

Annexe No. 1 to the Rector's Regulation No. 112 of 18.09.2019.

**MEDICAL UNIVERSITY OF WARSAW**

**RECRUITMENT POLICY**  
**Of the employees of The Medical University of**  
**Warsaw (WUM)**

introduced by the Regulation No. 112 /2019 of the Rector of the Medical  
University of Warsaw (WUM) of 18 September 2019

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## INTRODUCTORY PROVISIONS

1. The aim of the WUM's Employee Recruitment Policy is to create open, effective and transparent recruitment procedures which will provide support to candidates and, in the case of recruitment for academic positions, are internationally comparable and adapted to the type of position offered.
2. The Medical University of Warsaw:
  - 1) recognises employees, and in particular those who have opted for a scientific career, as professionals and ensures that they are treated in this way from the start of their career,
  - 2) does not discriminate against candidates for employment or employees, based on any grounds such as sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinions and social or material status,
  - 3) aims to ensure the gender balance of staff, including tutors and managers, without lowering quality and qualification criteria,
  - 4) in order to provide equal treatment, seeks to maintain a gender balance in selection boards.

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## DEFINITIONS

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### § 1.

1. WUM, University - The Medical University of Warsaw;
2. Employer - WUM represented by the Rector or the Vice-Rector for Personal and Organizational Affairs acting based on and within the scope of a written power of attorney granted by the Chancellor;
3. Employee - a person employed at the University based on an employment contract, a letter of designation or appointment;
4. Academic teacher - a person employed in teaching, research and teaching or research position;
5. Non-academic employee - a person employed in a group of administrative, engineering, scientific-technical, library and scientific information or service staff;
6. Selection Board (Board) - the group of people appointed to select a candidate for the vacant post;
7. Recruitment - a procedure to recruit an employee;
8. Recruitment announcement - an advertisement announcing recruitment for the vacant position;
9. Notice of Competition - recruitment announcement within the framework of the competition;
10. The closing date of the competition or the closing date of recruitment - the date on which the Rector decides to recruit a candidate, to cancel the competition or to close the competition procedure with unfinished recruitment;
11. Recruitment Policy - the Recruitment Policy of the Medical University of Warsaw;
12. Statute - the Statute of the Medical University of Warsaw;
13. Act - Act of 20 July 2018 *Law on Higher Education and Science* (Journal of Laws 2018, item 1668, as amended).

## PRINCIPLES OF RECRUITMENT POLICY

### § 2.

1. 1. The WUM's employees recruitment procedure, especially in the case of the recruitment of researchers,

follows international standards set by The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers.

2. The recruitment policy sets out standards for hiring employees, taking into account people at the initial stage of their careers and people returning to work and to research careers.
3. Recruitment should be open, transparent and efficient, with the support of given to applicants and tailored to the type of the post offered.
4. Candidates should be informed in advance about the recruitment process and selection criteria, the number of available positions and career prospects.
5. The recruitment announcement should contain an accurate description of the knowledge and qualifications required and should not include unnecessary or excessive qualification requirements.
6. The basic qualification requirements for persons employed in the positions of academic staff are defined in Section VIII of the Statutes of the WUM, whereas for non-academic staff - in Annex No. 1 to the Recruitment Policy.
7. The scope of time between the publication of the notice and the submission of offers should allow candidates to submit an offer.
8. Whenever possible, a wide range of assessment measures of candidates' compliance with the criteria should be used, such as face-to-face interviews.
9. The whole range of experience of the candidates should be taken into account when assessing applications. In addition to the assessment of their overall potential as researchers, their creativity and level of independence should also be taken into account. The evaluation of professional experience should be carried out in both qualitative and quantitative terms, focusing not only on the number of publications but also on the results achieved during a diversified career. As a result, the importance of bibliometric indicators should be appropriately balanced with a broader range of evaluation criteria, e.g. teaching, research care, teamwork, knowledge transfer, research management, innovation and public awareness activities. For candidates with experience in the industry, particular attention should be paid to their contribution to patents, reports or inventions.
10. Career breaks or variations in the chronological order of the curriculum vitae should not be criticised, but seen as a career evolution and consequently as a potentially valuable contribution to the professional development of researchers following a multidimensional career path. Therefore, candidates should be allowed to submit evidence-based CVs, which reflect a representative range of achievements and qualifications relevant to the job application.
11. Any mobility experience, e.g. staying outside Poland, in another region or another scientific environment, working in the public or private sector, the change of the area of interest or sector during a scientific career, or virtual mobility experience should be seen as a valuable contribution to the professional development of a researcher.
12. The required level of qualification should correspond to the needs of the job and should not create an unjustified barrier to entry. The assessment of qualifications should focus on the candidate's performance and not on the opinion he or she has gained in the institution where he or she obtained those qualifications. Since professional qualifications can be achieved at an early stage of a long research career, lifelong professional development should be taken into account.
13. The process of recruiting PhD staff should take into account the period of previous research work in other institutions and assess the potential for scientific career development in the context of the long-term development perspective.
14. After the completion of the recruitment process, candidates should be informed about the strengths and weaknesses of their application.
15. The Members of the Board should:
  - 1) have WUM's authorisation to process personal data, following the WUM's Rector's order on the

