

**MEDICAL UNIVERSITY OF WARSAW
(MUW)**

STAFF RECRUITMENT POLICY

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Introduction

The purpose of MUW's Staff Recruitment Policy is to provide an open, efficient, and transparent recruitment procedure that guarantees support to candidates and, in the case of recruitment of researchers, the recruitment procedure meets international standards and is relevant to the vacant position.

I. MUW Staff Recruitment Policy Principles

1. Definitions:

Paragraph 1

1. Academic teacher –employed at an institution of higher education holding a teaching, research-teaching or research position;
2. Appointed academic teacher – an academic teacher employed at an institution of higher education by appointment;
3. Non-academic teaching staff – employees from any of the following groups, hired on the basis of an offer of employment: administration, engineering and technology, science and technology, library and information science, and services;
4. Recruitment committee – a team of designated staff members to select a candidate for the vacant position;
5. Internal recruitment – supporting staff career development amongst University staff with internal promotion or transfer opportunities;
6. External recruitment - searching new potential employees outside of the current University staff;
7. Advertising – advertising vacancy and recruitment for position;
8. Announcement – announcement of recruitment results;
9. MUW, University – Medical University of Warsaw.

2. Principles of recruitment:

Paragraph 2

Medical University of Warsaw:

- 1) Treats staff, especially career researchers, as professionals from the earliest stages of their career,
- 2) Will not discriminate candidates or staff based on gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political views, or economic status,
- 3) Will seek to ensure gender balance amongst faculty, research scientist supervisors and managers based on merit,
- 4) Will ensure gender equality and equal opportunity through gender balance recruitment committees.

Paragraph 3

1. WUM Staff Recruitment Policy outlines the standards for staff employment including employment at early stages of careers, as well as, returning to the job market, and careers in research.
2. Recruitment procedures should be open, efficient and transparent, and with a guarantee of support to candidates.

3. Recruitment procedures, especially for research staff, should comply with international standards referred to in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
4. Recruitment procedures should be relative to the requirements of the vacant position.
5. Advertisement of a vacant position should have an accurate job description stating both the essential knowledge and qualification criteria. Essential qualification criteria for academic teaching positions are outlined in attachment no. 20 of MUW's Statute.
6. The time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.
7. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews.
8. Members of the recruitment committee should:
 - 1) have the authorization to process personal data as per the decree passed by the Rector of MUW regarding security policy on personal data processing,
 - 2) be trained in personal data processing , recruitment procedures, the Code of Conduct for the Recruitment of Researchers,
 - 3) have diverse experience and qualifications, represent gender equality, if possible, represent both the public and private sectors, different areas of study and countries of origin, and have experience in assessing applications.
9. All members of the recruitment committee must abide by the MUW Staff Recruitment Policy.

3. Recruitment and selection criteria

Paragraph 4

1. Transparency – candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.
2. Assessment - The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.
3. Career breaks or variations in the chronological order of CVs should not be penalized, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.
4. Recognition of mobility experience - any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another,

whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

5. Recognition of qualifications - employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility.

6. Qualifications - the levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

7. Positions for staff with doctorate degrees - time spent in prior postdoctoral appointments at other institutions should be taken into account and that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

II Recruitment of academic teachers

4. Employment of academic teachers for time exceeding part-time (not applicable to appointed teachers)

Paragraph 5

1. An offer of employment for an academic teacher, for an open or fixed term contract, and for time exceeding part-time, can be made following an open competition.

2. The terms and conditions of the competition are set in Attachment no. 12 of MUW Statute subject to Par. 81, par. 2-5 of MUW Statute.

Paragraph 6

Competition committee

1. The competition committee members are defined in Par. 3, par. 2 of Attachment no. 12 of MUW Statute, and must guarantee:
 - 1) gender balance,
 - 2) international diversity,
 - 3) young research scientists during competitions for a research or research-teaching position.
2. Competition committee members cannot be related to a candidate referred to in art. 118 par. 7 regarding art. 135 par. 2 of July 27, 2005 Law on Higher Education.

Paragraph 7

Authorization to conduct competition

1. Authorization is given based on a request submitted in writing by the head of the organizational unit and approved by the Dean of the Faculty, or by the Deputy Rector for Human Resources for general University competitions.

2. The head of the unit is responsible for creating or updating the job description of the vacant position.

**Paragraph 8
Advertising**

1. Human Resources Department prepares the advertisement according to the template no. 2 attached to this document and is approved by either the Dean or appropriate Deputy Rector.
2. Human Resources Department advertises the competition on the Internet:
 - 1) University website managed by the Information and Promotion Office,
 - 2) Polish Ministry of Science and Higher Education website,
 - 3) EURAXESS website dedicated to supporting European researcher mobility.
3. Deadline for application submission and supporting documents should not be shorter than 10 days from the day the competition was advertised.

