

UNIVERSITY OF GDAŃSK

HUMAN RESOURCES DEVELOPMENT POLICY

2021



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The University of Gdańsk Human Resources Development Policy constitutes the implementation of the provisions of § 34 section 2 point 11 of the Statute of the University of Gdańsk, wherein detailed rules of the human resources policy are laid down by the Rector in consultation with trade unions.

I. ACADEMIC STAFF DEVELOPMENT POLICY (ACADEMIC TEACHERS)

INTRODUCTION

The academic staff development policy implemented at the University of Gdańsk complies with the mission, vision and values laid down in the University of Gdańsk Development Strategy for 2020–2025 as well as with the principles of the European Charter for Researchers. The implementation of the development policy additionally forms the main element of the Action Plan in the HR Excellence in Research strategy. The principal objective of the policy is to define transparent procedures of employment and to ensure flexibility of the development paths of academic staff in line with the European Commission's Code of Conduct for the Recruitment of Researchers. The policy outlines the expectations of the University towards its employees, alongside the instruments of systemic support for academic career paths at the UG. The policy also refers to the periodic assessment of academic teachers, based on detailed criteria of academic achievement in a given scientific discipline and the criteria of didactic and organisational achievements. The rules for the employment of professors emeriti and their participation in University life have been specified. Moreover, the academic staff development policy refers to the principles of the equality of treatment and opportunities at each level of professional development.

Both the University and the entire academic community strive to maintain and increase the level of education and scientific research, which ensures the University's high prestige, not only on the national level but also abroad. For this reason, the University's priority is, apart from its research and didactic activity, care for the development of its research and didactic staff.

The University of Gdańsk supports its research and didactic staff in obtaining academic degrees and titles. It actively participates in the financing of employees' academic publications. It assists and motivates employees in applying for grants and projects financed from external funds through professional help at all levels of application, implementation and settlement of grants and projects. It provides organisational and financial assistance in scientific conferences, discussion panels and other forms of activity undertaken at the University of Gdańsk. It allows the establishment of research agendas as well as national and international research centres, and facilitates the acquisition of experience at universities abroad. Teachers with the highest achievements are presented with Rector's prizes and the possibility to be in charge of named chairs. An employee being awarded an academic degree or title is linked with promotion to a higher post and an increase in remuneration after the appropriate criteria have been met. The University authorities make every effort to continually increase the quality of education by fostering the highest substantive quality in the classes conducted, in line with the most recent scientific studies, and by rewarding innovation in this area. Support is offered to classes in which academic teachers share the results of the most recent research, including their own, in a given field, including own research. Didactic classes host representatives of the social and business environment and academic teachers are offered diverse forms of didactic development including the latest didactic trends and innovations. The University strives to ensure that employees in

didactic posts can demonstrate outstanding didactic achievements and are continually improving their skills.

GENERAL PRINCIPLES

The UG's academic staff development policy should form the basis for all decisions pertaining to employment, taken by competition committees and decision makers in full respect of generally applicable law, including the UG Statute and the Work Regulations. At the same time, it should also indicate possible academic career paths to individuals striving for employment at the UG at various career levels.

The criteria and rules for employment in particular posts, the projection of subsequent career paths at each particular stage and the possibilities of moving to another employee group, as specified in the UG's academic staff development policy, will be implemented with regard to competitions, promotions and shifts between employee groups as of 1 October 2021.

Should the regulations of the new policy be more stringent than those previously applied, thereby making it difficult to maintain employment in particular posts, with regard to persons already in employment in these posts or applying for employment to be renewed, the new rules will be implemented with the utmost attention and responsibility.

PLANNING EMPLOYMENT, RECRUITMENT, EMPLOYMENT

The University of Gdańsk devises an employment and promotion plan for a given academic year, including the academic teachers group, incorporating employment plans in individual organisational units, particularly in faculties and general-university units. The key elements in planning employment consist of the well-defined needs of developing scientific disciplines, in line with the applicable development strategy, and a list of planned and implemented hours of classes, prepared as part of faculties and other organisational units, and based on a given unit's current didactic load and the optimal use of human resources. In the planning of class-hours and their allocation to academic teachers for a given academic year, it should be paramount to provide students with didactic classes of the highest quality, based on the current state of knowledge, and therefore the range of courses offered should be strictly related to an employee's research and didactic specialty.

The employment and promotion plan, having been approved by the Rector, forms the basis for launching the employment and promotion procedure, with due consideration for the current financial situation of a particular unit. The employment and promotion plan regarding a particular University of Gdańsk unit comprises, in particular:

- the needs with regard to education at various levels and various forms of didactics, including teaching in foreign languages and with the application of the methods and techniques of distance learning,
- the needs with regard to conducting basic and applied research, research and development and implementation,
- the needs with regard to managing didactic and research activity.

Moreover, the plan presents detailed sources of financing the posts, based on the predicted:

- amount of subsidies for the University's activity,
- revenue from the implementation of paid forms of education,
- revenue from business activity,
- revenue from the implementation of research projects,

- revenue from the implementation of agreements with the social and business environment, both domestic and international,
- revenue from other external funds, not mentioned above.

The source of funding of a post determines the form of employment and the manner in which recruitment is to be held, which may be organised in the form of:

- an open competition,
- an internal verification procedure (in the case of promotion or transfer to another employee group),
- a non-competitive procedure.

The employment and promotion plan should ensure the harmonious functioning and development of the University with consideration for sustainable development and the individual aspirations of persons wishing to combine their life paths with fulfilling the important social mission of an academic teacher.