- protection of personal data processed at WUM,
- 2) be trained in personal data protection, recruitment policy and the requirements set in the Code of Conduct for the Recruitment of Researchers,
  - 3) have diverse experience and qualifications, have an appropriate gender balance, come from other countries where possible and have relevant experience to evaluate candidates.
16. The Members of the Board and all persons participating in the recruitment procedures are required to comply with the principles set out in the Recruitment Policy and, in connection with access to personal data, to comply with the rules on the protection of personal data, confidentiality and non-disclosure of information acquired in connection with the operations of the Board.
17. The administrative support to the recruitment is provided by the Head of the Recruitment, Training and Assessment Section.

### **RULES GOVERNING THE DELEGATION OF MANAGERIAL FUNCTIONS AND POSITIONS**

#### **§3.**

The types of managerial positions at the University and the rules of entrusting managerial functions and positions in the form of appointment or employment of persons are specified in the Statute, including the following rules:

- 1) the appointment of Vice-Rectors is defined in § 12 sections 9-10 of the Statute,
- 2) the appointment of the Chairpersons of the Scientific Discipline Boards and their deputies is set out in § 63, sections 1-2 of the Statute,
- 3) the appointment of Deans and Prodeans is defined in § 93 and § 97 of the Statute,
- 4) the employment or appointment of the Director of the Doctoral School is defined in § 107 of the Statute, taking into account the detailed rules set out in § 4-9 of the Recruitment Policy
- 5) The recruitment or appointment of the Director of the Centre for Postgraduate Education, also within the framework of the competition procedure referred to in § 4-9 of the Recruitment Policy, is specified in § 110 of the Statute,
- 6) hiring managers of scientific, scientific and educational units is defined in § 80 sections 1-3 and § 135-145 of the Statute, taking into account the detailed rules set out in § 4-9 of the Recruitment Policy,
- 7) the employment of the Director of the University Library is defined in § 127 of the Statute, taking into account the principles set out in the Recruitment Policy,
- 8) the employment of the Chancellor and Deputy Chancellors is defined in § 115 and § 119 of the Statute, taking into account the rules set out in the Recruitment Policy,
- 9) the employment of the Quaestor and the Deputy Quaestors is defined in § 117 and § 119 of the Statutes, taking into account the rules set out in the Recruitment Policy,
- 10) the recruitment policy determines the employment of directors and managers of other organisational units, including administrative units, is determined by the Recruitment Policy.

### **THE COMPETITION FOR MANAGERIAL POSITIONS OF ACADEMIC TEACHERS**

#### **§4.**

1. The Competition is announced and conducted by the Rector or the Vice-Rector for Personal and

Organizational Affairs - the Chairman of the Selection Board acting based on a written power of attorney of the Rector

2. The Rector may grant a written power of attorney to perform the tasks of the Vice-Rector for Personnel and Organisational Affairs, the Chairman of the Selection Board, to another member of the Board.
3. The Human Resources Department shall draw up, by the end of January, a list of the managerial positions for which a contract ends in a given calendar year.
4. Eligibility requirements for the position of a head of a scientific, research or teaching unit shall be determined by the appropriate Dean or Vice-Rector, following the organisational subordination of that unit, in agreement with the appropriate Chairman of the Scientific Discipline Council, by the end of February.

