

Policy

Open, Transparent and Merit based Recruitment of Researchers (OTM-R) for the Wroclaw University of Health and Sport Sciences

Introduction

The European Charter for Researchers defines the duties and rights of researchers and the entities that employ and/or fund them, in addition, the Code of Conduct for the Recruitment of Researchers contains specific rules and requirements for recruitment and selection processes, the implementation of which ensures the transparency and fairness of these processes. At the Wroclaw University of Health and Sport Sciences, we are aware that it is extremely important and necessary to create optimal conditions for scientific research and to provide scientists with stable working conditions and professional development at every stage of their career path.

The Wroclaw University of Health and Sport Sciences has signed a declaration of support for the principles and recommendations adopted in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. In June 2018 the European Commission awarded our University the prestigious distinction of the "HR Excellence in Research" logo. Using the "HR Excellence in Research" distinction is a confirmation that the University strives to provide researchers with the best working conditions for scientific, research and development activities, in line with the highest European standards. At the Wroclaw University of Health and Sport Sciences, we strive to create such conditions for research that enable national and international mobility, and for scientific teams to conduct interdisciplinary research, as well as helping them to successfully apply for funding. The development of science in its broadest sense is not possible without the free flow of knowledge and, consequently, the mobility of researchers. We are aware that the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers is a process influenced by the internal environment of universities, but also by external legislation. An open, transparent and merit-based recruitment process for researchers is a system that provides a level playing field for all candidates, increases the attractiveness of the employer to potential researchers, promotes mobility and consequently contributes to the quality of research.

Statutes - Ordinance [\[link\]](#).

Work regulations ordinance
[\[link\]](#).

Code of ethics for research workers [\[link\]](#).

Gender equality policy [\[link\]](#).

Based on the Code of Conduct for the Recruitment of Researchers, the Wrocław University of Health and Sport Sciences has established a policy for the recruitment of researchers in order to comply with the highest employment standards. The Open, Transparent and Merit based Recruitment (OTM-R), which was established in 2018, was updated on the basis of the provisions of the Act on Higher Education and Science (Journal of Laws 2021. item 478. as amended) and the Statute of the Wrocław University of Health and Sport Sciences.

The OTM-R policy complements both of the above-mentioned documents.

The objectives of the OTM-R policy are aimed at building the University's greatest research capacity. They concern:

1. Adhere to the principles and requirements defined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
2. Recruiting of staff with the highest qualifications for the position offered.
3. Enabling the employment of foreign workers.

The developed OTM-R policy is based on the rules such as:

- openness - the staff selection process is open, accessible to everyone and publicly advertised,
- transparency - recruitment is carried out according to clear, transparent rules that are the same for all candidates,
- merit-based assessment of competences - candidates are selected on the basis of merit criteria only, on the basis that the best-qualified candidate is selected, irrespective of age, gender, ethnic origin, views and attitudes, background, cultural and religious identity, sexual orientation, language, disability and economic or social status.

It provides guidance on the obligations, principles and requirements under the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

At the Wrocław University of Health and Sport Sciences, in accordance with the principles of the Charter and the Code, we pay attention to:

- recruitment procedures were open and transparent, and job offers included only substantive guidelines for the position offered.
- information about the recruitment process and the selection criteria was made available to candidates and feedback was given to candidates on the strengths and weaknesses of their applications.
- when assessing competences, analyze qualitative and quantitative aspects, including publications, teaching, supervision, teamwork, knowledge transfer or innovation and spreading scientific awareness in society.
- recognize the multidimensionality of career paths and mobility experiences, including staying in another country, working in the public or private sector, changing disciplines,
- recognize academic and professional qualifications.