Requests to be granted the Rector's permission to launch an employment and promotion procedure should be the result of a **thorough analysis of the human resources and financial situation of a given unit**, in the context of current and future didactic workload and with consideration for the human resources potential of related organisational units at the University.

The deans of faculties / heads of remaining organisational units implement the University of Gdańsk human resources development policy in relation to the unit which they manage, including:

- presenting the Rector with requests for permission to announce a competition for a post of academic teacher,
- announcing competitions for academic teaching posts,
- presenting the Rector with requests for employment, promotion, transfer to a post in a different University employee group or for an alteration to employment conditions, as well as requesting the termination of an employment relationship with an academic teacher.

POSTS OF ACADEMIC TEACHERS

(§ 95 of the UG Statute)

EMPLOYEE GROUPS:

- RD; research-didactic
- D; didactic
- R; research

POSTS:

- 1) professor (RD, D, R)
- 2) associate professor (RD, D, R)
- 3) visiting professor (RD, D, R)
- 4) adjunct (RD, D, R)
- 5) assistant (RD, D, R)
- 6) visiting researcher (R)
- 7) senior lecturer (D)
- 8) lecturer (D)
- 9) lector (D)
- 10) instructor (D)

PROCEDURES FOR EMPLOYMENT IN THE POST OF ACADEMIC TEACHER

An academic teacher may be employed through:

- 1) open competition,
- 2) internal promotion,
- 3) re-employment in the same position,
- 4) transfer to a post in another employee group at the University.

COMPETITION The first employment of an academic teacher for a permanent or a fixed-term period longer than three months, on more than a half-time basis, takes place following an open competition. Competitions for academic teaching posts are announced and conducted with particular diligence in order to provide all candidates with equal chances, equal treatment and equal access to recruitment procedures, on the basis of the current provisions of the Law on Higher Education and Science and the UG Statute and with regard for the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. A person whose impartiality is in question may not act as a member of a recruitment committee. In such a case, the chair of the committee may decide that the person be excluded from the committee.	INTERNAL PROMOTION	RE-EMPLOYMENT IN THE SAME POSITION	TRANSFER TO A POST IN ANOTHER EMPLOYEE GROUP
Employment with these procedures is possible on condition that a competition is not required. A competition procedure is not required in the case of an amendment to the substance of an academic teacher's existing employment relationship whereby he or she is employed in a higher post (§ 108 section 5 of the UG Statute). The internal verification procedure comprises stages similar to those observed in the case of an academic teacher being employed in a given position. The promotion procedure with internal verification is a competitive process meaning that, should there be more candidates than places available, those who best fulfil the requirements of the post will be selected.			

ACADEMIC CAREER PATHS

RULES OF RESEARCH AND DIDACTIC PROMOTION

For a change of post of an academic teacher as part of the internal promotion procedure, transfer to a post in another employee group and re-employment in the same post on a permanent basis, it is necessary that employment conditions (qualification requirements) for particular posts must be met, as specified in the UG Statute.

Criteria concerning the periodic assessment, additional assessment in the promotion procedure and the level of academic degrees obtained (distinction or award to a doctoral or postdoctoral (habilitation) dissertation or a large majority in favour of conferring the degree) should comply with the detailed criteria of achievement in a given scientific discipline.

Main assumptions of UG academic career paths

RESEARCH AND DIDACTIC PATH	DIDACTIC PATH	RESEARCH PATH
The main assumption of the research and didactic path is ensuring that the persons	The main assumption of the didactic path is providing professional	The main assumption of the research path is ensuring the stability of the

<p>who obtain stability of employment at the UG are able to achieve professional fulfilment and development with regard to academic activity, and to successfully employ their high professional competences in their didactic activity. Therefore, the UG employment criteria in this regard should be suitably demanding in both areas.</p>	<p>development for academic teachers with outstanding didactic achievements as proved through, among others, didactic innovations implemented, publications on didactics in an academic institution, the creation and implementation of study programmes and syllabuses at the highest academic level, heading didactic projects, and implementation of international programmes to develop the didactic competences of academic staff and others.</p> <p>Access to posts in this employee group is dependent on a given unit's capability to provide didactic hours, taking into consideration the optimisation of its human resources.</p>	<p>employment of persons of outstanding academic achievements, with the aptitude to conduct ground-breaking research, and who head international research projects.</p> <p>The employment of an academic teacher in the post of a researcher may take place when at least one of the following conditions is met (§ 106 of the UG Statute):</p> <ol style="list-style-type: none"> 1. there is statutory basis for the employment of the academic teacher without organising a competition*; 2. the academic teacher is being employed in a research station, an international research centre or another unit established for the implementation of a research project; 3. there are other, particularly important, scientific grounds to justify the employment of the academic teacher in the post of researcher. <p>* e.g. implementation of a project (with external source of financing the position)</p>
<p>- The first employment is in the post of ASSISTANT, (the preferred contracts being for a fixed-term of up to 4 years) with a recommended 2-year period to obtain the degree of doctor, and a 4-year period for persons employed directly after graduation. The recommendation includes didactic competences obtained in a doctoral school programme or didactic internships at a university (UG or other).</p>	<p>- The employment in the post of ASSISTANT in the group of didactic employees is not generally considered unless special circumstances arise and it is justified by the didactic needs with the application of fixed-term contracts.</p>	<p>- The employment in the post of ASSISTANT in this employee group is possible only as part of the implementation of projects or research programmes which finance or co-finance the remuneration of these persons, as well as on the basis of fixed-term contracts.</p>
<p>- Another level is the post of ADJUNCT in which those employed hold the academic degree of doctor. The University employs persons with the academic degree of doctor who demonstrate the necessary dynamics (fast track to habilitation verified by positive periodic assessments) in academic work which comprises scientific disciplines directly related to the fields of study offered, who can additionally demonstrate the potential to obtain the academic degree of doctor with habilitation within a short period from the date of employment;</p> <p>- the candidate should demonstrate active academic record, documented by publications with renowned publishers, and must present an ambitious plan of further research activity. The key role in the</p>	<p>- A teacher who, within the first few years of employment in the post of adjunct in the group of research and didactic employees, has, alongside conducting research, demonstrated particular involvement in shaping didactic culture at the university and has demonstrated significant achievement with regard to didactic enterprises implemented, including publication, heading didactic projects, and the implementation of innovations connected with the quality of education across the university, and who has been involved in the creation and implementation of international study programmes, may seek to apply to be transferred to the post of ADJUNCT in the group of didactic employees;</p>	<p>- The employment in the post of ADJUNCT in this employee group is possible only as part of the implementation of projects or research programmes which finance or co-finance the remuneration of these persons.</p>

