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Uniwersytetu  
Gdańskiego

Vice-Rector for Research and Foreign Cooperation  
prof. dr hab. Piotr Stepnowski

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Recommendations of the Committee for the European Charter for Researchers regarding staff policy  
and procedures for employing researchers at the University of Gdańsk

1. The staff policy pursued at the University of Gdańsk, which takes into account the principles of recruitment and evaluation of employees, is to serve the professional development of academic teachers, strengthen the academic and research potential of the University, and implement the assumptions of the University of Gdańsk's Development Strategy for 2019-2025.
2. The competition criteria should take into account the current and future needs of a given organizational unit in the research and teaching area.
3. Detailed recruitment criteria related to the specifics of a given scientific discipline should be established at the level of a given Faculty, in consultation with the Scientific Discipline Board and the Dean's Council, and approved by the Dean of the Faculty. The criteria should relate directly to scientific achievements, experience in obtaining grants, activities in the field of innovation and commercialization of research results, mobility, ability to work in research teams, teaching and organizational activities.
4. The key direction of employment in a given unit should be acquiring people distinguished by scientific and didactic achievements, especially people from other academic centers, including international ones.
5. The conditions for promotion should be specified for each position, taking into account the specificity of the scientific discipline, and should also take into account the progress in the scientific work of the candidate for promotion. Just obtaining a degree or title should not automatically determine professional promotion. Promotion conditions should be established at the level of a given Faculty, with the Scientific Discipline Board, approved by the Dean's Council and approved by the Dean of the Faculty
6. Employment in a research, research-didactic and didactic position takes place in an open competition, taking into account the requirements of the Act and the Statute of the University of Gdańsk.



7. An application for consent for new employment is submitted to the Rector by the Dean of the Faculty. The application should be supported by an analysis of the personnel condition of the unit and its financial situation resulting from the teaching load. The staff potential of other organizational units of the Faculty and the University should also be taken into account.
8. After the Rector's consent, the competition is announced by the Dean of the Faculty in accordance with the provisions of the Act and the Statute of the University of Gdańsk.
9. The competition announcement should contain:
  - information about the position for which the competition is being announced: name of the position, number of full-time positions, information on full-time position, employee group,
  - determining the requirements for the candidate in terms of qualifications in accordance with the provisions of the Act and the Statute of the University of Gdańsk, with particular emphasis on scientific achievements and experience in obtaining financial resources in the case of employees employed in research or research-didactic positions,
  - list of required documents,
  - deadline and method of submitting documents,
  - the expected date of the contest results,

It is also suggested to indicate the amount of remuneration (scope) already at the stage of job advertisement.

10. The competition is conducted by the Faculty Competition Board, appointed by the Dean.

The Board consists of three employees (together with the chairman). The members of the Board are obligatory due to their function and competence – the Dean of the Faculty or a person authorized by him as the Chairman of the Board. The remaining persons are the direct superior of the employed employee and a person possessing at least a postdoctoral degree.

The Board should not include persons who are a spouse or relative of the person participating in the competition procedure, or persons in such legal or factual relationship with it that it may raise reasonable doubts as to its impartiality.
11. The competition includes the formal stage – verification of documents in terms of meeting the requirements set out in the content of the competition announcement and the substantive stage – establishment of the detailed conditions of the competition by the Board. The Board may interview the candidate, and may also appoint reviewers of the candidate's scientific achievements and ask the candidate to conduct classes with the possibility of assessment by students.



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12. In the event of deficiencies in the documents submitted, candidates are requested to fill in the deficiencies within a period of not more than 7 days.
13. The Competition Board carries out a preliminary analysis of the scientific and/or didactic achievements and on this basis makes the appropriate decision on the selection of a suitable candidate for a given position or in the event that in the terms of the competition the Competition Board has defined the interview with the candidate, on the qualification of the candidate for the next stage recruitment, i.e. for an interview.
14. Qualified candidates shall be notified of the date and place of the interview at least 3 days before its date.
15. Failure to appear for the interview is tantamount to excluding him from further recruitment.
16. The competition results should be made by secret ballot by an absolute majority of votes.
17. Protocol is made of the Competition Board meeting.
18. Upon completion of the work, the Chairman of the Competition Board shall immediately inform the candidates about the results of the competition procedure in writing, providing justification for the decision.
19. The Dean's Council issues an opinion on the employment of the selected candidate on a given position, and then the Dean submits the competition documentation to the Rector of the University.
20. The decision on employment is made by the Rector on the principles set out in the Act and the Statute of the University of Gdańsk.

Prof. dr hab. Piotr Stepnowski

Chairman of the EKN Committee