



HR EXCELLENCE IN RESEARCH

*Appendix to Resolution No. 35/2022
of the Scientific Council
of the Institute of Slavic Studies,
Polish Academy of Sciences
dated June 13, 2022*

**Regulations of the Competition for Research Positions at the Institute of Slavic Studies,
Polish Academy of Sciences**

1. The regulations of competitions for scientific positions (hereinafter referred to as the "Regulations") specify the manner and mode of conducting competitions for scientific positions at the Institute of Slavic Studies of the Polish Academy of Sciences (hereinafter referred to as the "Institute").
2. The employment of a researcher at the Institute is preceded by a competition announced by the Director of the Institute, except for the cases specified in Article 91(6) of the Act of 30 April 2010. on the Polish Academy of Sciences.
3. The decision on conducting the competition is made by the Director of the Institute on his / her own initiative or at the request of the Project Manager or the Head of the Department.
4. If the Director makes the decision referred to in section 3, the Project Manager (in the case of employment in the frame of a grant) or the Deputy Director for Research together with the Manager of the Department in which it is envisaged to employ an employee for a research position, prepare a description of the position and then submit it to the Director for approval.
5. The job description referred to in section 4 includes in particular:
 - 1) Specification of the position for which the competition is to be announced,
 - 2) Planned place of employment (Department),
 - 3) Planned scope of tasks,
 - 4) Qualifications of the candidate in connection with the position and scope of tasks.
6. After the Director of the Institute accepts the job description, the Project Manager or the Head of the Department together with the Deputy Director for Research prepares the content of the announcement of the competition for a research position.
7. The announcement of the competition is posted on the Institute's website, in the Public Information Bulletin, on the Ministry of Education and Science website, and in English in Euraxess Jobs.

8. Candidates submit their offers in electronic form on the e-mail address indicated in the announcement of the competition or in paper form directly to the secretariat of the Institute.

9. Offers should be submitted within the time limit specified in the announcement, which should be understood as the date of reception of documents by the Institute.

10. The competition procedure is conducted by a Committee appointed by the Director of the Institute (hereinafter referred to as the "Committee") consisting of not less than 3 and not more than 5 persons.

11. The Committee conducts a competition procedure aimed at selecting candidates for a research position and presenting the Director of the Institute with a list of candidates ranked in accordance with the evaluation obtained, according to the following criteria: scientific achievements, experience, qualifications and predispositions to work on a given position.

12. In order to ensure equal treatment of candidates, the composition of the Committee should reflect, as far as possible, diverse experiences, qualifications and an appropriate gender balance.

13. The Commission deliberates during meetings convened by the Chairman of the Commission.

14. The secretariat provides support for the work of the Committee.

15. In competitions for a scientific position, financed from the subsidy for the maintenance and development of didactic and research potential, the Director of the Institute appoints members of the Scientific Council of the Institute of Slavic Studies of the Polish Academy of Sciences with the academic degree of PhD DSc or the title of professor as members of the commission. The committee includes the Deputy Director for Research and the Head of the Department where the researcher is to be employed. The Chairman of the Committee is appointed by the Director.

16. In competitions for the position of assistant professor (post-doc) in the grant financed from external funds, persons with the academic degree of PhD DSc or the title of professor representing the relevant scientific field shall be appointed to the Commission. A person with an academic degree of PhD and significant scientific achievements may be appointed to the committee. The Chairman of the committee is the PI of the grant.

17. The qualification procedure consists of two stages:

1) 1st stage - analysis of submitted offers in order to verify their compliance with formal requirements.

2) Stage II – interview with candidates.

18. The committee may set an additional deadline for the candidate to supplement the formal defects. Paragraph 9 applies accordingly. After the expiry of the specified period, the offer is rejected.

19. Persons whose offers do not contain formal defects enter the second stage of the Competition, which can be conducted directly at the seat of the Institute or via an Internet.

20. In the case of a significant number of applications, the Commission may make an initial selection of offers, inviting only some of the candidates to an interview.

