

**Regulation no. 62 - 2017/2018  
of the Rector of Kozminski University  
of 30 September 2018  
on the principles, criteria, and procedure of recruitment for faculty positions**

In order to guarantee high quality of teaching and development of scientific research at Kozminski University, and to implement the provisions of Resolution No. 23 – 2007/2008 of the Senate of Kozminski University of 6 December 2007 on equal rights, and the provisions of the European Charter of Researchers and of the Open, Transparent, Merit-based Recruitment of Researchers Package (OTM-R), acting pursuant to § 49, section 2 of the Statutes of Kozminski University, I hereby establish the following principles, criteria, and procedure of recruitment and selection of academic teachers (faculty members):

**§ 1**

**General provisions**

1. The following terms used in the Regulation have the following meanings:
  - 1) KU – Kozminski University
  - 2) Regulation – Regulation no. 62-2017/2018 of the Rector of Kozminski University of 30 September 2018 on the principles, criteria, and procedure of recruitment for faculty positions,
  - 3) head of organisational unit – head of a department, head of a division, director of a research centre, director of a teaching centre, director of a teaching institute,
  - 4) organisational unit – a department, a research centre, a division, a teaching centre, a teaching institute,
  - 5) HRO – HR Office,
  - 6) board secretary – an HRO employee being a member of the competition board
  - 7) the act – the Law on Higher Education and Science act (Journal of Laws of 2018, item 1668)
  - 8) the ministry – the ministry in charge of science and higher education,
  - 9) NAWA – Polish National Agency for Academic Exchange,
  - 10) NCBiR – National Centre for Research and Development,
  - 11) NCN – National Science Centre,
  
2. The regulation does not apply to the following cases:
  - 1) continuation of employment of an employee who has been so far employed on the basis of an agreement concluded for a definite period of time,
  - 2) re-employment of an academic teacher who has become entitled to pension benefit,
  - 3) employees referred to work at the university based on an agreement concluded with a foreign research institution,
  - 4) beneficiaries of a project, programme, or competition announced by NAWA, NCBiR, NCN or of an international research project competition.

- 5) engaging an employee for the duration of a research or teaching project financed:
  - a. from EU budget resources,
  - b. by another entity awarding the grant.

## **§ 2**

### **Initiation of the recruitment process**

Submitting an academic job requisition in a given KU organisational unit is subject to the following principles:

- 1) in order to obtain an approval to initiate the process of recruitment for a vacant or newly-created position, the head of an organisational unit is obliged to document (justify) the need to have the said position,
- 2) when requesting the approval for the creation of a position, the planned teaching and research load of a given unit is taken into account,
- 3) the head of the organisational unit addresses the Rector with a request to employ and academic teacher at a vacant or newly-created position, hereinafter referred to as the request, provided as appendix no. 1,
- 4) the head of the organisational unit defines the requirements for the position in question, using the “applicant profile” form to this end, hereinafter referred to as “the profile”, provided as appendix no. 2 to this Regulation, enclosed with the request,
- 5) the employment procedure is considered initiated once the request is approved by the Rector.

## **§ 3**

### **Recruitment notice**

1. Recruitment notices are published on KU’s website, in the ministry’s online database of job offers, and on classifieds websites and other online noticeboards in Poland and abroad. The information on recruitment is made available also in the English language and shared across the European Commission’s websites in the European portal for researchers in motion.
2. The deadline for submission of job applications should be set to at least 30 days of the date of publishing of a given recruitment notice.
3. The notice should include requirements based on the criteria defined in the profile. The specimen of a recruitment notice is provided as appendix no. 3.
4. The job application form is provided as appendix no. 4.

## **§ 4**

### **Competition board**

1. The Rector appoints a competition board to manage the recruitment process.

2. Each person involved in the recruitment process shall become familiar with the OTM-R principles.
3. The composition of the competition board is as follows:

Chair: a Vice-Rector designated by the Rector

Members:

Vice-Rector for Research and Faculty Development  
the head of a given organisational unit,  
an academic supervisor<sup>1</sup>  
a person designated by the Rector,  
the board secretary.

## § 5

### Recruitment procedure

Members of the competition board and other persons who may influence the outcome of the recruitment process are required to be objective and professional in their assessment of applicants – in order to grant each of them the same opportunity for employment. They are especially forbidden to:

- 1) meet with applicants in private,
- 2) provide applicants with job-related advice,
- 3) share information about preliminary outcomes of the recruitment process before the final number of applicants is known,
- 4) disclose the concept behind the interview,
- 5) perform other actions or make other obligations that could affect the outcome of the recruitment process.