**Paragraph 9.
Application submission**

1. Applications can be submitted by post or e-mail and sent to the address indicated in competition advertisement.
2. All supporting documentation must be translated into Polish. The competition committee can request certified translations of documents if it questions the quality of translation of submitted documentation.
3. Only applications submitted by the deadline indicated in the competition advertisement will be considered.
4. Submission of applications will be registered by the Committee Secretary.

**Paragraph 10.
Competition committee duties**

1. Committee Chairperson organizes and manages competition committee's work progress.
2. Committee Secretary organizes committee meetings at the request of the Chairperson and provides the required materials for the work of the competition committee, including voting ballots.
3. Participants of the committee meetings:
 - 1) Chairperson and permanent members of the competition committee, including the Secretary,
 - 2) Heads of the organizational units who are recruiting for vacant positions in their units,
 - 3) Anyone invited by the Chairperson for consultation and information purposes.
4. Chairperson can authorize Secretary to open the committee meetings and prepare application submissions for consideration during the committee meeting, including verifying that application submissions are complete however, notwithstanding the state of applications (complete or incomplete), all applications must be reviewed by the committee.
5. There must be a quorum of half of the committee's permanent members, including Chairperson and Secretary.
6. Minutes from each meeting must be recorded.

7. Once committee members have become familiar with the applications, the following members must withdraw themselves from the committee:
 - 1) Whose spouse, relative or next of kin has applied for the position,
 - 2) Who has a potential conflict of interest with applicant(s).
8. Members in a situation described above must present a withdrawal statement to the person chairing the meeting.
9. All committee members and persons involved in the committee's work must respect the confidentiality of applicants' information as per law on personal data processing, and assumes the responsibility not to mention any information made available to them during the recruitment process to any non-committee person within or outside the University.
10. Committee's duties:
 - 1) Review application submission date. Applications submitted after the deadline will be subject to rejection and destroyed six months after the conclusion of the competition,
 - 2) Review submitted applications. Incomplete applications (missing supporting documents) will be subject to rejection and destroyed as mentioned above,
 - 3) Assess applications against the selection criteria set out in the advertisement for the position. Applications that do not meet all essential criteria will be subject to rejection and destroyed as mentioned above,
 - 4) Determine the number of applications that meet all essential criteria and can be further assessed in the recruitment process,
 - 5) Conduct interviews in cases when committee members deem it appropriate or at candidate's request.
 - 6) Select candidate for the position by voting.
11. One person, one vote rule applies to each member of the Committee including heads of the organizational units participating in the recruitment process and permanent committee members.
12. Voting is conducted by ballot. Each ballot is identical and includes the name of the organizational unit, the title of the job position, and the names of qualified candidates listed in alphabetical order.
13. Members cross off names of candidates they do not support and leave only the name of one candidate they recommend.
14. A ballot is invalid when two or more names of candidates are not crossed off. Spoilt ballots are not included in the vote count.
15. A ballot with all names crossed off is valid and counted as no candidate qualifies for the position.
16. Ballots are counted by at least two scrutineers appointed by the Chairperson.
17. The competition is won by the candidate who received the highest number of votes. In the event of a tied vote the head of the organizational unit conducting the competition for the vacant position in their unit makes the final decision.
18. In the event that the ballot lists only the name of one candidate, the candidate wins if receives a simple majority vote.
19. In the event of the competition committee rejecting all candidates or no candidate is selected, the committee announces the competition without conclusion. AND THEN WHAT? POSITION REMAINS VACANT OR ANOTHER COMPETITION? NEW COMPETITION REQUIRES AUTHORIZATION? PROCEDURE?
20. The scrutineers draw up a report on the vote outcome which is approved by the Chairperson. WHAT HAPPENS TO THE BALLOTS? MUST BE DESTROYED? OTHER? WHO DESTROYS? FOR EXAMPLE, SLIPS ARE COLLECTED BY THE SCRUTINEERS AND DESTROYED
21. The report is presented to the appropriate authorities (Dean or Deputy Rector for Human Resources) who authorizes the offer of employment.

Paragraph 11
Announcing competition results

1. Once the competition results have been authorized by the Rector/Dean/Deputy Rector, Secretary will publish competition results on MUW's website and inform candidates individually and provide feedback about their performance in the selection process and reasons for not being selected.
2. Secretary delivers to Human Resources Department offer of employment for selected candidate and report on the selection process.
3. Secretary destroys rejected applications six months after the conclusion of the competition. Applications can be destroyed earlier on written request from the candidate.