<p>candidate's assessment is the quality of didactic activity, experience in securing funds for academic research as well as international cooperation. It is recommended that the person has completed a post-doctoral internship at another university or scientific institution;</p> <p>- after a maximum 8 years of employment in this position, it is expected that the person has attained research autonomy, verified particularly by being awarded the degree of doctor with habilitation, and that he or she is ready to apply for the post of associate professor by means of a competition procedure or – in the case of obtaining the degree of doctor with habilitation – by means of promotion.</p>	<p>- an adjunct within the group of didactic employees may act as a coordinator in a field of study/course and may be involved in creating course and study programmes.</p>	
<p>- Persons employed in the post of ASSOCIATE PROFESSOR hold the academic degree of doctor with habilitation and demonstrate academic and didactic standards sufficiently high to merit the academic title of professor.</p> <p>- the candidate should demonstrate research autonomy, internationally recognised academic achievement, significant academic activity, including at more than one university or scientific institution (also abroad); the candidate should possess didactic achievements and documented participation in educating academic staff, international experience and experience in heading research projects;</p> <p>- promotion to the post of associate professor: high criteria, significant post-habilitation achievement – without automatic promotion;</p> <p>- adjuncts with the degree of doctor with habilitation should be subject to regular and stringent assessment.</p>	<p>- Employment in the post of ASSOCIATE PROFESSOR is intended for persons who meet the conditions governing documented and highly appraised involvement in the development of the process of academic education, as confirmed by: independent innovative implementation of didactic projects (programmes of study or fields of study); application and popularisation of modern education methods; preparation of subsequent employee groups for conducting classes at the university, and consistent adherence to their planned programme of didactic self-development;</p> <p>- in the case of an employee demonstrating achievements in the practical application of innovative methods of academic didactics, widening and enhancing the university's educational offer, including cooperation with the social and business environment and international partners, and sharing their achievements in this regard with other employees, it is possible for an associate professor to be transferred from the research and didactic group to the didactic group of employees.</p>	<p>- Persons employed in the post of ASSOCIATE PROFESSOR hold the academic degree of doctor with habilitation and demonstrate the highest academic standards in excess of the expectations for employees in this post in the group of research and didactic employees;</p> <p>- in addition, the candidate is expected to demonstrate significant achievement in obtaining funding for their scientific research, experience in heading a research team, outstanding and internationally recognised academic output and exceptional academic activity in foreign institutions;</p> <p>- promotion to the post of associate professor: high criteria, diverse academic post-habilitation achievement.</p>
<p>- Persons employed in the post of PROFESSOR hold the academic title of professor,</p>	<p>- Where a model of further professional development is adopted with respect to the further didactic training and education of university</p>	<p>- Persons employed in the post of PROFESSOR hold the academic title of professor,</p>

<p>- an associate professor who attains the academic title will be automatically promoted to the post of professor.</p>	<p>staff in this regard, it is possible for a person employed in the post of PROFESSOR to be transferred from the research and didactic group of employees to the didactic group.</p>	<p>- in the case of a significant intensification of research activity, the obtaining of a considerable external source of funding for research, including partial or full financing of remuneration, it is possible for a person employed in the post of professor to be transferred from the research and didactic group of employees to the research group.</p>
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No University employee may be employed in the post of **VISITING PROFESSOR** or **VISITING RESEARCHER**. Furthermore, a visiting professor should demonstrate significant academic, didactic or professional achievement. Employment in the post of visiting researcher may be possible only in the research group of employees and, amongst others, as part of the implementation of research projects or programmes which will finance or co-finance his or her remuneration. It is recommended that persons employed in the post of visiting researcher hold no less than the degree of doctor. The post of visiting professor should preferably be offered to persons who meet the associate professor criteria for a given employee group, without the requirement of holding the degree of doctor with habilitation. An employment contract with an academic teacher employed in the post of visiting professor or visiting researcher may be concluded only for a fixed period (§ 105 section 2 of the UG Statute).

