



KOZMINSKI UNIVERSITY

Action Plan 2019-2020

Task	Person responsible for implementation	Deadline for completion	Indicators	Current status
I. Open, Transparent and Merit-based Recruitment of Researchers (OTM-R)				
Introducing specific changes into recruitment regulations and procedures at Kozminski University.	Head of the Human Resources Department	December 2019	<ul style="list-style-type: none"> - Amended internal regulations in force at KU - completed - Increasing by 15% the share of women members of selection committees – in years 2016-2018 increase by 5% - Positive assessment of the recruitment process at a minimum level of 75% in the survey conducted among the newly recruited academic staff – first survey planned in 4th Quarter 2019 	In progress
Explaining the recruitment procedure to the academic staff.	Head of the Human Resources Department	December 2019	<ul style="list-style-type: none"> - Positive assessment of the recruitment process at a minimum level of 75% in the survey conducted among the newly recruited academic staff - first survey planned in 4th Quarter 2019 - At least 1 training session every 2 years - completed and continued 	In progress
Developing recruitment process quality policies.	Head of the Human Resources Department	December 2019	<ul style="list-style-type: none"> - Positive assessment of the recruitment process at a minimum level of 75% in the survey conducted among the newly recruited academic staff 	In progress
II. Career development, Supervision, Relationship with the academic mentor, Supervision and management responsibilities				
Supporting the junior academic staff – clarifying the role of	Vice-Rector for Research and Faculty	June 2020	<ul style="list-style-type: none"> - Amended internal regulations in force at KU. 	In progress



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a supervisor/mentor in the development of junior academics.	Development			
	Head of the Human Resources Department	June 2020	- Amended internal regulations in force at KU. - Amended evaluation sheet for senior academic staff.	In progress
Assigning a supervisor/mentor to each newly employed junior academic at the very start.	Head of the Human Resources Department	December 2019	- Amended internal regulations in force at KU	In progress
	Head of the Human Resources Department	December 2019	- Amended internal regulations in force at KU - Participation of the Vice-Rector in interviews	In progress
	Head of the PhD Programme	December 2019	- Amended internal regulations in force at KU. - Participation of the academic supervisor in interviews with candidates to PhD programmes.	In progress
Introducing an evaluation of Chairs, as well as the Heads of Chairs.	Vice-Rector for Research and Faculty Development	December 2020	- Amended internal regulations in force at KU.	In progress
III. Teaching – teaching load				
Specifying the maximum number of overtime hours, also with respect to junior researchers.	Vice-Rector for Research and Faculty Development/Vice-Rector for Student Affairs and Program Delivery	December 2019	- Amended internal regulations in force at KU. - Reducing overtime by 10%	In Progress



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IV. Career development, Access to career advice, Funding and salaries

Determining a career development strategy for each group of academic staff.	Vice-Rector for Research and Faculty Development	December 2020	- Career development strategy for each group of academic staff.	In progress
Review of salaries in subsequent groups.	Head of the Human Resources Department	December 2020	- Remuneration analysis.	In progress

V. Intellectual property rights

Amending the Rector's Order regarding intellectual property rights.	Director of the Scientific Activity Support Office	December 2019	- Amended internal regulations in force at KU.	In progress
Periodic trainings for academic staff on the applicable procedures and regulations pertaining to intellectual property protection.	Director of the Scientific Activity Support Office	on an on-going basis	- A minimum of 1 training session per year	In progress

VI. Complains/appeals

Appointing a mediator, drafting a set of rules of conduct in the event of a conflict.	Rector	December 2020	- Internal regulation establishing the position of a mediator.	In progress
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VII. Gender balance				
Encouraging women to apply for research funding.	Director of the Scientific Activity Support Office	on an on-going basis	- Maintaining the growth in the share of female professors and associate professors	In progress
Ensuring women's participation in recruitment committees	Head of the Human Resources Department	on an on-going basis	- Increasing women's participation in evaluation committees by 15%.	In progress
VIII. Teaching – career path, Access to research training and continuous development				
Developing a training system for the academic staff at Kozminski University.	Director of the Scientific Activity Support Office	December 2020	- A training system for the academic staff of KU.	Extended



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