5. Employment of academic teachers to work for time not exceeding part-time

Paragraph 12

1. Employment of academic teachers to work for time not exceeding part-time on an open or fixed term contract, does not require an open competition.
2. Heads of research-teaching units make recommendations following authorization from the appropriate Dean or Deputy Rector.
3. In the event of no candidate, Human Resources Department announces recruitment process.
4. Head of research-teaching unit submits in writing to the appropriate Dean or Deputy Rector in line of authority, request to employ new staff with assistance from Human Resources Department which assesses request from the point of the University's employment and financial capacity.
5. Head of Human Resources is responsible for carrying out the recruitment process.

6. Exceptions to the recruitment procedure of academic teachers

Paragraph 13

MUW Statute Par. 81 par. 2-5 allow employment of academic teachers without conducting competition.

Paragraph 14

1. Project employees are hired:
 - 1) in accordance with the project's recruitment guidance, or
 - 2) in the event project does not provide recruitment guidance, academic teachers will be recruited in accordance with the Law on Higher Education and non-academic teachers will be recruited in accordance with University procedures.
2. Project leader will organize and conduct recruitment process with assistance from Human Resources Department.
3. Project employees are subject to MUW employment and salary regulations.

7. Employment of appointed academic teachers

Paragraph 15

1. Appointed academic teachers are offered employment following a competition for the position.
2. Employment of appointed academic teachers is regulated by MUW Statute Attachment no. 11.

8. Employment of managers and directors of MUW organizational units

Paragraph 16

1. Managers and directors of MUW organizational units are offered employment following a competition for the position.
2. Employment of managers and directors of MUW organizational units is regulated by MUW Statute Attachment no. 11.
3. Competition committee Secretary destroys applications that were not selected three years after the conclusion of the competition.

9. Employment of medical doctors as heads of departments, clinics or units

Paragraph 17

1. Medical doctors are offered employment as heads of departments, clinics or units following a competition for the position.
2. In accordance with MUW Statute Par. 39 par. 9, the Rector issues authorization to conduct recruitment process for department, clinic or unit head positions for medical doctors.
3. Recruitment process is conducted in accordance with MUW Statute attachment no. 22.
4. Competition committee Secretary destroys applications that were not selected three years after the conclusion of the competition.

III. Recruitment of non-academic teaching staff

10. Employment of non-academic teaching staff to management positions

Paragraph 18

1. Employment of non-academic teaching staff to management positions listed below requires conducting a competition:
 - 1) Chancellor,
 - 2) Internal Auditor,
 - 3) Directors,
 - 4) Heads of following units: administration, library and information science, technology, services, assistance, and team project managers in the event no other laws regulate the recruitment process,
 - 5) Deputies of positions 1-4 listed above
2. Cases in which conducting a competition is not required:
 - 1) extension of employment contract for the same position for another fixed term contract,
 - 2) employees acting in a position until the position is filled by a competition,
3. Cases in which conducting a competition is not required for positions listed in paragraph 1 points 3-5:
 - 1) fixed term employment in position of employee on authorized leave of absence,
 - 2) promotion of employee to management position,
 - 3) head of one organization unit moving to another equal position.

Paragraph 19

Authorization to conduct competition

1. Rector, Deputy Rector, Dean or Chancellor, in line with authority, authorizes employment of employee in acting positions listed in Par. 18, par. 1 points 1-5.
2. Appropriate authorities to conduct competitions:
 - 1) Rector or Deputy Rector for the positions of Chancellor, Internal Auditor or any other positions subordinate to Rector or Deputy Rector,
 - 2) Deputy Rectors for the positions of heads of organizational units subordinate to the appropriate Deputy Rector,
 - 3) Deans or Deputy Deans for the position of heads of organizational units of appropriate University Faculties,
 - 4) Chancellor for the positions of Deputy Chancellor, Deputy Internal Auditor or heads of organizational units subordinate to Chancellor or Deputy Chancellor,
3. Human Resources Department prepares the competition process and submits for authorization to appropriate authority listed above in par. 2:
 - 1) title of vacant position,
 - 2) qualification criteria,
 - 3) list of required documents,
 - 4) locations of advertising,
 - 5) application submission deadline,
 - 6) suggestions for composition of competition committee.
4. Once authorized, Human Resources Department prepares and submits competition announcement for advertising.