Recruitment procedures for academics used by the AWF in Wrocław assume the use of research position definitions in accordance with the guidelines contained in the Research profiles descriptors EURAXESS (europa.eu), which enables international comparison of requirements and achievements:

- R1 (First stage Researcher) - researchers with a master's degree up to the completion of their doctoral studies with less than four years of research experience, students of the Doctoral School and Doctoral Studies, employed as assistants,
- R2 (Recognized Researcher) - researchers with a doctoral degree or equivalent who are not yet fully independent researchers, with a research record of more than 4 years, at the position of assistant or assistant professor,
- R3 (Established Researcher) - independent researchers, with a doctoral degree at the rank of assistant professor or university professor,
- R4 (Leading Researcher) - independent, experienced, leading his/her research area or field and leader of research group with a PhD or professor degree.

A detailed process of the recruitment process is included in the OTM-R guide.

OTM-R Guide

The Guide to Open, Transparent and Merit based Recruitment of Researchers at the Wrocław University of Health and Sport Sciences presents the University's activities in the implementation of the entire recruitment process: from the guidelines and publication of the announcement, through the recruitment process, to the closing of the competition and making the results public.

The recruitment procedure for academic staff for academic teaching positions (R1 - R4) is governed by:

1. Act of 20 July 2018. Law on higher education and science,
Article 119: The first employment relationship with academic staff in a public higher education institution, for an indefinite or specific period of more than three months, at a level exceeding half of their full-time working hours, shall be established following an open competition. [\[Link\]](#)
2. Statute of the Wrocław University of Health and Sport Sciences, Chapter IV, Paragraph 50-60 [\[link\]](#).
3. Code of Ethics for Employees of Wrocław University of Health and Sport Sciences [\[link\]](#).
4. Ordinance of the applicant and the organizer of the competition to be held.

- The recruitment procedures do not apply to promotions and transfers to equivalent positions.

The recruitment process for academic staff positions in the research, research and teaching group is as follows:

1. The applicant and organizer of the conduct of the competition referred to in § 55 of the Statute is:
 - a. The Rector on his own initiative,
 - b. The Rector upon the proposal of the head of the organizational unit to which the position to be advertised belongs.
2. The application of the head of an organizational unit to hold a competition is addressed to the Rector. The information about the competition specifies in detail the conditions of the competition, the documents to be submitted by the candidates, the date and place for the submission of the documents and the deadline for the outcome of the competition. The application of the head of the unit is written "by hand" and, after obtaining the Rector's approval, the conditions are transferred to templates in accordance with the guidelines set by the Ministry and the EURAXESS portal for researchers.

3. The start of the competition procedure is subject to the approval of the Rector.^{4 4}.
4. The competition notice shall include:
 - 4.1. Identification of the post to which the competition relates.
 - 4.2. The name of the organisational unit of the University: in the case of university-wide units, i.e. CJO or UCWFiS, in the case of Faculties, the University is indicated.
 - 4.3. The name of the field and academic discipline that the candidate will represent in the case of an application to employ an academic staff member in the research and teaching or research staff group.
 - 4.4. Identify the requirements for the candidate.
 - 4.5. List of documents required from the candidate.
 - 4.6. Deadline for submission of entries to the competition.
 - 4.7. Working hours.
 - 4.8. Additional information relating to the competition announced.
5. The criteria for assessing the merits of the candidate for the post shall be laid down by the applicant for the competition.
6. Information about the competition shall be made public, for a period of at least 30 calendar days prior to the competition, simultaneously in the sources listed below:
 - 6.1 The University's BIP website.
 - 6.2 BIP website of the Ministry responsible for higher education.
 - 6.3 European Commission pages on the European Researchers Portal.
7. The applicant and the organizer of the competition shall appoint a selection boards of at least three members, consisting of:
 - the head of the organizational unit to which the post to which the competition relates or his/her representative.
 - a research and teaching staff member or a researcher from the organizational unit in which the employee is to be employed, as designated by the Rector.
 - other people appointed by the Rector.The board is chaired by a board member designated by the Rector.
8. The detailed procedure and conditions for the work of the board are laid down in § 55 of the Statute.
9. The Rector decides whether or not to employ the candidate selected as a result of the competition, after consulting the Academic Discipline Council or the Faculty Council.
10. Information on the outcome of the competition, together with the justification prepared by the competition committee, shall be made available after the competition for a period of at least 30

days in the BIP on the subject pages of the University and the Ministry responsible for higher education.

