers.

The first employment of an academic teacher for an indefinite period or longer than three months, in the amount exceeding half of the full-time working time, takes place after an open competition (Art. 119 of the Law on Higher Education and Science).

Who announces the competition for the position of an academic teacher

A competition for the position of an academic teacher is announced by the head of an organizational unit with the consent of the Rector.

What is included in the competition announcement (Order No. Z.131.2021.2022)

- a) name of the position and group,
- b) number of positions to be filled,
- c) scientific discipline,
- d) date of the announcement,
- e) deadline for submitting job applications,
- f) planned start date of work,



- g) working time,
- h) description of the requirements for the candidate,
- i) list of required documents,

What documents are expected from the competition participant: (PBS Statute)

- a) application for admission to the position stated in the competition;
- b) documents confirming professional qualifications required to hold a given position;
- c) documents confirming the candidate's achievements;
- d) description of the professional work to date, detailing scientific, teaching and organizational achievements related to the type of position being the subject of the competition;
- e) employment certificates;
- f) statement as to whether the University will be their primary or additional place of work within the meaning of the Higher Education Act.

Where to look for our competition announcements

The competition is announced by making its terms public at least 30 calendar days before the competition:

- a) in the Public Information Bulletin of the University,
- b) on the website of the Ministry responsible for higher education,
- c) on the European Commission's website on the European portal for mobile researchers dedicated to the publication of job vacancies for researchers (EURAXESS).

In accordance with the guidelines contained in the Research profile descriptors, the following definitions of research positions apply:

- R1 First Stage Researcher – researchers with a Master’s degree.
- R2 Recognised Researcher – researchers with a PhD or equivalent, who have not yet established a significant level of research independence,
- R3 Established Researcher – independent researchers,
- R4 Leading Researcher – independent, experienced and leading scientists in their field, and who are leaders of research teams.

Competition committee

The competition committee is appointed by the dean or the head of another organizational unit in which the position being the subject of the competition is placed. The competition committee consists of at least 3 people.

The competition committee consists of:

- a) the dean or another person designated by the dean – as the chairman of the committee;
- b) persons representing the same or a related scientific discipline (in relation to the subject of the competition), including a person who is to be the direct superior of the person employed.

In a situation, where the competition concerns the position of a professor or university professor, the competition committee may only include persons employed in the position of professor or university professor.

The competition committee may not include a person who is related to a given candidate by marriage, affinity or consanguinity up to and inclusive of the second degree, or who is in such a legal or factual relationship with them that this may raise justified doubts as to their impartiality.

Members of the Committee should represent a variety of experiences and qualifications. Gender balance should be sought in the selection of Committee members.

Results of the recruitment competition

After conducting the preliminary qualification procedure, which consists in reading the documents submitted by the candidates, assessing their completeness and admitting candidates who meet the formal conditions for further proceedings, the committee performs an initial evaluation of the scientific, teaching and organizational achievements in order to identify candidates eligible for the next stage, including an interview. When assessing the scientific, teaching and organizational achievements of the candidates, the committee takes into account in particular:

- a) the candidate's compliance with the requirements specified in the competition announcement,
- b) meeting the candidate's evaluation criteria specified by the competition committee,
- c) the result of the interview with the candidate.

The competition committee may decide on the need to interview all or only some of the candidates. The competition committee draws up a protocol from the conducted procedure, which is signed by all its members. The highest number of points is decisive for the selection of a candidate.

The character and aim of the interview

The interview usually takes place in the form of a direct meeting with the members of the competition committee, although we also organize remote meetings. The interview is aimed at clarifying the information received in application documents and getting to know the candidate. A meeting with the

recruitment committee is also a good opportunity to broaden the knowledge about a given job offer.

Completion of the competition procedure

The result of the competition, together with the justification of the selection, is published on the websites of the Public Information Bulletin of the University and the Ministry responsible for higher education within 30 days from the end of the competition.

The dean or the head of another organizational unit in which an academic teacher from the group of research and research and teaching staff is to be employed, applies to the Rector for consent to establish an employment relationship with the selected candidate.

The final decision to employ the candidate selected in an open competition is made by the Rector.

Informing the candidates about the results of the competition

The competition results will be announced no later than 3 months from the date of its announcement.

Candidates are informed about the results of the competition procedure in the manner specified in the competition announcement.

Complaints

In the event of any doubts at any stage as to the correctness of the competition procedure, the Rector, dean or chairman of the commission request the University's Legal Office for an appropriate opinion.

Onboarding

In order to facilitate the first days of work at Bydgoszcz University of Science and Technology, a guide to websites and IT systems has been developed for new employees.

Details of the recruitment process are specified in the following internal legal acts:

a) PBS Statute available at:

<https://bip.pbs.edu.pl/artykuly/58/statut-uczelni>

b) Rector's Order No. Z.131.2021.2022 on announcing competitions for academic teacher positions.