21. The committee uses the scoring of candidates in accordance with the scale attached to the Regulations.
22. The chairman of the Committee writes a report on the competition procedure, containing the recommendation of candidates for employment.
23. Recommendation for employment includes a list of candidates with no more than 3 people who meet the requirements set out in the competition notice to the greatest extent, ranked starting with the candidate who scored the highest number of points, but not less than 75% of the maximum number of points. If none of the candidates obtains 75% of the maximum number of points, the Director shall cancel the Competition.
24. The report on the outcome of the Competition, including the recommendation of the candidate for employment, is presented by the Commission to the Director of the Institute within 7 days from the date of the last meeting of the Commission.
25. A recommendation to select a specific candidate is not binding for the Director of the Institute.
26. The Director, having read the Protocol on the competition procedure, decides to employ one of the candidates recommended by the Committee at the Institute.
27. In the event that none of the candidates is recommended by the Committee or no candidature is submitted within the specified period, the Director of the Institute may resign from filling a given position or announce a new Competition.
28. If the candidate selected by the Director of the Institute resigns from the position for which he/she applied, the Director of the Institute selects another candidate from among the candidates recommended by the Committee or decides to re-announce the Competition.
29. The decision of the Director of the Institute regarding the employment of a candidate is made visible in the form of an annotation on the protocol of the competition procedure.
30. After selecting the candidate, the protocol from the competition procedure is handed over to the secretary's employee to inform the candidates about the decision made by the Director of the Institute and to the HR employee to complete the formalities related to employment.
31. Each candidate has the right to familiarize himself/herself with the competition documentation regarding his application.

*Appendix 1 to the Regulations
of the competition for a scientific position
at the Institute of Slavic Studies
Polish Academy of Sciences*

**Principles of evaluating candidates for research workers of the Institute of Slavic
Studies of the Polish Academy of Sciences**

Conditions of employment:

1. A person with the academic title of professor may be employed in the position of professor (Article 89(1) of the Act on the Polish Academy of Sciences).

Punctuation:

1) for scientific achievements and popularizing activities - up to 30 points.

2) for organizational experience, including the ability to raise funds for research
– up to 15 points

3) for didactics - up to 5 points.

4) Interview on research plans. The Commission evaluates the compliance of the intentions with the Institute's development plans and their scientific attractiveness. The committee also takes into account the social resonance of research and the ability to work in a team. Such an assessment is presented by the Committee to the Director together with the report. Score for the interview - up to 50 points.

Total maximum: 100 pts.

2. A person with the academic degree of PhD DSc (doktor habilitowany) or the academic title of professor may be employed in the position of a professor of the institute (Article 89(2) of the Act on the Polish Academy of Sciences).

Punctuation:

1) for scientific achievements and popularizing activities - up to 30 points.

2) for organizational experience, including the ability to raise funds for research
– up to 15 points

3) for didactics - up to 5 points.

4) Interview on research plans. The Commission evaluates the compliance of the intentions with the Institute's development plans and their scientific attractiveness. The committee also takes into account the social resonance of research and the ability to work in a team. Such an assessment is presented by the Committee to the Director together with the report. Score for the interview - up to 50 points.

Total maximum: 100 pts.

3. A person holding at least a doctoral degree (PhD) may be employed in the position of assistant professor (Article 89(3) of the Act on the Polish Academy of Sciences).

Punctuation:

1) for scientific achievements and popularizing activities - up to 30 points.

2) for organizational experience, including the ability to raise funds for research

– up to 15 points

3) for didactics - up to 5 points.

4) Interview on the candidate's research plans. The Commission evaluates the compliance of the intentions with the Institute's development plans and their scientific attractiveness. The committee also takes into account the social resonance of research and the ability to work in a team. Rating: up to 50 pts.

Total maximum: 100 pts.

4. A person who holds at least a master's degree (MA) or an equivalent degree may be employed in the position of an assistant (Article 89(4) of the Act on the Polish Academy of Sciences).

Punctuation:

1) for the topic and level of the master thesis and research interests - up to 50 points.

2) Interview on the candidate's intentions and his / her usefulness in the scientific and research work of the Institute - up to 50 points.

Total maximum: 100 pts.

5. The position of assistant professor (post-doc in a grant affiliated with IS PAN) may be held by a person holding at least a doctoral degree (PhD) (Article 89(3) of the Act on the Polish Academy of Sciences), according to the criteria provided by the funder.

Punctuation:

1) for scientific, organizational and didactic achievements - up to 40 points.

2) Interview on research interests and possible contribution to grant works. The committee will assess whether the Candidate has sufficient competence to participate in the grant according to the criteria and scope of work specified in the announcement. – up to 60 points

Total maximum: 100 pts.