



Łódź, 01 February 2018

The Code “Good practices in organization of competitions for the positions of academic teachers at Lodz University of Technology”

Preamble

“Good practices in organization of competitions for the positions of academic teachers at Lodz University of Technology” constitute the implementation of the *HR Strategy for Researchers*, which was developed at Lodz University of Technology as part of the application for the HR Excellence in Research logo.

The Code was developed on the basis of the *Higher Education Act* and the *Statute of Lodz University of Technology*. General provisions regarding the observance of the principle of transparency and relating to employment of academic teachers are also part of the Code *“Good Practices in Higher Education”* developed by the Polish Rectors Foundation and adopted by the Plenary Assembly of the Conference of Rectors of the Polish Academic Schools on 26 April 2007, and approved as a standard procedure by Lodz University of Technology by virtue of the resolution of the Senate of Lodz University of Technology (Resolution No. 6/2008 of 27 February 2008 on adoption of the Code *“Good Practices in Higher Education”*).

Good practices presented in this document were also derived from the provisions of *the European Charter for Researchers* and *the Code of Conduct in Recruitment of Researchers*. The Charter specifies the rights and obligations applicable for researchers and employing institutions, while the Code – principles relating to recruitment of researchers which are to be followed by employers. This document is also based on recommendations contained in the report of the Citizens’ Network Watchdog Poland *“Open and fair competitions for positions of academic teachers – a rule or an exception?”*.





The text of this Code is available on the WIKAMP platform in the “Code of good practices-teacher recruitment”.

1. Organization of the competition

- 1.1. It is required by the law to use the open competition procedure when establishing an employment relationship with an academic teacher for a definite or indefinite period, exceeding half of the full-time work (Article 118a, par.1 of the Higher Education Act). In principle, establishing an employment relationship is understood as the first employment of an academic teacher. The competition procedure does not apply to promotions and transfers to equivalent positions.
- 1.2. The competition for the position of an academic teacher employed at the faculty is organized by the dean of the faculty at the request of the head of the institute or the department, while the competition for the position of an academic teacher employed outside the structure of the faculty is organized by the rector at the request of the head of the extra-faculty or another university unit. The competition is announced by the head of the unit requesting employment, after prior approval by the rector.
- 1.3. The Personnel Department of Lodz University of Technology provides administrative support in matters related to the competition.

2. Competition commission

- 2.1. The competition commission should consist of persons with varied experience and qualifications.
- 2.2. When establishing a competition commission, the university seeks to maintain the gender balance, where possible, in accordance with the policy of gender equality. When determining the composition of the commission, varied professional experience of its members should be taken into account. The competition commission should consist of no less than four members:
 - a. the chairperson – the head of the unit requesting employment or the deputy,



- b. no less than two persons representing the same or related scientific discipline appointed by the head of the requesting unit,
- c. a person who is to be the immediate superior of the employed person.

2.3. It is recommended that an external expert should be invited to the competition commission who will render advisory service to the commission. The expert should be part of the socio-economic environment of the university, for example from the sphere of business or industry, or should represent a foreign partner university. The expert should have knowledge and experience compatible with competencies required from a future employee. If the expert is unable to appear at the meeting of the commission, modern communication methods can be used, for example a conference call or a conversation via an instant messenger.

2.4. The composition of the commission should enable the best verification of the candidate's suitability for a given position and an impartial evaluation of the candidate's qualifications. The members of the competition commission should remain entirely neutral and prior to the commencement of deliberation of the competition commission, they should be obliged to submit statements confirming the absence of any relation with the candidates, whether a family one or a supervisory one. In the event of such a relation, the person should resign from participation in the work of the commission and a new member shall be appointed in this place.

2.5. The members of the commission should have the freedom to present their own opinions in a given case, therefore the relationship of professional dependency of the commission members should be avoided (in accordance with the Statute of Lodz University of Technology, the only admissible relation is as follows: the head of the unit requesting employment– an immediate superior of a newly hired employee). Therefore, it is not advisable for the dean of the faculty to be a member of the commission while all other members being the dean's direct subordinates.

2.6. The participation of the master's thesis or doctor's dissertation supervisors in the commission is not advisable due to the potential lack of objectivity on the part of the supervisors in relation to their protégés and other persons partaking in the competition. In accordance with good practices, the candidate should know the composition of the competition commission upon the announcement of the competition, so that the transparency of the recruitment process shall be preserved. In the course of the application period candidates should be able to submit remarks on the composition of the commission, in case they have additional knowledge that may call into question the impartiality of a given member.

3. Competition announcement

- 3.1. The information about the competition in two language versions: Polish and English should be published on the university website. The Polish language version should appear on the website of the Ministry of Science and Higher Education, and the English language version on the website of the European Commission on the EURAXESS portal.
- 3.2. The period between publishing the announcement and the time limit for submissions of applications should be no less than 30 days, which will facilitate the process of reaching the widest group of persons interested in submitting application documents.
- 3.3. The announcement of the competition in both language versions (Polish and English) should contain:
- a. specification of the requirements for a candidate (a detailed description of required knowledge, qualifications, competences and professional experience),
 - b. specification of working conditions and licenses related to the position,
 - c. description of the expected scope of tasks and responsibilities,
 - d. a list of required documents, including a declaration of consent to the processing of personal data for recruitment,



- e. the place, the form and the date of submitting documents (and the indication of their potential collection),
- f. contact details and postal and electronic addresses to which documents or scans may be sent,
- g. a predicted date of the competition results.

