

## **Rules of Procedure of the Selection Board**

### **Applicable to Research Fellows at the Institute of Slavic Studies, Polish Academy of Sciences (Appendix to Resolution No. 01/2011 of Director of the Institute of Slavic Studies, the Polish Academy of Sciences, dated 8 February 2011)**

1. The Selection Board (hereinafter “Board”) is established by Director of the Institute of Slavic Studies, the Polish Academy of Sciences. The Board consists of 3 to 5 members. Members of the Board appointed from among members of the Academic Council of the Institute of Slavic Studies, Polish Academy of Sciences, hold the academic degree of *doktor habilitowany* or the title of *profesor*, representing the relevant academic discipline. 1/3 of the Board members should represent the same gender. The Board may invite external experts without voting rights.
2. The Board is chaired by Deputy Director for Research. At its first meeting, the Board elects Secretary from among its members.
3. The selection procedure consists of two stages:
  - a) First stage: evaluation of candidates based on submitted documents. Documents may be sent by e-mail;
  - b) Second stage: interview. The interview may be held via an instant messenger. Only the candidates who satisfy the conditions set out in the competition notice will be admitted to the second stage.
4. The Board evaluates candidates using the scores set out in the annex.
5. The Board provides a recommendation to Director in respect of selecting the candidate who has obtained the highest score in the selection procedure, however, not less than 75% of the maximum score. If none of the candidates has obtained 75% of the maximum score, Director may revoke the selection process.
6. Within 7 days after its last meeting, the Board submits the selection process report to Director of the Institute for approval.

( – )

prof. dr hab. Ryszard Grzesik  
Chairman of the Academic Council of the  
Institute of Slavic Studies, Polish  
Academy of Sciences

---

The Rules were adopted by Resolution No. 4/2016 of the Academic Council of the Institute of Slavic Studies, the Polish Academy of Sciences, dated 25 January 2016, repealing the Rules of Procedure of the Selection Board Applicable to Research Fellows at the Institute of Slavic Studies, Polish Academy of Sciences, dated 24 January 2011.

Amendments introduced by Resolution no. 11/2017 dated 30 January 2017.

**Rules of evaluation of candidates for research fellows of the Institute of Slavic Studies,  
Polish Academy of Sciences**

Terms and conditions of employment:

1. Only the persons holding the academic title of *profesor* may be employed as full professors (Article 89(1) of the Act on the Polish Academy of Sciences).

Score:

- For research achievements and promoting activities: up to 30 points.
- For organisational experience, including skills in respect of fundraising for research: up to 10 points.
- For teaching experience: up to 10 points.
- Interview on research projects. The Board evaluates the consistency of the projects with the Institute's development plans, and their research potential. The Board also takes into account the social aspect of the research and team-working skills.  
The Boards presents its evaluation and report to Director. Interview score:  
– up to 50 points.

Total maximum score: 100 points.

2. Only the persons holding the academic degree of *doktor habilitowany* or the academic title of *profesor* may be employed as associate professors (Article 89(2) of the Act on the Polish Academy of Sciences).

Score:

- For research achievements and promoting activities: up to 30 points.
- For organisational experience, including skills in respect of fundraising for research: up to 10 points.
- For teaching experience: up to 10 points.
- Interview on research projects. The Board evaluates the consistency of the projects with the Institute's development plans, and their research potential. The Board also takes into account the social aspect of the research and team-working skills.  
The Boards presents its evaluation and report to Director. Interview score:  
– up to 50 points.

Total maximum score: 100 points.

3. The following may be employed as visiting professors:
  - persons who stay on an unpaid leave in another academic unit, as referred to in Article 2(9) of the Act on Principles of Financing Science dated 30 April 2010, and hold the academic degree of *doktor habilitowany* or the academic title, or
  - persons who permanently reside abroad and hold at least the academic degree of *doktor* (Article 89(3) of the Act on the Polish Academy of Sciences).

Score:

- For research achievements and promoting activities: up to 30 points.
- For organisational experience, including skills in respect of fundraising for research: up to 10 points.
- For teaching experience: up to 10 points.
- Interview on research projects. The Board evaluates the consistency of the projects with the Institute's development plans, and their research potential. The Board also takes into account the social aspect of the research and team-working skills.  
The Boards presents its evaluation and report to Director. Interview score:  
– up to 50 points.

Total maximum score: 100 points.  
Employment for the period up to 3 years.

4. Only the persons holding at least the academic degree of *doktor* may be employed as assistant professors (Article 89(5) of the Act on the Polish Academy of Sciences).

Score:

- For research achievements and promoting activities: up to 30 points.
- For organisational experience, including skills in respect of fundraising for research: up to 10 points.
- For teaching experience: up to 10 points.
- Interview on the candidate's research projects. The Board evaluates the consistency of the projects with the Institute's development plans, and their research potential. The Board also takes into account the social aspect of the research and team-working skills. Score: up to 50 points.

Total maximum score: 100 points.

5. Only the persons holding at least the degree of *magister* or equivalent may be employed as assistants (Article 89(6) of the Act on the Polish Academy of Sciences).

Score:

- For the thesis' subject matter and quality of the master's thesis and research interests: up to 50 points.
- Interview on the candidate's projects and his/her usefulness in the academic and research work of the Institute: up to 50 points.

Total maximum score: 100 points.