## § 6

### Selection

1. HRO carries out a preselection of applicants in coordination with the head of a given organisational unit, based on the submitted applications, and draws up a list of applicants – provided as appendix no. 5.
2. The stage of preselection involves checking the completeness of the submitted documents and the applicants' compliance with formal requirements.
3. The head of the organisational unit may organise another round of applicant selection based on the criteria specified in the profile. The head of the organisational unit appoints a team from among the academic teachers employed in the organisational unit. Each of the team members assesses applicants based on the submitted application documents and, possibly, an interview. The head of the organisational unit draws up a list of applicants with a score awarded to each applicant, agreed on collectively by the team, provided as appendix no. 6.

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<sup>1</sup> In the process of recruitment of young academics

## **§ 7**

### **Interview**

1. The interview is held between the competition board and the applicant.
2. The applicant is assessed in accordance with the criteria specified in the profile.
3. Interviews with applicants need to be held on the same day, but if this is impossible, the interviews should be scheduled for as soon as possible. Interviews with applicants should be held in the same composition of the competition board.
4. Each member of the competition board is responsible for comparing the information concerning a given applicant's qualities with the adopted criteria on an ongoing basis. After each interview, the secretary of the board, having consulted the members of the competition board, fills in the interview assessment form provided as appendix no. 2.

## **§ 8**

### **Employment**

1. The competition board decides which applicant to recommend as a prospective employee and – if necessary – draws up a standby list of applicants. The chair of the competition board is responsible for the justification of the choice made. The secretary of the competition board draws up a record of the recruitment process, provided as appendix no. 7.
2. The final decision regarding the selection of a given applicant is made by the Rector based on the records of the recruitment process carried out by the competition board. The Rector may decide to hold an interview with the applicant recommended as a prospective employee.

## **§ 9**

### **Applicant notification**

1. Applicants who meet the formal requirements are notified about the outcome of the recruitment process.
2. The applicant chosen to be employed is notified immediately of the said outcome by HRO.
3. The competition board provides feedback to applicants who have been interviewed but have not been recommended as prospective employees on the basis of the records of the recruitment process.

## **§ 10**

### **Appeal procedure**

1. Applicants may file an appeal against the competition board's decision to the Rector within 14 days. The Rector's decision is final.

## **§ 11**


Regulation no. 59 – 2011/2012 of the Rector of Kozminski University of 10 August 2012 on the principles, criteria, and procedure of recruitment for faculty positions expires on 31 December 2018.

## **§ 12**

The Regulation becomes effective on 1 January 2019 r.

Rector

Prof. Witold T. Bielecki, PhD

 AKADEMIA LEONA KOZMIŃSKIEGO	<b>REQUEST FOR EMPLOYMENT OF AN ACADEMIC TEACHER (FACULTY MEMBER)</b>
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<b>Department / Division</b>	
<b>Head of the department / division</b>	
<b>Name of the position</b>	
<b>Requested date of employment</b>	
<b>Type of employment contract<sup>2</sup></b>	
<b>Requested period of employment</b>	
<b>Number of vacancies</b>	
<b>Preferred scientific discipline</b>	

<b>Head of the Department / Division</b>	
<b>Justification</b>	
<b>The following are enclosed with the request</b>	<ol style="list-style-type: none"><li>1. Applicant profile</li><li>2. A list of teaching load of all employees of the unit in the current academic year</li><li>3. A list of the planned teaching load for the next year, describing the distribution of load of all employees of the unit - taking the teaching load of the newly-employed academic teacher (faculty member) into account</li></ol>
<b>Date and signature</b>	

<b>Vice-Rector for Studies – College Director</b>
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<sup>2</sup> Contract for an indefinite period of time / contract for a definite period of time until (date)

<b>Opinion</b>	
<b>Date and signature</b>	

<b>Vice-Rector for Research and Faculty Development</b>	
<b>Opinion</b>	
<b>Date and signature</b>	

<b>Vice-Rector for Student Affairs and Programme Delivery</b>	
<b>Opinion</b>	
<b>Date and signature</b>	