#### §5.

The competition procedure shall include:

- 1) the appointment of the Selection Board,
- 2) drafting and publication of the notice of competition,
- 3) 3)processing and evaluation of the applications,
- 4) 4)providing the Rector with a recommendation on the selection of a candidate or a request for annulment of the competition.

#### SELECTION BOARD

#### §6.

1. The Selection Board is appointed by the Rector, with:
  - 1) the permanent members of the Board referred to in § 138 sections 1-2 of the Articles of Association appointed by order,
  - 2) 2)the non-permanent members of the Board referred to in § 138 Section 3 points a-b of the Articles of Association selected by approving the request of the Dean and the Chairman of the Scientific Discipline Board indicating the members,
1. A person who is to be the direct superior of the hired employee and the head of the relevant healthcare institution or his representative shall be a member of the Board according to §138(3c) of the Statute.
2. The members of the Selection Board may not be persons who:
  - 1) apply for the position announced in the competition,
  - 2) share a common household with a candidate for the competition or have a relationship of affinity, affinity to the second degree or are in a relation of adoption, custody or guardianship,
  - 3) have a legal or factual relationship with the candidate such that their impartiality may be reasonably doubted,
  - 4) shall resign from their previous positions, in the case of managers and directors of organisational units of the University.
4. If the circumstances referred to in paragraph 3 are disclosed after the Board has been appointed, the Chairman of the Board shall request the Rector to amend the list of members.

## NOTICE OF COMPETITION

### §7.

1. The announcement, prepared by the Section for Recruitment, Training and Assessment of Employees, under the rules specified in § 140 of the Statute and the sample constituting Annex No. 2 to the Recruitment Policy, is approved by the Rector or the Chairman of the Selection Board – Vice-Rector for Personnel and Organisational Affairs.
2. The Secretary of the Board - a member of the Staff Recruitment, Training and Assessment Section - publishes the notice on these websites (at least):
  - 1) BIP (Public Information Bulletin) of the University - through the Information and Promotion Office,
  - 2) The Ministry of Science and Higher Education and the Ministry of Health,
  - 3) The European portal for mobile researchers (Euraxess), also in English.
3. The time limit for the submission of offers by candidates may not be less than 30 days from the publication of an announcement.

## SUBMISSION OF OFFERS

### §8.

1. Offers may be submitted either on paper or in electronic form, to the address and by the deadline specified in the notice.
2. All documents required in the notice of competition must be translated into Polish. The Selection Board may, in the event of reasonable doubt as to the quality of the translation, require the submission of documents translated by a sworn translator.
3. Only offers received by the deadline specified in the notice are admitted to the competition, where offers received by 3 p.m. on the date indicated in the notice are considered to have been submitted on time.
4. The Secretary of the Board shall register the competition offers.

## THE WORKING PROCEDURE OF THE SELECTION BOARD

### §9.

1. The work of the Board shall be organised and chaired by the Chairman of the Board.
2. The Secretary shall, on behalf of the Chairman, organise meetings of the Board and provide materials for the work of the Board.
3. Invitations to a Selection Board meeting shall be sent electronically at least 7 days before the date of the meeting.
4. A meeting of the Board may be held if at least half of the members of the Board referred to in § 6, including the Chairman of the Board, attend.
5. At the meeting of the Board, the Secretary shall present all the offers submitted, together with information on the completeness of the required documents.
6. Each member of the Board, after being acquainted with the submitted offers is obliged to withdraw from the work of the Board in the situations specified in § 6 paragraph 3 of the Recruitment Policy.
7. The Secretary shall be responsible for the receipt of statements from members during the meeting of the Board stating that no circumstances referred to in § 6 Section 3 of the Recruitment Policy exist. A

sample statement is set out in Annex No. 3 to the Recruitment Policy.