Paragraph 20 Advertising

1. Rector, appropriate Deputy Rector, Dean or Chancellor authorize advertisement prepared by Human Resources Department.
2. Qualification criteria referred to in Par. 19 par. 3 point 2 are in accordance with the law specified in the Regulation of the Ministry of Science and Higher Education of 2 December 2016 on the conditions for the remuneration and eligibility for other work-related benefits of employees of a public higher institution, in MUW's regulation on remuneration of MUW staff and in accordance with the needs of the position.
3. Competition will be advertised on the University website and locations indicated in the request for authorization, in particular:
 - 1) in specified social media network or internet sites, in daily press or targeted magazines,
 - 2) within appropriate institutions, trade organizations or unions (on websites or locations dedicated to job advertisements).
4. Deadline for submitting applications cannot be shorter than ten days from the date the competition was advertised.

Paragraph 21

Constituting competition committee and the committee's duties

1. Constituting competition committee occurs on decree of:
 - 1) Rector, in the case of competitions for positions referred to in Par. 19 par. 2 points 1-3,
 - 2) Chancellor, in the case of competitions for positions referred to in Par. 19 par. 2 point 4.

2. Members of the competition committee cannot be in conflict of interest with applicants as per art. 118 par. 7 regarding art. 135 par. 2 of July 27, 2005 of the Law on Higher Education.

3. Composition of competition committee for:

1) Chancellor position:

Chair – Rector,

Members – Deputy Rectors,

- representatives of MUW workers unions ,

- individuals designated by Rector,

Secretary – Human Resources Department staff member

2) Internal Auditor position:

Chair – Rector or Deputy Rector designated by Rector,

Members – Deputy Rectors,

- Chancellor,

- representatives of MUW workers unions ,

- individuals designated by Rector,

Secretary – Human Resources Department staff member

3) Deputy Chancellor position:

Chair – Chancellor,

Members – Deputy Rectors designated by Rector,

- representatives of MUW workers unions ,

- individuals designated by Chancellor,

Secretary – Human Resources Department staff member

4) all other management positions:

Chair - appropriate Deputy Rector designated by Rector, appropriate Dean, or Chancellor in line with authority referred to in MUW organizational regulations,

Members – immediate supervisor (if not already Chair) and

- individuals designated by Chair,

- representatives of MUW workers unions,

Secretary – Human Resources Department staff member.

Paragraph 22

Competition procedure

1. Applications can be submitted by e-mail to praca@wum.edu.pl or to the University's post collection office, as indicated in the authorized competition advertisement.

2. To be considered for the position, candidates must submit application by the deadline indicated in the competition advertisement.

3. Date of receipt of application is the date stamped by University's post collection office until 3:00pm on the day of the deadline. Date of receipt of application submitted by email is the date indicated in praca@wum.edu.pl inbox.

4. Applicants who are in conflict of interest with the immediate supervisor of the position subject to competition referred to in Art. 118 par. 7 regarding Art. 135 par. 2 of July 27, 2005 of the Law on Higher Education, will be rejected.

5. Competition committee reviews applications.

6. Competition committee duties:

1) assess applications against the qualification criteria,

- 2) shortlist candidates for interview,
- 3) interview candidates,
- 4) decide if any additional skills or knowledge tests required.
7. Secretary provides total number of applications at Committee meeting.
8. Committee selects candidate by a secret ballot simple majority vote with at least half of the Committee's members present.
9. One person, one vote rule applies to each member of the Committee.
10. In the event of a tie, Chair makes the final decision.
11. Competition committee's work ends with the signing of an official report by Chair and Secretary, that states the committee's conclusion:
 - 1) recommendation of selected candidate,
 - or
 - 2) no candidate qualifies for the position.
12. Competition results are announced on the University's website.
13. Submitted applications are not returned to candidates.
14. Applications submitted for positions referred to in Par. 18 par. 1 points 1-3 and deputies are filed in Human Resources Department for no more than three years from the date of the competition's conclusion, and for no more than six months for the other positions, after which applications are destroyed.
15. Official report on completed competition process signed by Chair and Secretary, is submitted to the representative of the employer.
16. In accordance with competition procedure and following Senate approval, Rector appoints Chancellor.
17. Internal Auditor is appointed and dismissed by Rector upon Chancellor's request in accordance with competition procedure.
18. Chancellor appoints deputy Chancellor upon Rector's approval.

11. Employment of non-academic teaching staff to non-management positions

Paragraph 23

1. No competition is required for employment of non-academic teaching staff for non-management positions.
2. Hiring can be conducted through an internal or external recruitment procedure.
3. Employer's representative decides which recruitment procedure to follow.
4. Head of the organizational unit wanting to recruit new staff must seek the authorization of Rector, appropriate Deputy Rector, Dean, or Chancellor in line with authority.
5. Head of Human Resources Department is responsible for conducting recruitment.
6. Rector, appropriate Deputy Rector, Dean, or Chancellor make the final decision based on head of organizational unit's recommendation.