Systemic support for academic career paths at the UG

RESEARCH AND DIDACTIC PATH	
DIDACTIC PATH	RESEARCH PATH
<p>1) establishment of the UG Centre for Didactic Excellence and Tutoring: Forms of support: - Individual MENTORING for UG academic staff: [support in creating a career path in a didactic position] - TUTORING: assistance with regard to training and organising tutoring at the UG - EXPERT CONSULTATIONS: regular consultations with experts to assist UG didactic staff in a variety of areas such as planning a didactic career, designing engaging classes, individual consultations - COURSES and TRAINING SESSIONS regarding the didactics of an academic institution, aimed at discovering new methods of education and evaluation of the results of didactic work - Implementing evaluative and diagnostic studies, diagnosing the needs regarding the education and didactics of an academic institution (among others with regard to the planning of training sessions and courses for academic teachers) - Possibility of publication in <i>Tutoring Gedanensis. Czasopismo Tutees i Tutorów</i>, - DIDACTIC CONFERENCES. 2) support with regard to <i>e-learning</i> – technical preparation of courses/classes in the form of blended learning, MOOC courses 3) Office for the Quality of Education:</p>	<p>1) Support programmes as part of the Excellence Initiative – Research University programme, including: - PUBLICATION PROGRAMME – to assist publication with prestigious journals and publishers, - SMALL GRANT PROGRAMME – to provide assistance in obtaining research grants, - YOUNG LEADERS OF RESEARCH GROUPS PROGRAMME – to provide assistance in establishing the first research group. 2) REDUCTION IN DIDACTIC WORKLOAD as a result of leadership of research projects, 3) RESEARCH LEAVE to conduct research, including at other centres, 4) assistance in securing and implementing research projects as part of the activity of faculty and university project offices, 5) assistance with regard to conducting research activity and in scientific promotion procedure – Research Office 6) Prof. Karol Taylor Academic Award of the Rector of the University of Gdańsk</p>

<ul style="list-style-type: none"> - grant programmes - Didactic Innovation Lab - Didactic Innovation Fund - Doctoratorium - Masters of Didactics programme. <p>4) Krzysztof Celestyn Mrongovius Teacher of the Year Award</p>	
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RECOMMENDATIONS

These recommendations set the course for the desired development and enhancement of the competences of University of Gdańsk academic staff. They should shape good practices in employment and promotion, motivate in work and create professional paths in a uniform and equitable manner. The recommendations should not be understood as, or replace, the criteria for the periodic assessment of academic teachers.

Position	RESEARCH AND DIDACTIC PATH	DIDACTIC PATH	RESEARCH PATH
ASSISTANT	<ul style="list-style-type: none"> - candidate assessment criteria: a post for the best graduates (of the UG and other universities) e.g. winners of the most important competitions (such as the diamond grant), demonstrating documented publication achievements (i.e. at least one publication accepted for print), documented research potential, active participation in conferences/seminars and involvement in outreach activity; - a person without the academic degree of doctor should not be employed in the post of assistant for a period exceeding 4 years; - the recommended period for obtaining the degree of doctor is 2 years, or 4 years for persons employed directly after graduation; - the recommended employment period in this post after obtaining the degree of doctor is 1 year; - automatic promotion to the post of adjunct is recommended only for persons whose doctoral dissertations have been awarded a distinction or a prize; - the next step in the academic career is the post of adjunct, obtained by means of internal promotion in the group of research and didactic employees after having been awarded the academic degree of doctor 	-----	<ul style="list-style-type: none"> - post for outstanding young researchers carrying out tasks in research projects and programmes which provide the funding for their remuneration
ADJUNCT	<ul style="list-style-type: none"> - candidate assessment criteria: authorship of academic publications with renowned academic journals or publishers, academic achievements assessed on the basis of detailed criteria of academic achievement in a given 	<ul style="list-style-type: none"> - this path is possible no sooner than after 4 years of having been awarded the academic degree of doctor 	<ul style="list-style-type: none"> - post for outstanding young researchers carrying out tasks in research projects and programmes which provide the funding for their remuneration

	<p>scientific discipline, positive assessment of didactic work, securing funds to finance academic research awarded on the basis of a competition or experience in commercialising the results of research, active participation in important conferences, international cooperation;</p> <p>- a person without the academic degree of doctor with habilitation should not be employed in the post of adjunct for a period exceeding 8 years;</p> <p>- fast track to habilitation verified by positive periodic assessments;</p> <p>- following the first periodic assessment, after 4 years, it is required that the selected path of professional development be verified</p>	<p>- a candidate for this post must demonstrate significant didactic achievements which provide a basis for further professional development in the group of didactic employees: strong didactic skills as confirmed, for example, by the results of student questionnaires, diversity in classes conducted, participation in national or international didactic projects connected with university education, preparation and publication of didactic materials;</p> <p>- the minimum period in the didactic path is 4 years;</p> <p>- possible promotion to associate professor without the degree of doctor with habilitation following additional positive assessment in the promotion procedure (§ 110a of the UG Statute) according to the criteria for associate professor</p>	
ASSOCIATE PROFESSOR	<p>- degree of doctor with habilitation;</p> <p>- no automatic promotion connected with attaining the degree of doctor with habilitation;</p> <p>- output, experience, national and international achievements (output in a given scientific discipline confirming research autonomy, international experience, experience in heading research projects, significant didactic achievements, participation in the education of academic staff – § 98 of the UG Statute), assessed on the basis of detailed criteria of academic achievement in a given scientific discipline;</p> <p>- positive evaluation by the Senate;</p> <p>- necessity of additional assessment in the promotion procedure (§ 110a of the UG Statute)</p>	<p>- degree of doctor or doctor with habilitation;</p> <p>- no automatic promotion connected with attaining the degree of doctor with habilitation;</p> <p>- possible promotion to associate professor without the degree of doctor with habilitation;</p> <p>- no less than 7-year experience in didactics or no less than 7 years of professional experience;</p> <p>- significant achievements in academic didactics, including at least: preparation or implementation of innovative education methods and tools; achievements with regard to ensuring the quality of education, including securing accreditation for the University;</p>	<p>- degree of doctor with habilitation;</p> <p>- criteria of § 106 of the UG Statute;</p> <p>- on each occasion, recommendation by a discipline council, based on detailed criteria in a given discipline, on the basis of two international reviews of output;</p> <p>- positive evaluation by the Senate</p>