<b>Rector</b>	
<b>Decision regarding the request</b>	
<b>Date and signature</b>	

 AKADEMIA LEONA KOŹMIŃSKIEGO		<b>APPLICANT PROFILE<sup>3</sup></b> <b>INTERVIEW ASSESSMENT FORM<sup>4</sup></b>	
NAME OF THE ORGANISATIONAL UNIT			
NAME OF THE POSITION			
<b>FORMAL REQUIREMENTS</b>	<b>Essential requirements (according to the tasks performed in the position applied for)</b>	<b>Desirable requirements (increasing the level of performance of tasks performed in the position applied for)</b>	<b>Applicant's level of fulfilment of the requirements/Score</b>
PROFESSIONAL TITLE / ACADEMIC DEGREE / ACADEMIC TITLE	<i>magister [MA / MSc] / doktor [PhD] / doktor habilitowany [PhD w/ habilitation] / profesor [professor]</i>	<i>field of science / discipline / specialisation</i>	0   1   2   3   4
LEVEL OF PROFICIENCY IN ENGLISH	<i>C1 or C2</i>	<i>knowledge of another foreign language</i>	0   1   2   3   4
LEVEL OF PROFICIENCY IN POLISH <sup>5</sup>			0   1   2   3   4
<b>PROFESSIONAL EXPERIENCE</b>	<b>Essential requirements (according to the tasks performed in the position applied for)</b>	<b>Desirable requirements (increasing the level of performance of tasks performed in the position applied for)</b>	<b>Score</b>
RESEARCH ACTIVITY – PUBLISHING POTENTIAL	<i>research interests / publications in domestic and international scientific</i>		0   1   2   3   4

<sup>3</sup> Submitted by the head of the unit together with the request for employment of an academic teacher according to § 2 item 4) of the Regulation

<sup>4</sup> Filled in after the interview according to § 7 section 4 of the Regulation

<sup>5</sup> Applies to foreign applicants



	<i>journals / documented scientific achievements proving the applicant's involvement in international-level research</i>		
RESEARCH ACTIVITY – RESEARCH PROJECTS	<i>work carried out as part of research projects, grants financed by domestic and foreign institutions / managing research projects, grants financed by domestic and foreign institutions</i>		0 1 2 3 4
TEACHING ACTIVITY	<i>teaching experience</i>	<i>achievements in the field of teaching (textbooks, case studies, workbooks, course materials)</i>	0 1 2 3 4
ORGANISATIONAL ACTIVITY		<i>functions performed at higher education institutions</i>	0 1 2 3 4
PROFESSIONAL EXPERIENCE OUTSIDE HIGHER EDUCATION		<i>e.g. working in a financial institution, an enterprise, in consulting / popularisation of research findings</i>	0 1 2 3 4
MOBILITY		<i>placements at higher education institutions abroad / scholarship programmes pursued abroad / teaching at higher education institutions abroad</i>	0 1 2 3 4
SKILLS AND KNOWLEDGE	<i>e.g. knowledge of software supporting scientific-research and teaching work</i>		0 1 2 3 4
<b>COMPETENCE</b>	<b>Essential requirements (according to the tasks performed in the position applied for)</b>	<b>Desirable requirements (increasing the level of performance of tasks performed in the position applied for)</b>	<b>Score</b>
PERSONALITY PREDISPOSITION	<i>e.g. independent thinking, creativity, analytical thinking and the ability to draw conclusions, respect for differences, team playing skills, openness to collaboration, ability to</i>	<i>additional competence not required for a given position but increasing the level of performance of tasks performed in the position applied for</i>	0 1 2 3 4

	<i>influence others, susceptibility to stress, good communication skills, good manners</i>		
<b>OTHER</b>	<b>Essential requirements (according to the tasks performed in the position applied for)</b>	<b>Desirable requirements (increasing the level of performance of tasks performed in the position applied for)</b>	<b>Score</b>
	<i>E.g. motivation / availability</i>		0 1 2 3 4
Date and signature of immediate superior:			<b>TOTAL SCORE:</b>

The applicant is ready to start their employment on:

.....

Competition Board:

- ..... Chair of the Competition Board
- ..... Member of the Competition Board
- ..... Member of the Competition Board
- ..... Secretary of the Competition Board

Score explained:

- 0 – none
- 1 – basic level
- 2 – developing level
- 3 – expected level
- 4 – outstanding level



AKADEMIA  
LEONA KOŹMIŃSKIEGO

Kozminski University is looking for:

**NAME OF THE POSITION**

to work at the Department of *Name of the Department*

Ref. no.:

*(Information about the organisational unit with a description of the research areas explored)*

**Applicant profile**

- 
- 

**Tasks to be performed:**

- 
- 

**We offer:**

- 
- 

If you have send any questions regarding the recruitment notice, please send them to.....*(name and surname; e-mail address)*

Employment in the position is to start on... *(starting date of employment)*. Application documents need to submitted by... *(date)*.