3.4. It is advisable to attach information materials to the announcement which contain:

- a. the description of the unit announcing the competition,
- b. the description of the leading scientific research,
- c. other information which will present the unit in a favorable manner and will encourage a candidate to submit the application.

3.5. The announcement should avoid placing the focus on narrow and specialized competences so as not to create the impression of matching the competition criteria with a particular candidate.

3.6. It is inadmissible to include in the announcement the formula “We will contact only the selected candidates”, as it can be interpreted as an opportunity to consider only certain applications at the discretion of the commission.

4. Application

4.1. A list of required documents should be exhaustive and clearly defined, and optionally with an additional clause that the candidates may attach any other documents they consider appropriate. Documents which are not relevant in the course of recruitment (e.g. a clean criminal record, a copy of the ID card, etc.) should not be required.

4.2. It is recommended that in the course of recruitment candidates have the opportunity to submit documents electronically. The persons invited to the second stage of the recruitment procedure- interviews- should provide the commission with original documents for reference, including diplomas and certificates or copies thereof certified for compliance with the originals.



- 4.3. The competition should also be open to foreign candidates. For this reason, foreign nationals should be able to submit applications in English. Should the knowledge of the Polish language be necessary, such a requirement must be included in the English version of the announcement.
- 4.4. Due to the legal protection of candidates, a candidate should not be required to submit an opinion from the current employer, as the candidates have no guarantee of winning the competition and being employed, and through this action the current employer shall learn about the intention to change the job by the candidate.
- 4.5. It is good practice to enquire the candidate to remedy formal shortcomings in submitted application documents and to specify the place, the time and the form of their submission. The candidate should have an opportunity to complete the documentation in the event of a missing document or a signature.
- 4.6. It should be remembered that the announcement must include the information that the documents submitted by the candidate must contain the clause on the protection of personal data (preferably, the announcement should include the text of the formula).

5. Selection criteria

- 5.1. The selection criteria should be defined clearly, in a non-discriminatory manner with regard to any features or deviations from the standard career development model.
- 5.2. The recruitment process should take into account the experience of candidates in its entirety, including professional experience in industry. Apart from the candidates academic and didactic potential, their creativity, social and popularization activities should also be taken into account.
- 5.3. Breaks in the academic career or deviations from the chronological order should be treated as an element in the development of a researcher's professional path.
- 5.4. All experience in the field of mobility should be considered a valuable stage of professional development of the candidate, while qualifications acquired abroad shall be recognized in accordance with applicable regulations.



5.5. The selection criteria could include the possibility of assessing the candidate on the basis of trial lessons conducted with students (lectures, classes).

6. Interview

6.1. It is recommended that the competition be divided into stages. The basis for the first stage should be the analysis of application documents submitted by the candidate. The second stage should focus on at least two-three candidates (except for the situation in which only one candidate takes part in the competition) and have a form of an interview.

6.2. It is advisable that the head of the unit requesting employment should participate in the interview.

6.3. At every stage of the recruitment procedure, the advice of an external consultant should be taken into account.

6.4. The interview should verify both the knowledge and predisposition of the candidate to work in a given position.

6.5. In the course of the interview, the competition commission should expect the candidate to present a professional development plan in the context of the development of the unit requesting employment. The interview should refer to scientific development, research interests, didactic competences and previous achievements of the candidate.

6.6. If the candidate, a member of the competition commission or an external expert are unable to attend the interview personally, the candidate may be interviewed using modern communication methods.

6.7. The tasks of the chairperson of the competition commission include:

- a. approval of a list of candidates invited to the second stage of the recruitment procedure,
- b. approval of a list of questions for the candidates,
- c. planning the course of meetings and the order of asking questions,



d. ensuring that proportions between the statements of the candidate and commission representatives are maintained (80% for the candidate and 20% for the commission).

6.8. The members of the commission should ask the same questions to individual candidates and provide evaluation after interviewing all candidates.

7. Protocol

7.1. The competition commission elects the secretary from among its members who shall be responsible for recording its activities in the form of a protocol.

7.2. The protocol of the competition commission should include a description of the activities undertaken by the commission, the course of work from subsequent stages of recruitment and results.

7.3. The competition commission shall prepare a list of candidates qualified for the second stage of recruitment. The persons on the list should be notified by phone or via e-mail about the fact of qualifying for the second stage and about the proposed date of the interview.

The candidates who are not on the list of the persons invited for the interview should receive feedback via e-mail.

7.4. The protocol should contain the information on the manner of selecting the winning candidate as well as the description of the voting procedure, which may be secret or open.

7.5. In the event of a balance of votes, the chairperson shall have the casting vote.

7.6. The protocol on the work of the commission should be made available at the request of the candidate for inspection pursuant to the Act on Access to Public Information.

7.7. As part of the right to public information, private data about candidates (address, marital status, interests, etc.) shall not be provided.



However, this information may be processed and made available to the extent required by the competition criteria (e.g. education, experience).

8. Results

- 8.1. The name and surname of the person selected by the competition commission and the information about the number of all candidates who took part in the competition should be published in a special tab on the university website. The selected candidate shall be notified without delay of the decision of the commission by phone or via e-mail.
- 8.2. Providing feedback to all candidates who participated in the competition is an established custom, beneficial for the good image of the university. No application should remain unanswered, even if only brief information shall be sent via e-mail thanking for applying and notifying the candidate that he was not qualified for the second stage of the recruitment.

Individual answers should be provided to those candidates who were qualified for the second stage of recruitment (interview), but were not finally recommended for employment by the commission. The reply should focus on the strengths and weaknesses of the candidate, which constitutes important feedback for the candidates in the perspective of their professional development.