8. The tasks of the Board shall include:
  - 1) checking the deadline for receipt of offers. Offers submitted after the deadline shall be rejected;
  - 2) checking submitted offers. Offers which do not contain a set of required documents shall be rejected;
  - 3) checking that individual candidates meet the competition requirements. Offers from candidates who do not meet the competition requirements are rejected;
  - 4) determining the number of offers meeting the competition requirements and allowed to participate in the further part of the competition procedure;
  - 5) conducting interviews with candidates whose applications have not been rejected;
  - 6) selecting candidates for the posts included in the competition, by secret ballot.
9. Offers rejected (including those submitted electronically) are destroyed 12 months after the closing date of the competition. The Secretary of the Board is responsible for the destruction of rejected offers.
10. Candidates are invited for interviews at least 5 days in advance. Interviews may be conducted using electronic means of communication.
11. Each member of the Board shall have one vote, except for the Secretary of the Board.
12. Voting shall be carried out on identical ballot papers, containing at least: identification of the post to be filled and the names of the candidates who meet the competition requirements and whose offers were not rejected, in alphabetical order.
13. The vote shall be taken by leaving the name of the elected candidate and deleting the names of remaining candidates.
14. A vote shall be invalid if the name of more than one candidate is left unchecked. Invalid votes are not taken into account.
15. The results of the Board's votes shall be calculated by a Returning Committee of at least two members appointed by the Chairman of the Board.
16. The card on which all the names have been crossed out is valid and is treated as a rejection of all applications.
17. Electronic voting is allowed.
18. If the Selection Board rejects all applications in the competition, it shall close the procedure.
19. The candidate with the highest number of votes wins the competition. If two or more candidates have obtained an equal number of votes, the vote shall be repeated.
20. If only one candidate is participating in the vote, that candidate shall receive a favourable opinion from the Board if he gets a simple majority of votes.
21. If a candidate is not selected, the Board considers that the competition has not resulted in the selection of the candidate.
22. The Returning Committee shall draw up a report on the results of the vote.
23. The Secretary of the Board shall draw up the minutes of the competition procedure and the ranking list of candidates, approved by the Chairman of the Board.
24. The Chairman of the Board shall present to the Rector the ranking list of candidates (according to the number of votes received), the minutes of the proceedings and the Board's recommendation on the selection of a candidate or a motion for annulment of the competition.
25. The Rector shall decide to appoint or employ the candidate of his choice or, in justified cases, to cancel the competition.

26. Concerning the position of the head of the unit – the doctor managing the unit, the Rector gives a recommendation to the head of the relevant healthcare institution to employ a candidate for the position of a doctor managing the unit.

#### REPORTING ON THE OUTCOME OF THE COMPETITION

##### §10.

1. After the Rector's decision to hire a candidate, the Secretary shall publish information about the outcome of the competition on the BIP WUM website, the website of the Ministry of Science and Higher Education and the Ministry of Health, and shall provide individual information about the outcome of the competition to each of the candidates, giving the reasons for not selecting his or her offer.
2. The Secretary will forward the selected candidate's application to the Human Resources Department.
3. Documents submitted or sent by candidates participating in the competition will not be returned to candidates unless they are requested.
4. Competition documentation, including minutes of Board meetings and statements of Board members, are kept for 3 years in the Recruitment, Training and Evaluation Section of employees and then archived.
5. Offers not selected in a competition shall be destroyed by the Secretary of the Board after 12 months from the closing date of the competition unless a candidate requests in writing that his documents are to be destroyed at the earlier date.

#### RECRUITMENT OF ACADEMIC STAFF

### EMPLOYMENT OF ACADEMIC STAFF WITHIN THE FRAMEWORK OF THE COMPETITION

#### GENERAL PROVISIONS AND APPLICATIONS FLOW

##### §11.

1. The first employment relationship with an academic teacher at WUM is established after an open competition, except for the situations listed in § 18.
2. The Competition is announced and conducted by the Rector or acting based on a written power of attorney of the Rector – Vice-Rector for Personal and Organizational Affairs, at the request of the Head of the organisational unit, subject to § 4 section 2.
3. The application must be accompanied by a list of eligibility requirements for the post in the competition.
4. Applications must be submitted to the Deputy Rector for Personnel and Organisational Affairs within the following deadlines:
  - 1, until the end of June - to employ the person from 1 October,
  - 2) until the end of November - to employ the person from 1 March.
5. The flow of applications:
  - 1) Human Resources Department - to compile information about the vacancy, available resources, unit's salary, human resources data,
  - 2) The Chairman of the competent Scientific Discipline Board - to give an opinion and verify the qualification requirements - for research and teaching and research positions,

- 3) the competent Dean or Vice-Rector in accordance with the organisational subordination of the unit - all positions - to give an opinion and verify the qualification requirements,
- 4) Recruitment, Training and Assessment Section - to prepare and publish a recruitment announcement,
- 5) The Chairman of the Competition Committee - Vice-Rector for Personnel and Organisational Affairs - to conduct the competition and prepare recommendations concerning the employment of the selected candidate or to annul the competition,
- 6) The Rector - to decide on hiring a candidate,
- 7) Human Resources Department - to implement a recruitment decision.