Persons who meet the above requirements and are interested in the employment offer are asked to send a CV, a cover letter, a copy of one's diploma, a description of one's professional achievements (a list of published works, monographs, grants), a description of the research plans for the nearest three years, a language certificate or a proof of proficiency in English, and an application form (to be downloaded from:

[http://www.kozminski.edu.pl/fileadmin/wspolne\\_elementy/Dokumenty/Pracownicy/Druki\\_do\\_zatrudnienia/FORMULARZ\\_APLIKACYJNY.doc](http://www.kozminski.edu.pl/fileadmin/wspolne_elementy/Dokumenty/Pracownicy/Druki_do_zatrudnienia/FORMULARZ_APLIKACYJNY.doc) )

Biuro Spraw Pracowniczych (Human Resources Office)  
Kozminski University  
ul. Jagiellońska 59,  
03-301 Warsaw  
[kadry\\_rekrutacja@kozminski.edu.pl](mailto:kadry_rekrutacja@kozminski.edu.pl)

The recruitment process is run in compliance with the principles, the criteria, and the procedure of recruitment of applicants for faculty positions at Kozminski University and with the Regulation of the Senate of Kozminski University on equal rights, available at <http://www.kozminski.edu.pl>.

The information clause concerning the processing of personal data is available at <http://www.kozminski.edu.pl>

The subject of your message should include the relevant reference number: . Please be informed that selected applicants will be contacted. Submitted application documents not collected within 3 months of the date of expiry of the submission deadline will be officially disposed of in the presence of a special committee.

## APPLICATION FORM TO APPLY FOR THE POSITION OF AN ACADEMIC TEACHER (FACULTY POSITION)

Name of the position	Ref. no.
Organisational unit	Applicant no.

<b>Personal details</b>		
1. Name(s) and surname		
2. Date of birth	3. Citizenship	4. Do you come from outside the European Union and need a residence permit?  YES <span style="margin-left: 100px;">NO</span>
5. Education (name of the school and year of graduation, profession, specialisation, academic degree, professional title, academic title)		
6. Supplementary education (courses, postgraduate studies – date of completion)		
7. Current employment history (name of the employer, position, period of employment)		
8. Additional qualifications, skills, interests (knowledge of foreign languages, computer literacy, other)		
9. Contact details provided by the applicant:		

I hereby declare that the information provided in items 1, 2, 3 are compliant with national ID card series ..... no. .... issued by ....., or another proof of identity document.

.....

Place, date

.....

applicant's signature

## Protection of Personal Data

### CONSENT TO THE PROCESSING OF PERSONAL DATA

#### as part of a single recruitment process

I hereby give my consent to have my personal data included in my application documents processed by Kozminski University, ul. Jagiellońska 59, 03-301 Warsaw for the purpose of recruitment process managed by Kozminski University.

#### Notification obligation

1. The Controller of your personal data is Kozminski University with its seat at ul. Jagiellońska 59, 03-301 Warsaw. You can contact the Controller in writing by sending a letter to our registered seat, or by sending an e-mail to: [ado@kozminski.edu.pl](mailto:ado@kozminski.edu.pl).
2. The Data Protection Officer (DPO) appointed by the Controller supervises the correctness of personal data processing. You can contact the Data Protection Officer in writing by sending a letter to: ul. Jagiellońska 59, 03-301 Warsaw or by sending an e-mail to: [iod@kozminski.edu.pl](mailto:iod@kozminski.edu.pl).
3. Your personal data will be processed for purposes necessary for carrying out recruitment processes managed by Kozminski University. If you give your consent thereto, your data will be processed for future use in future recruitment processes.
4. The legal basis for the processing of your personal data is the act of 26 June 1974 - the Labour Code (Journal of Laws of the Republic of Poland of 2018, item 108, as amended), and the consent you have given.
5. The recipients of your personal data are entities who are ordered by the Controller to perform activities involving a necessity for data processing (processors).
6. Your personal data is transferred neither to Third Countries, i.e. outside the European Economic Area (EEA) nor to international organizations.
7. The data will be stored:
  - 1) in the case of persons who have not been offered employment, for a period of 3 months starting from the end date of the recruitment process;
  - 2) in the case of persons who have given their consent to have their personal data processed for the purpose of future recruitment processes, for a period of 12 months starting from the date when the recruitment process in which the consent has been given ends.
8. You have the right to access your personal data and, save for the provisions of the law, to correct it, remove it, limit the processing thereof, transfer it, and object against the processing thereof.
9. You also have the right to revoke your consent at any time without any impact on the legal compliance of data processing having taken place on the basis of the given consent before it has been revoked.
10. You have the right to appeal to the supervisory board managing the protection of personal data.
11. Provision of data is voluntary, but also necessary for the achievement of the objectives for which it is to be collected.
12. Your personal data will not be processed in an automatized manner - including based on profiling - without your express separate consent thereto.