		<p>implementation of didactic projects; achievements with regard to the popularisation of science; significant achievements as promotor in supervising the preparation of student diploma theses (§ 98 of the UG Statute);</p> <ul style="list-style-type: none"> - didactic achievements as confirmed in particular by the results of student questionnaires and awards for didactic activity; - positive evaluation by the Senate; - necessity of additional assessment in the promotion procedure (§ 110a of the UG Statute) 	
PROFESSOR	<ul style="list-style-type: none"> - automatic promotion to the post of professor after being granted the academic title 	<ul style="list-style-type: none"> - in the case of a teacher demonstrating significant results in the field of university education, a transfer to the didactic group is possible 	<ul style="list-style-type: none"> - criteria of § 106 of the UG Statute; - on each occasion, recommendation by a discipline council, based on detailed criteria in a given discipline, on the basis of two international reviews of output
VISITING PROFESSOR	<ul style="list-style-type: none"> - a person who is not a University employee; - outstanding academic, didactic or professional achievement; - a fixed-term contract only (§ 103a and § 105 section 2 of the UG Statute) 	<ul style="list-style-type: none"> - a person who is not a University employee; - outstanding academic, didactic or professional achievement; - a fixed-term contract only (§ 103a and § 105 section 2 of the UG Statute) 	<ul style="list-style-type: none"> - criteria of § 106 of the UG Statute; - a fixed-term contract only (§ 103a and § 105 section 2 of the UG Statute)
VISITING RESEARCHER	-----	-----	<ul style="list-style-type: none"> - a person who is not a University employee (§ 103a and § 105 section 2 of the UG Statute); - a fixed-term contract only
SENIOR LECTURER	-----	<ul style="list-style-type: none"> - no less than the academic degree of doctor or a master's degree; - no less than nine years' experience in didactics; - significant achievements in professional work and didactic activity: strong didactic skills as confirmed by the results of student questionnaires, diversity in classes conducted, authorship of an academic textbook/lecture notes, 	-----

		<p>outreach activity, participation in didactic projects;</p> <p>- in Faculties: supervision of numerous diploma theses</p> <p>A person employed in the post of senior lecturer at the Physical Education and Sports Centre shall also have a master's degree or equivalent, and the title of Trainer First Class or equivalent.</p>	
LECTURER	-----	<p>- no less than a master's degree or equivalent;</p> <p>- no less than seven years' professional experience and significant achievements in professional work or didactic activity</p>	-----
LECTOR/ INSTRUCTOR	-----	<p>- a master's degree or equivalent</p>	-----

PERIODIC ASSESSMENT

All academic teachers are subject to a periodic assessment with regard to their didactic, research or organisational work. The periodic assessment is carried out every four years. Varied criteria are applied with regard to groups of research and didactic, didactic or research employees. The periodic assessment is based on detailed evaluation criteria of the academic achievement of research as well as research and didactic staff in a given scientific discipline.

The basis for the assessment of didactic work consists of questionnaires carried out among students at least once a year in all student groups (for lectures, practical classes and seminars), in-class assessment, syllabuses (assessment regarding the quality and topicality of content presented, the use of additional tools, frequent testing of knowledge, submission of written work by students).

The basis for the assessment of academic work consists of academic publications affiliated to the University of Gdańsk.

The basis for the assessment of organisational work consists of, in particular, activating students to undertake research work (scientific circles), organising conferences, seminars, debates, working in committees and advisory bodies, working in administrative roles, managing a forum or other modern forms of communication with students, organising enduring cooperation between the University and external institutions, involvement in individual work with students – tutoring, activities aimed at the internationalisation of the University.

The Rector may terminate the employment contract with an academic teacher with prior notice should assessment of the teacher prove negative. The Rector terminates the employment contract with an academic teacher with prior notice should two consecutive assessments of the teacher prove negative. The termination of the employment contract with prior notice occurs at the end of a semester (30

September, 28/29 February respectively), in compliance with the notice period (§ 105 section 7 of the UG Statute).

REMUNERATION

The University of Gdańsk is governed by the Remuneration Regulations. The basic remuneration of academic teachers in particular posts may not be lower than that provided by the current legislation. An increase in this remuneration is dependent primarily on the University's financial capacity and should be based on the classification of achievements regarding academic and didactic activity. The classification may be carried out by an ad hoc committee for the assessment of the activity of academic teachers, headed by a dean/head of a general-university unit. Members of the committee should comprise employees whose academic and/or didactic activity to-date stands out amongst all the faculty's employees. The committee should comprise at least five members (including Chair).

While carrying out the assessment of employee achievements, the committee should consider the following factors:

- documented academic achievement based on the UG Knowledge Base,
- results of the most recent periodic assessments,
- results of student questionnaires and class evaluation (does not apply to research staff). Should the need arise, the committee may also seek the opinion of the classified employee's immediate superior.

The classification list project distinguishes four groups of employees:

- Group I (outstanding achievements),
- Group II (very good achievements),
- Group III (satisfactory achievements),
- Group IV (unsatisfactory achievements).

In the case of comprehensive pay rises, the division of funds with their allocation and the criteria and rules governing pay rises should on each occasion be specified by an agreement concluded with the trade union organisations in operation at the University of Gdańsk.