#### §12.

The competition procedure shall include:

- 1) the appointment of the Selection Board,
- 2) drafting and publication of the Notice of Competition,
- 3) processing and evaluation of the applications,
- 4) providing the Rector with a recommendation on the selection of a candidate or a request for annulment of the competition.

#### SELECTION BOARD

#### §13.

1. The Selection Board is appointed by the Rector with:
  - 1) the permanent members of the Board referred to in § 176 Section 2 point 1 of the Articles of Association by order,
  - 2) the non-permanent members of the Board referred to in § 176 Section 2 Item 2 of the Statutes approved through accepting the request of the Dean and the Chairman of the Scientific Discipline Board who indicated the members.
2. A person who is to be the direct superior of an employed person shall be a member of the Board pursuant to § 176(2)(c) of the Statute.
3. The members of the Selection Board cannot be persons who have a relationship with a person applying for employment referred to in art. 118 of the Act, i.e. running a joint household or having a relationship of kinship, affinity to the second degree or adoption, custody or guardianship.

#### NOTICE OF COMPETITION

#### § 14.

The rules of publication of advertisements are specified in § 7.

#### SUBMISSION OF OFFERS

#### § 15

The rules of submitting offers are specified in § 8.

## WORKING PROCEDURES FOR SELECTION BOARDS

### **§16.**

1. The mode of work of the Selection Board is specified in § 9, subject to paragraph 2.
2. The candidate with the highest number of votes wins the competition. Where two or more candidates have obtained an equal number of votes, the opinion of the head of the unit where the post is located shall prevail.
3. The Chairman of the Board shall submit to the Rector a recommendation of the Board on the selection of a candidate or a request for annulment of the competition.

## REPORTING ON THE OUTCOME OF THE COMPETITION

### **§17.**

The rules of informing about the result of the competition are specified in § 10.

## **HIRING ACADEMIC STAFF WITHOUT A COMPETITION**

### EXEMPTION FROM THE OBLIGATION TO HOLD A COMPETITION

#### **§18.**

The competition is not conducted if an academic teacher:

- 1) is employed for a fixed period not exceeding 3 months
- 2) is employed for no more than half-time,
- 3) is employed under a replacement contract,
- 4) is sent to work in a higher education institution on the basis of an agreement concluded with a foreign academic institution,
- 5) is a beneficiary of an undertaking, programme or competition announced by NAWA, NCBiR, NCN or international competition for a research project,
- 6) is employed for the duration of the research or teaching project funded from the budget of the European Union or by another grant-awarding body,
- 7) is employed based on another contract of employment, if the first contract of employment was established as a result of the competition,
- 8) is employed for an indefinite period of time based on another employment contract, provided that the academic staff member obtains a positive assessment referred to in § 180 of the Statute in a situation where the first employment relationship was established without competition.

## PROCEDURES AND APPLICATIONS FLOW

### **§19.**

1. Candidates for employment are proposed by the heads of research and teaching units, in the form of a written application submitted to the Vice-Rector for Personnel and Organizational Affairs.
2. The application should include:
  - 1) the candidate's curriculum vitae and documents confirming his/her education and research and teaching achievements,

- 2) the list of eligibility requirements for the post to be filled in the competition - in the absence of a candidate for recruitment.
3. The circulation of applications:
  - 1) Human Resources - to compile information on the vacancy, available resources, unit's salary, candidate's human resources data,
  - 2) the Chairman of the competent Scientific Discipline Board, to give an opinion on the need for, candidate or requirements for the post, for research and teaching and research posts,
  - 3) the competent Dean or Vice-Rector in accordance with the organisational subordination of the unit - all posts - to give an opinion on the need for employment, candidate or requirements for the post,
  - 4) Vice-Rector for Personnel and Organization Affairs - to decide on hiring a candidate,
  - 5) Human Resources Department - to implement the employment decision, including informing the candidate about the rules of personal data processing at the University.
4. In the absence of a candidate for employment, the Vice-Rector for Personnel and Organisational Affairs directs an application to the Recruitment, Training and Evaluation of Employees Section to prepare and publish a recruitment announcement.
5. The provisions of this Recruitment Policy, specified in § 7 and § 8, sections 1, 2 and 4, shall apply accordingly to the recruitment of teachers outside the competition.
6. All submitted offers are forwarded to the Head of the organisational unit which selects a candidate for employment meeting the conditions specified in the announcement and the opinions of the Chairperson of the Scientific Discipline Board and the Dean/Rector, and then submits the file of a selected candidate to the Vice-Rector for Personnel and Organisational Affairs to decide on employment.
7. The advertisement and offers of candidates not selected in the recruitment shall be destroyed by the Head of the Recruitment, Training and Evaluation Section 12 months after the end of the recruitment process unless the candidate requests in writing to destroy their documents earlier.