13. You can learn more about the way your rights specified above may be exercised by contacting the Controller or the Data Protection Officer as described in section 1 and 2.
14. The Controller makes every effort to provide all possible means of physical, technical, and organizational protection of personal data against its accidental or wilful destruction, loss, modification, unauthorized disclosure, use, or access, according to all applicable regulations.

Applicant's signature:

.....

**Act of 30 August 2018 - Law on Higher Education and Science (Journal of Laws of 2018.1668), hereinafter referred to as the act**

I hereby declare that pursuant to Art. 113 of the act, I have the qualification defined in the act, I have a full legal capacity, and enjoy all civil rights.

I also declare that I have not been convicted by a binding court decision for intentional crime and that I have not been punished by disciplinary action defined in Art. 276, section 1, items 7 and 8 of the act.

I declare that if I become employed, Kozminski University will be my primary place of employment as defined in Art. 120.

Applicant's signature:

 AKADEMIA LEONA KOŹMIŃSKIEGO	<h2>LIST OF APPLICANTS</h2>
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On ..... a preselection of applicants was carried out on the basis of application documents submitted to apply for the position of .....  
 in the organisation unit of .....  
 ..... applications have been submitted

List of applicants:

No.	Applicant's name and surname:	Date of submission of documents	Submitted documents					
			CV	Cover letter	A copy of the diploma (professional title/academic degree, academic title)	A description of scientific achievements	A description of research plans	A proof of proficiency in English
1								
2								
3								
4								
5								

The following applicants were not accepted to the next stage of the recruitment process for formal reasons:

- Mr/Ms .....

Justification:




- Mr/Ms .....

*Justification:*

Persons responsible for preselection:

- 1) .....
- 2) .....

 AKADEMIA LEONA KOŹMIŃSKIEGO	<b>PRESELECTION RECORDS</b>
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On ..... a preselection of applicants was carried out on the basis of application documents submitted to apply for the position of ..... in the organisation unit of .....

The list of applicants accepted to the 1<sup>st</sup> stage of the recruitment process:

	Applicant's name and surname:	Research/scientific potential	Teaching potential	Potential for collaboration
1				
2				
3				
4				

The following applicants were not accepted to the next stage of the recruitment process:

- Mr/Ms .....

Justification: .....

- Mr/Ms .....


Justification: .....

Persons responsible for preselection:

1) .....

2) .....

.....  
 (signature of the Head of the organisational unit)

 AKADEMIA LEONA KOŹMIŃSKIEGO	<b>RECRUITMENT PROCESS                  RECORDS</b>
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<b>Organisational unit</b>	
<b>Head of the organisational unit</b>	
<b>Name of the position</b>	
<b>Requested date of employment</b>	
<b>Type of employment contract<sup>6</sup></b>	
<b>Requested period of employment</b>	

Deadline to submit application documents:

.....

A session of a Competition Board appointed by the Rector of Kozminski University was held on ....., with the Board composed of:

- 1) ..... Chair of the Competition Board
- 2) ..... Member of the Competition Board
- 3) ..... Member of the Competition Board
- 4) ..... Secretary of the Competition Board

..... applicants applied for the position.

After a preselection, ..... applicants were accepted to the next stage of the recruitment process.

..... applicants were invited to an interview.

Competition Board's assessment of applicants:

No.	Applicant's name and surname:	Professional title / academic degree / academic title	Score
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<sup>6</sup> Contract for an indefinite period of time / contract for a definite period of time


The following applicants were not accepted to the next stage of the recruitment process:

- Mr/Ms .....

*Justification:* .....

- Mr/Ms .....

*Justification:* .....

The Competition Board recommends that Mr / Ms ..... be employed in the position in question.

Justification of the choice made:

.....  
 .....  
 .....  
 .....  
 .....  
 .....

.....

Signature of the Chair of the Board

I hereby approve the choice of Mr / Ms .....

Monthly remuneration, gross .....

.....

Rector's signature