General selection criteria for candidates (R1-R4)

The general criteria for the selection of candidates are set out in the Statute, Section IV Employees of the University, paragraphs 50-60 and in the Rector's Ordinance 54/2022.

It is recommended that selection boards, in the course of an open competition, take account of all the experience gained by candidates during their careers, including their creativity and level of independence.

1. Scientific achievements:

- scientific articles in foreign and national journals, including those on the so-called Philadelphia list,
- scientific articles in foreign and national journals, including those outside the so-called Philadelphia list,
- papers published in the proceedings of foreign, international and national conferences,
- books and monographs and chapters in books and monographs,
- number and type of reviews developed,
- citation.

2. Scientific care:

- number of PhDs promoted,
- number of doctoral theses in progress,
- experience as an assistant promoter.

3. Participation in conferences:

- international,
- national.

4. Serving on editorial boards of journals:

- foreign,
- national (of national and international scope).

5. Reviews:

- for a degree, post or academic achievement,
- books,
- conference materials,
- articles in Polish and English,

- grants.

6. Teamwork:

- experience in leading and working in scientific teams.

7. Knowledge transfer and mobility:

- experience in knowledge transfer between science and business,
- professional experience gained outside the university,
- experience in mobility programmes (interuniversity, intersectoral, international).

8. Ability to raise funds and manage research:

- Managing research projects: EU, international, KBN, MNiSW, NCN, NCBiR,
- experience related to research management,
- experience in research projects (implementation, industry, others).

9. Innovation activities:

- patents, patent applications, inventions, utility models, implementations,

10. Spreading scientific awareness in society:

- popular science, technical, other publications,
- experience in spreading scientific awareness in society.

11. Teaching activities:

- teaching experience,
- experience in the preparation of teaching materials,
- number of theses in progress,
- mentoring of foreign students,
- textbooks and scripts,
- awards or distinctions for teaching work.

12. Organizational activities:

- experience in organizing and managing research and teaching activities.

13. Training received:

- scientific,
- didactic.

Other important achievements:

According to the Statute of the Wrocław University of Health and Sport Sciences, academic teachers (§ 51(1-4)) are employed in staff groups:

- a. research and teaching staff (whose primary responsibility is to carry out scientific activities and educate students or participate in the training of doctoral students);

- b. teaching (whose primary duty is to educate students or to participate in the education of doctoral students);
- c. research (whose primary responsibility is to carry out scientific activities or to participate in the training of doctoral students).

Academic staff (§ 51 of the Statute) are employed in positions:

- 1 Professor (R4),
- 2 University Professor (R3),
- 3. Assistant professor (R2, R3)
- 4. Assistant (R1, R2),
- 5 Other (Lecturer, Instructor)

The Statute of the Wrocław University of Health and Sport Sciences and the Internal Regulations detail the requirements to be met by a person applying for a specific position (§ 52 of the Statute).

For the position:

- a) Professor (R4) may be employed by a person who holds the title of professor (§ 52(2) of the Statute),
- b) university professor (R3) a person who holds a doctoral degree and has significant achievements (§ 52(3) of the Statute):
 - research - in the case of research staff,
 - research and teaching - in the case of research and teaching staff,
 - teaching or professional - in the case of teaching staff.
- c) assistant professor (R2) a person who holds at least a doctoral degree,
- d) assistant (R1), instructor or lecturer may be employed by a person with at least a Master's degree, Master of Engineering or equivalent.