IMPROVING QUALIFICATIONS

It is the obligation of every academic teacher to continually improve his or her qualifications through contact with the most up-to-date knowledge and research. The University of Gdańsk provides support to the academic and professional development of academic teachers through organisational and substantive assistance in their attempts to secure funds to implement projects financed from external sources, making available its research infrastructure, allocating financial resources – within the University's capacity – to the implementation of independent or commissioned projects, of importance to the University and of significance to the development of science and relations with the social environment, as well as through the organisation of training sessions, seminars and lectures which allow for the acquisition and enhancement of knowledge and skills, amongst others, regarding issues of intellectual property protection, organisation and management of research, dissemination of research results, improving didactic skills and modernising the process of education.

In order to activate the academic and professional development of academic teachers, the University establishes scholarship systems and other forms of support, to which it allocates financial resources derived from budget allocations, grants, its own revenue, donations and other sources. The principles behind the creation and allocation of scholarship funds are based on the provisions of the Law on Higher Education and Science and the UG Statute as well as on appropriate university regulations in accordance with the principles of financial management. The University participates in national and international strategic programmes aimed at systemic improvement in the qualifications of academic staff.

RULES FOR COOPERATION WITH EMPLOYEES WHO HAVE REACHED RETIREMENT AGE, PROFESSOR EMERITUS STATUS

EMPLOYEES WHO HAVE REACHED RETIREMENT AGE

Without prejudice to the principles of equal treatment of employees, the UG will pursue the employment policy, in striving to implement high quality education and the optimal cross-generational division of posts and functions, including managerial positions. The implementation of the employment policy will be based particularly on periodic analyses of the involvement of research and didactic, didactic and research employees in the implementation of the UG development strategy and on the assessment of research and didactic achievements at every level of an employee's work.

With regard to the equal treatment of women and men and employees of the particular employee groups, the further employment of research and didactic, didactic and research staff after they have exercised their retirement rights may be continued at the University in the form of civil law contracts or fixed-term contracts. The continuation of such employment is intended to pass on competences to employees with less professional experience and may also be justified by the need to provide competence transfer or to ensure the continuation of projects as well as research and didactic, didactic or research activities undertaken prior to the attainment of retirement rights.

An academic teacher whose employment relationship based on nomination has expired at the end of an academic year due to their having attained a certain age and retirement rights, may be re-employed at the University in the same post held prior to the expiry of the employment relationship on the basis of a fixed-term contract, for a total period no longer than **twenty-four months** (full-time and part-time). This principle will also be used with regard to academic teachers employed on the basis of a contract, who will terminate their employment due to their having attained a certain age and retirement rights. In the case of ongoing fixed-term contracts concluded with retired employees and terminating in 2021, an additional year of employment on an existing basis is permitted.

A retired academic teacher may be employed under the above-mentioned conditions only in justified circumstances resulting from the necessity to 1) participate, especially as a beneficiary, in a national competition announced by the National Science Centre, the National Centre for Research and Development and other entities financing research activity or in an international competition to implement a research project in the field of education; 2) participate in the implementation of a project financed from European Union funds or by another grant-awarding entity; 3) employ a retired academic teacher with outstanding academic achievements, whose re-employment at the University, in the light of major research and didactic achievements, is of significance to the image, prestige and reputation of the University.

UG units retain complete freedom with regard to issues connected with the continuation of cooperation with retired academic teachers with outstanding academic and didactic achievements on the basis of civil law contracts.

A retired academic teacher, regardless of group or most recent post held, retains the right to take part in the University's research and didactic life with regard to participation in conferences, debates, and advisory bodies or popularisation of the University's academic and didactic achievements. He or she may also request to retain a UG e-mail address.

PROFESSOR EMERITUS STATUS

The University takes measures to increase the participation of retired researchers in academic life. A person who was employed at the University of Gdańsk in the post of professor (professor, associate professor) for a period of no less than ten years is entitled to the status of **professor emeritus** (in

exceptional circumstances the Rector may bestow this status on a person who does not meet the above-mentioned requirements).

To distinguish a professor emeritus of the University of Gdańsk, appropriate information should be placed after the surname, preceded by an appropriate title and degrees, according to the following pattern: Prof. Dr hab. Jan Nowak, prof. em. UG.

A retired professor of the University of Gdańsk receives an identity card confirming the status of professor emeritus of the University of Gdańsk.

A University professor emeritus is entitled to the following:

- use of the library system and IT infrastructure under University employee conditions;
- affiliation of academic publications;
- use of University headed paper and stamp;
- entry to the Campus;
- representation of the UG in scientific organisations and associations;
- free use of sports, leisure and physiotherapy venues and facilities (by arrangement with the management);
- participation in cultural, sports or other events organised by the UG.

The Rector or deans/heads of other organisational units of the University may confer additional powers on professors emeriti as part of the units which they manage, which may concern in particular:

- participation in scientific research,
- participation in the sessions of faculty councils or committees appointed at a faculty,
- access to laboratories,
- participation in the education of undergraduate and doctoral students and in mentor programmes.

A dean may provide a professor emeritus with office space and the necessary administrative assistance with regard to assigned tasks or activities.

UG professors emeriti may establish and run a University of Gdańsk Professor Emeritus Club and draw up its regulations. The space and resources necessary for the running of the Club are provided by the Chancellor.