## RECRUITMENT OF NON-TEACHERS

### **RECRUITMENT OF NON-ACADEMIC STAFF TO MANAGEMENT POSITIONS IN THE COMPETITION PROCEDURE**

#### GENERAL PRINCIPLES

#### §20.

1. The employment of non-academic staff for the following positions require a competition:
  - 1) The Chancellor and Deputy Chancellors,
  - 2) The Quaestor and Deputy Quaestors,
  - 3) Directors of Divisions, Centers and Units, including the Library Director, the Director of the Museum of the History of Medicine and others.
2. Unless the Rector decides otherwise, it is not required to carry out a competition:

- 1) in case of the continuation of employment in the same post, under another interim contract,
  - 2) in case of employing the person performing the duties until the person selected by the competition.
  - 3) in case of fixed-term employment to replace a worker during his excused absence,
  - 4) in case of promotion of a member of staff to a management position, as referred to in paragraph 1.
3. The minimum qualification requirements for posts of non-academic staff shall be laid down in Annex No. 1 to the Recruitment Policy.

## INITIATION OF THE COMPETITION PROCEDURE

### §21.

1. The competition shall be conducted accordingly:
  - 1) the Rector or the Vice-Rector for Personnel and Organisational Affairs appointed by the Rector - in case of employing a person in the position of the Chancellor and his deputies, the Quaestor and his deputies,
  - 2) the Rector or the competent Vice-Rector authorised by the Rector - in case of employing the Director of subordinate units.
2. The Recruitment, Training and Assessment Section prepares the competition procedure, by submitting for approval to the competent person mentioned in paragraph 1 an application containing the proposal of:
  - 1) the requirements imposed on candidates, following the legal provisions applicable to the post in question and Annex No. 1 to the Recruitment Policy, after agreeing that with the applicant's immediate superior for the post in question,
  - 2) the required documents,
  - 3) the place of publication of the notice,
  - 4) the method and time limit for submitting an offer.
3. Based on the approved application, the Recruitment, Training and Evaluation Section of the Employees prepares and sends for publication a Notice of Competition.

## NOTICE OF COMPETITION

### §22

1. The announcement shall be placed on the University's website and in the place specified in the approved application, in particular:
  - 1) in the indicated social or internet portal, daily or specialist press,
  - 2) in the competent institution, professional or local authority organisation (on a website or in a place designated for such advertisements).
2. The time limit for candidates to submit their documents cannot be less than 10 days from the date of publication of the Notice of Competition.
3. Offers received by 3 p.m. on the day indicated in the notice, also in electronic form, shall be deemed to have been submitted on time.

## SELECTION BOARD

### §23.

1. The selection board is appointed by order of the Rector, at the request of a person mentioned in § 21 section 1.
2. The members of the Selection Board cannot be persons meeting the conditions referred to in § 6 section 3.