In line with the European Framework for Research Careers, it is recommended to use the guidelines that define both the necessary and desirable competences for each of the four broad profiles for researchers (R1 to R4) - [http://ec.europa.eu/euraxess/pdf/research_policies/Towards a European Framework for Research Career s final.pdf](http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf)

- R1 - applies to researchers conducting research under the supervision of supervisors.
- R2 - applies to researchers who are not fully independent researchers.
- R3 - applies to researchers who have reached a level of independence.
- R4 - refers to independent, experienced researchers with a leading role in their field and who are leaders of research teams.

THE UNIVERSITY'S RECRUITMENT PROCESS

The open competition recruitment process at the University takes place in the following stages:

1. Announcement of the competition and publication of the notice.
2. Appointment of selection boards.
3. conduct of the selection procedure by the selection board.
- 4 Selection of candidate(s) and feedback. Employment.
- 5 Complaint handling system.
- 6 Adaptation.

Re.1. Announcement of the competition, publication of the recruitment notice and application

A template for the announcement can be found on the University's website [link].

The announcement includes information on:

job title, field of study, discipline, place of work (town/city), length of employment (e.g. 4/4), reference number (sequential number of the advertisement/year), type of position, expiry date of the advertisement: (date until which the advertisement is to be visible on the website), job description, requirements, documents required, what we offer, prospects for development, deadline for submission of offers, planned date of employment.

Additional information of the announcement includes:

- (a) the competition may be unresolved without giving reasons,
- (b) after the closing of the competition, the applications of not accepted applicants will be dealt with in accordance with the procedures of the GDPA and the interested parties will be able to collect them from the University's Human Resources Department, within a period of up to 6 months, against receipt of receipt.

In accordance with the applicable law, the candidate are also required to sign a prepared information clause and a consent clause for the processing of personal data.

Applications together with the required documents can be delivered by post or e-mail. Contact details are included in each advertisement.

At the Candidate's request, feedback confirming the submission of documents may be sent by e-mail after submission.

Information about the competition is made public for at least 30 calendar days before the competition, simultaneously in the following sources: BIP of the University (Job vacancies - scientific positions (awf.wroc.pl), BIP of the Ministry responsible for higher education (<http://www.bazaogloszen.nauka.gov.pl/>), European Commission pages on the European portal for mobile researchers EURAXESS (europa.eu).

In accordance with the applicable national law, information on the results of competition procedures, together with the justification, is made available in the BIP on the subject pages of the HEI and the minister supervising the HEI within 30 days after its completion (Act of 20 July 2018. Law on Higher Education and Science (Art. 119, points 3 and 4).

Ad. 2. Appointment of selection boards

- The method and rules for the appointment of selection boards are laid down in the Statute of the University.
- The selection board is appointed by the Rector and consists of: Dean of the Faculty, the head of the unit which is conducting the recruitment and an independent academic employee whose competencies are in line with the type of position for which the recruitment process is conducted, other persons appointed by the Rector.
- The proceedings of the selection boards are organized by the chairman of the board.
- A meeting of the selection board shall be held with all its members present.
- The selection board shall draw up minutes of the proceedings, to be signed by all its members.
- The selection board will examine only those documents that have been submitted by the closing date specified in the competition notice and that meet the competition requirements.

Ad. 3. Conduct of the selection procedure by the selection board

The selection of the candidate takes place in two stages:

a) Stage I - formal verification of documents.

b) Stage II - document evaluation.

- In its assessment, the selection board will take into account all the experience gained by the candidates during their careers, including their creativity and level of independence.
- The selection board decides whether or not to select a candidate by secret ballot by a simple majority.

- If there are no candidates meeting the formal conditions, the chairman of the selection board closes the recruitment procedure.
- The selection board draws up summary minutes of the proceedings and notifies the applicant and the organizer of the competition of the results. The summary minutes are signed by all its members.

Ad 4. Selection of candidate and feedback. Employment

- The successful candidate is reviewed by the relevant council: the Faculty Council or the Academic College Council.
- A resolution of the Faculty Council or the Academic College Council shall be adopted by secret ballot and requires an absolute majority of votes.
- The Rector decides whether or not to employ the candidate selected as a result of the competition.