II. REMAINING STAFF DEVELOPMENT POLICY (EMPLOYEES WHO ARE NOT ACADEMIC TEACHERS)

INTRODUCTION

The staff development policy (for employees who are not academic teachers within the meaning of § 114 section 1 of the UG Statute) implemented at the University of Gdańsk complies with the mission, vision and values laid down in the University of Gdańsk Development Strategy for 2020–2025. The principal objective of the policy is to define transparent procedures of employment and career paths and to specify the most important aspects, directions and methods of human resource management in order to strengthen the intellectual capital, develop the University and assist in the professional development of staff. It expresses the University's expectations towards employees, including a reference to employee assessment carried out on the basis of detailed criteria.

GENERAL PRINCIPLES

The rules and criteria of employment in particular positions and the projection of careers at different stages should be uniform, coherent and directed towards the implementation of the mission and strategy of the University. The implementation of the above objective consists of constructing a set of rules for the management of human resources based on the current knowledge of the field of management, with due consideration for the University's internal and external circumstances. The devised rules refer mainly to such areas of human resource management as recruiting, retaining and developing the University's human capital, not only for the needs, tasks and objectives of the University but also of employees, such as, in particular: professional development, employment stability, and fair and objective personnel-related decisions.

PLANNING EMPLOYMENT, RECRUITMENT, EMPLOYMENT

PLANNING EMPLOYMENT

The University of Gdańsk devises an employment plan for a given academic year for employees who are not academic teachers, directly corresponding to the requirements of implementing the University's basic objectives. The planning of human resources consists of, in particular: an analysis of the existing employment status of a given organisational unit, assessment of tasks implemented by this unit and the assessment of the financial condition of both the unit and the University of Gdańsk. In addition, the employment plan includes an appraisal of the needs resulting from employee promotions, both vertical and lateral, and assessing and securing the financial resources within the budget of a given organisational unit to implement these needs. Rational human resource management and rationalisation of personnel costs is based on an analysis of employment status and structure, with the results being presented in employment status reports containing employment structure in various thematic configurations.

RECRUITMENT

The recruitment of candidates for work is carried out with the aim to fill vacant positions with persons whose competences allow them to be fully involved in the implementation of the University of Gdańsk objectives through appropriate fulfilment of the responsibilities of a particular position.

The University observes the rule of seeking persons with developed competences, who are immediately able to embark on the effective implementation of the duties assigned to the position in question.

The recruitment process takes the form of a competition carried out by a competition committee, or of direct recruitment. The head of an organisational unit seeking an employee specifies the competence-related conditions and requirements regarding candidates for a given position and draws up a job offer on the basis of the job description and candidate requirements. The job offer is subsequently placed on internet sites which specialise in the search for employees as well as being made public by means of traditional media and notice boards.

Candidates for the vacant position are initially sought among University of Gdańsk employees. Should internal recruitment prove unsuccessful, candidates are sought in the external job market.

After an analysis of the documents submitted by the interested persons and upon completion of job interviews, a candidate is selected and submitted for the decision by the University authorities. A detailed description of the employment procedures regarding employees who are not academic teachers is included in a separate decree of the Rector.

EMPLOYMENT

Staff are employed on the basis of open-ended or fixed-term contracts. Each contract may be preceded by a contract for a probationary period no longer than three months. Another contract for a probationary period is possible only if an employee performs a different kind of work or after a period of three years following the termination of employment, should an employee undertake work of the same kind. In cases justified by a candidate's high competences and experience, a contract for a probationary period may be waived. The total period of employment on the basis of fixed-term contracts may not exceed thirty-three months and a total of three contracts. Should a need arise to employ a person for the period of an employee's excused absence, a fixed-term contract may be concluded in order to provide substitution for the absent employee. In such a case, the principle of Article 25¹ § 1 of the Labour Code regarding a limit to fixed-term contracts will not apply. The regulations regarding a limit to fixed-term contracts are not applied either in the case of the employment of staff for the purpose of carrying out work for a particular project.

Decisions regarding the renewal of employment or specifying conditions for the employment of new staff at the University are taken by a person authorised by the Rector to carry out duties in the field of labour law. The above decisions are issued following a request by a head of an organisational unit, through official channels and in consultation with the University of Gdańsk Chancellor. The base remuneration is determined according to the Remuneration Regulations in operation at the University and with respect to the principle of equal treatment of staff. In the case of contract renewal, a head of a unit submits a request which is subject to the Chancellor's approval. When positive recommendations have been granted, an employee submits an application through official channels, to be reviewed by the Chancellor. The request by head of a unit and the application by an employee are to be submitted one month before the expiry of employment. The decision to renew employment is taken no later than a week before the previous employment expires. An employee may not claim a right to contract renewal. Permission to perform employee duties is granted when the employee has complied with all the University's formalities. Expiry of employment relationship takes place under the principles set out in the Labour Code.

CAREER PATHS

An employee, an employee's superior or a high-level superior may put forward a justified request for promotion after conditions laid down in the Remuneration Regulations have been met. The request should be preceded by a positive assessment demonstrating, among others, that, through involvement in performing duties and through skill, autonomy in problem-solving or coping with work under time pressure, the employee has attained the professional maturity expected at a higher position. Requests for promotion will be considered in May and November of a given calendar year by a committee appointed by the Rector ad hoc i.e. each time in a composition corresponding to the requests submitted for consideration.

PERIODIC ASSESSMENT

The University carries out a periodic assessment of employees who are not academic teachers. The employees are assessed every three years, excluding persons employed in the group of service staff. The process of carrying out periodic assessment by means of a module in the employee portal is specified in a separate decree of the Rector. An analysis of the data on completion of each assessment constitutes the basis for the planning of the procedures for increasing professional qualifications and promotions and provides assistance in the financial management of the University. The periodic assessment of staff is carried out electronically.