## COMPETITION PROCEDURE

### §24.

1. Competition documents are submitted in the manner provided for in the notice in the electronic form to the following address: [praca@wum.edu.pl](mailto:praca@wum.edu.pl) or paper form at the University Office by the deadline specified in the notice of competition.
2. Offers submitted after the deadline shall be rejected.
3. Offers of candidates who remain concerning their superior for the position for which the competition is conducted in the relation referred to in § 6 paragraph 3 are rejected.
4. The Board's tasks include:
  - 1) checking the offers in terms of meeting the competition requirements,
  - 2) the selection of candidates for the face-to-face interviews,
  - 3) interviewing the candidates,
  - 4) deciding to carry out additional tests to test candidates' skills or knowledge.
5. The Secretary of the Board shall prepare a summary of all the offers submitted for the meeting of the Board.
6. Candidates are invited for interviews at least 5 days in advance. Interviews may be conducted using electronic means of communication.
7. The Board shall take decisions on the election of the candidate by secret ballot by a simple majority of votes in the presence of at least half the members of the Board.
8. Each member of the selection board shall have one vote.
9. In the event of a tie, the opinion of the Chairman of the Board shall prevail.
10. Voting may be conducted in electronic form.
11. The proceedings of the Board shall end with the signing of a protocol which describes the competition procedure, signed by the Secretary of the Board and the Chairman of the Board, containing information on:
  - 1) positive recommendation to the selected candidate,  
or
  - 2) no recommendation for any of the candidates.
12. The protocol describing the competition procedure, signed by the Secretary and the Chairman of the Board, is forwarded to the Rector.
13. Information about the result of the competition is published on the University's website.
14. Documents submitted or sent by candidates participating in the competition will not be returned to candidates unless they are requested.
15. Candidates' offers shall be kept in the Human Resources Department for a maximum of 12 months from the closing date of the competition and shall be destroyed.

## **EMPLOYMENT OF NON-ACADEMIC STAFF WITHOUT A COMPETITION**

### **§25.**

1. The employment of non-academic staff in managerial positions not listed in § 20, section 1 and in positions not related to team management shall not require a competitive procedure.
2. The direct superior of the post to be filled shall submit a request to the VicE-Rector for Personnel and Organisational Affairs, through the competent Vice-Rector, the competent Dean, the Chancellor, the Quaestor or the Director of the Division/Centre, according to his official subordination, to start recruitment.
3. If the post is not provided for in the establishment plan, the application requires the prior consent of the Deputy Rector for Personnel and Organisational Affairs to add the post.
4. The Recruitment, Training and Evaluation Section shall draw up a draft recruitment advertisement in agreement with the immediate superior of the post and the person mentioned in paragraph 2.
5. The Head of the Recruitment, Training and Assessment Section proposes optimal places for the publication of an advertisement to achieve the highest efficiency of recruitment at an acceptable cost.
6. Offers may be submitted both electronically and on paper, in the manner and within the time limits specified in the vacancy notice.
7. The Recruitment, Training and Evaluation Section shall pre-select offers taking into account the requirements set out in the recruitment announcement.
8. The pre-selection of offers involves examining the formal requirements based on documents and then conducting telephone interviews with the selected candidates to determine, in particular: the profile of the candidates, their competencies and expectations, their job prospects.
9. The results of the pre-selection in the form of a report shall be communicated to the immediate superior of the post to be recruited and to the person mentioned in paragraph 2.
10. The Head of the Staff Recruitment, Training and Evaluation Section shall agree with the immediate superior for the post to be recruited on a further course of action, which may include in particular:
  - 1) conducting direct interviews,
  - 2) conducting competency tests,
  - 3) collecting and verifying the candidates' documents confirming their education, experience or employment history.
11. The Recruitment, Training and Assessment Section supports the recruitment process by checking documents, organising meetings with candidates and participating in interviews, from which reports are prepared.
12. The results of the recruitment process, including the opinion on the selection of the successful candidate presented by the Board:
  - 1) a direct superior,
  - 2) an employee of the Recruitment, Training and Assessment Section conducting the recruitment,
  - 3) The Head of Human Resources - in terms of financial possibilities and
  - 4) persons mentioned in paragraph 2,shall be referred to the Deputy Vice-Rector for Personnel and Organisational Affairs for a decision to recruit the successful candidate.
13. The documents submitted or sent by candidates participating in the recruitment process are not returned to the candidates, unless the candidate requests their return
14. Candidates' offers, including those submitted in electronic form, shall be kept in the Recruitment, Training and Evaluation Section for a period not exceeding 12 months from the date of completion of recruitment, and shall be destroyed.

## HIRING EMPLOYEES TO WORK IN PROJECTS

### §25.

1. The employee is hired for the project:
  - 1) as a result of a recruitment procedure, the rules of which are set out in the project conditions, or
  - 2) if the project does not contain requirements concerning the method of staff recruitment, academic staff shall be recruited under the rules laid down in § 18-19. In contrast, non-academic staff shall be contracted under the rules laid down in § 25.
2. Recruitment is organised and carried out by the Project Manager and is handled by the Recruitment, Training and Assessment Section.