Information on the results of the competition is posted for a period of 30 days on the University's BIP and the Ministry's website. The information includes the name of the successful applicant, which means that all other applicants did not qualify.

Re. 5. Complaint handling system

Applicants for the post of academic staff may lodge a complaint against the decision of the selection board within 7 days of the announcement of the results of the recruitment. The complaint must be submitted to the organizer of the competition in paper or electronic form. Each case of complaint is considered individually. The minutes of the board's work, in accordance with the access to public information act, may be made available for inspection by the candidate upon request. If doubts arise at any stage as to the correctness of the conduct of the competition procedure, the Rector or the chairman of the board shall request an appropriate legal opinion from the University's Legal Office. Confirmation by this opinion of procedural shortcomings will be the basis for a decision to repeat the faulty activities or a decision to invalidate the competition.

Ad. 6. Adaptation

In order to facilitate the first days of work at the Wrocław University of Health and Sport Sciences, a Guide for new employees has been developed ([link](#)).

The guide includes essential information about the university's authorities, its mission, applicable internal regulations and a campus map. The guide also contains useful information for any new

employee on internal regulations, development prospects, employee benefits and communication channels between employee and employer. The guide has been produced in two language versions and made available on the university's homepage.

Useful pre-application information:

1. All information about the competitions currently held at the Wroclaw University of Health and Sport Sciences is available at:
 - a) the University's website (awf.wroc.pl), tab: join the staff or the European Researcher Card - apply,
 - b) The University's BIP - job vacancies,
 - c) the website of the Ministry of Science and Higher Education (Academic Database - Vacant scientific, academic and science management positions in Poland (nauka.gov.pl),
 - d) portal for mobile researchers EURAXESS (Jobs & Funding | EURAXESS Poland).Advertisements are published on the Euraxess portal in English.

2. The documents required to apply for a job position at the Wroclaw University of Health and Sport Sciences are:
 - a) application for admission to the competition addressed to the Rector,
 - b) scientific curriculum vitae,
 - c) personal questionnaire,
 - d) a copy of the documents evidencing the professional/scientific degree held,
 - e) lists of publications and internships,
 - f) necessary statements:
 - statement of consent to the processing of personal data in the job offer for the purposes of the recruitment process in accordance with Article 6(1)(a) of the RODO (i.e. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC),
 - A statement of compliance with the requirements set out in Article 113 of the Act of 20 July 2018. Law on Higher Education and Science,
 - Candidate's declaration that, if successful, the Wroclaw University of Health and Sport Sciences will or will not be the primary place of work.

Depending on the position, the range of documents required may vary. Information on this is available in the advertisement.

3. Address details to which the required documents must be delivered and how to send them.

This information is included in the recruitment notice. Documents can be submitted in person or sent by post or email.

Please see the announcement for information on when application documents are being accepted.

4. Requirements and competencies to be met by an applicant for a teaching position at the University

The competition notice includes details of the competences, knowledge and experience expected of the future employee. The main duties and tasks of the future employee are listed, as well as the key skills we require from the candidate.

5. What does the University offer employees?

As an employer, the Wrocław University of Health and Sport Sciences strives to provide its employees with an optimal and stimulating working environment. We create conditions for our employees to develop their scientific careers, e.g. through participation in scientific research, internships, trainings, conferences, employees can use laboratory infrastructure and obtain sources of funding for scientific projects from external and internal funds of the University. Having the distinction of HR Excellence in Research confirms our commitment to high working standards.

6. Information about the Wrocław University of Health and Sport Sciences

The main source of information about our University is the website: www.awf.wroc.pl, also in English: Wrocław University of Health and Sport Sciences (www.awf.wroc.pl).

The university also has its own social media accounts: <https://www.facebook.com>, <https://twitter.com>, <https://www.instagram.com>, <https://www.youtube.com>.