REMUNERATION

The University of Gdańsk is governed by the Remuneration Regulations regarding, among others, the minimum conditions to be met when employed in a given position, including the candidate's education, qualifications and work experience. Employees who carry out the same kind of work, of the same intensity, with comparable documented professional qualifications and responsibility and effort, have the right to receive equal remuneration. The University of Gdańsk observes the principle of equal treatment of staff. Faculty deans, heads of general-university units and heads of other organisational units may file a justified request for a rise in the remuneration of employees who are not academic teachers, taking into consideration the results of the periodic assessment and involvement in the performance of duties. Requests will be considered depending on the financial situation of the University. In the case of comprehensive pay rises, the division of the funds with their allocation as well as the criteria and rules governing pay rises should be specified on each occasion by an agreement concluded with the trade union organisations in operation at the University of Gdańsk.

INCENTIVE SCHEME

The University of Gdańsk employs an incentive scheme with the aim to encourage employees to effectively implement their assigned duties and, at the same time, the strategic objectives of the University.

The incentive factors comprise, in particular:

- bonus scheme,

- award scheme,
- promotion and reassignment scheme related to the results of the periodic assessment of employees.

IMPROVING QUALIFICATIONS

The University provides assistance in increasing the professional qualifications of employees in self-learning or by organising training sessions to help them acquire or complement knowledge and skills. The training sessions may be organised in schools, or outside them, on the initiative or with the consent of the University.

Financial resources for co-financing the cost of educating and increasing staff qualifications are earmarked in the University's material and financial plan for a given calendar year. An employee may request to be granted funding for training from these resources. A request to be granted permission to increase professional qualifications, submitted by an employee with at least one year of work experience, should be accompanied by justification and a positive assessment by immediate and high-level superiors. Increasing professional qualifications should serve the purpose of staff development and increase knowledge related to the type of work performed and the scope of duties. A training plan is drawn up for a given calendar year, on the basis of the analysis of the needs submitted by organisational units and with consideration for the training needs recognised by the Training Section. A training plan is drawn up with regard to the availability of the University's financial resources. Should the total cost of education in doctoral schools outside the UG or postgraduate and MBA studies exceed the sum of 2,000 PLN, the co-financing of education costs will be subject to an agreement on raising professional qualifications. Also, in the case of the total cost of education in training sessions and specialist courses amounting to at least 2,500 PLN, an agreement on raising professional qualifications is required. The co-financing of education costs in doctoral schools outside the UG or postgraduate and MBA studies amounts to a maximum figure of 50% of the semester or annual fee. The co-financing of education in training sessions and specialist courses covers up to 100% of the participation fee. After the end of a calendar year, a report is prepared on the completion of the training plan.

Detailed rules and conditions for improving the professional qualifications of employees who are not academic teachers are specified in a separate decree of the Rector.

RULES FOR COOPERATION WITH EMPLOYEES WHO HAVE REACHED RETIREMENT AGE, DISTINGUISHED UNIVERSITY EMPLOYEE STATUS

EMPLOYMENT AFTER RETIREMENT

The employment of a retired member of staff who is not an academic teacher may take place following consent of the Rector, at a substantiated request of the immediate superior, should this employment be justified by the legitimate interest of the University. A retired member of staff is employed on the basis of a fixed-term contract, for a period not exceeding a total of **twenty-four months** and a maximum of three employment contracts.

DISTINGUISHED RETIRED EMPLOYEES

The University strives to recognise its retired employees. A person employed at the University of Gdańsk for a period of at least **25 years** is entitled to the status of **distinguished employee of the University of Gdańsk**, conferred during a meeting with the University's Rector. A distinguished retired employee of the University of Gdańsk receives a certificate of recognition and additional privileges connected with, in particular, the participation in university celebrations as well as cultural and sports events organised by the UG.

III. COMMON AREAS: ACADEMIC TEACHERS AND EMPLOYEES WHO ARE NOT ACADEMIC TEACHERS

SOCIAL MATTERS

The University of Gdańsk operates the Company Social Benefits Fund for all employees. University of Gdańsk employees, pensioners and disability pension recipients may, as qualified entities, receive numerous benefits as part of the fund in the form of special assistance benefits, holiday subsidies for employees and their children, and subsidies for cultural, sports or other events. The operating principles of the Company Social Benefits Fund are regulated by the Act on the Company Social Benefits Fund (consolidated text: Journal of Laws 2020, item 1070, with amendments) and regulations established by an appropriate decree of the Rector.

HEALTH AND SAFETY MATTERS

The objective of health and safety is to prevent hazards to individuals' health and life in the workplace and threats of damage/disruption to the University's infrastructure. The University of Gdańsk observes health and safety regulations in compliance with the regulations and directives of the European Union and the rules of health and safety. Based on the above, the University introduces preventative technical and organisational measures, updates occupational safety procedures in particular positions, and supervises and monitors compliance with these procedures in the course of duty. Such measures create a greater sense of occupational safety among employees and reduce exposure to work-related accidents and illnesses. The employer provides appropriate financial resources in this regard. The eventuality of accidents or diseases can be minimised, and the costs of accidents and absence at work consequently reduced, through consistent analysis of occupational hazards, the conduct of research into and measurements of harmful factors, along with preventive health care of employees resulting from the Act on Occupational Health Service (consolidated text: Journal of Laws 2019, item 1175, with amendments). The University of Gdańsk organises training sessions in occupational safety in order to increase awareness of hazards in the workplace, to prepare employees for performing work in a manner which is safe for their health and life, and to raise awareness of occupational safety culture.