

Rules for Holding Competitions for Research Positions at the Institute of Geophysics, Polish Academy of Sciences

§ 1

1. These Rules describe the methods and procedures for holding competitions for research positions at the Institute of Geophysics, Polish Academy of Sciences, hereinafter referred to as the “Institute”. The legal basis for the adoption of these Rules, hereinafter referred to as the “Rules”, is article 91(5) of the Polish Academy of Sciences Act of 30 April 2010 (consolidated text: Dz. U. [Journal of Laws] of 2020, item 1796, as amended), hereinafter referred to as the “Act”.
2. The provisions of these Rules shall apply to the employment of researchers at the Institute in the following positions:
 - 1) Professor;
 - 2) Institute Professor;
 - 3) Assistant Professor;
 - 4) Assistant;– hereinafter referred to as “research positions”.

§ 2

1. The research position referred to in § 1(2)(1) of the Rules may be taken by a person who meets the requirements set out in Article 89(1) of the Act, subject to article 89(6) and article 93 of the Act.
2. The research position referred to in § 1(2)(2) of the Rules may be taken by a person who meets the requirements set out in Article 89(2) of the Act, subject to article 89(6) and article 93 of the Act.
3. The research position referred to in § 1(2)(3) of the Rules may be taken by a person who meets the requirements set out in Article 89(3) of the Act, subject to article 89(6) and article 93 of the Act.
4. The research position referred to in § 1(2)(4) of the Rules may be taken by a person who meets the requirements set out in Article 89(4) of the Act, subject to article 89(7) and article 93 of the Act.

§ 3

1. Subject to section 3 below, the employment of a researcher shall be preceded by a competition announced on the Minister of Science and Higher Education website in the Bulletin of Public Information, as well as on the European Commission website in the European portal for mobile researchers intended for the publication of job offers for researchers.
2. The competition notice may be published in a nationwide daily newspaper, on the Institute’s website in the Bulletin of Public Information or in a customary place.
3. Section 1 shall not apply in the case of temporary employment of a researcher:
 - 1) assigned to work under an agreement concluded with a scientific institution from abroad;
 - 2) for the duration of a project involving research or development financed under a competition procedure with funds for higher education and science or with funds from the European Union budget, from non-refundable funds from the aid provided by Member States of the European Free Trade Association (EFTA) or from other non-refundable foreign sources;
 - 3) in the same position if the previous contract of employment was concluded for a period of not less than three years.

§ 4

1. The decision to hold a competition for a scientific position is made by the Director of the Institute.

An employee of the Institute's HR Department, in consultation with the head of the organizational unit to which the competition is conducted, prepare an application for the employment of a researcher in accordance with the template specified in Annex No. 1 to the OTM-R Policy of the Institute of Geophysics, Polish Academy of Sciences, and then submit it to the Director of the Institute for approval.

2. Based on the application for the employment of a researcher approved by the Director of the Institute, an employee of the Institute's HR Department prepares the content and publishes the advertisements referred to in § 3 sect. 1 or 2 of the Rules.
3. The announcement referred to in § 3 sect. 1 or 2 of the Rules, should contain:
 - 1) requirements referred to in § 2 of the Rules (respectively to the scientific position for which the competition is held),
 - 2) information included in the application for employment of a researcher, approved by the Director of the Institute, referred to in sect. 2 above,
 - 3) a request for job candidates to consent to the processing of personal data for the purposes of conducting the competition.

§ 5

1. For the competition for a given scientific position at the Institute, the Deputy Director for Scientific Affairs appoints a separate committee, hereinafter referred to as the "Committee".
2. The Committee shall consist of not less than three people, including:
 - 1) The Chairman of the Committee, who is indicated by the Deputy Director for Scientific Affairs when appointing the Committee,
 - 2) employees of the Institute employed in a position at least equivalent to the scientific position for which the competition is held (Members of the Committee).
3. The Committee shall conduct the competition procedure the aim of which is to check the knowledge, qualifications and predispositions of the candidates for a given scientific position.
4. The Committee shall meet when convened by the Chairman.
5. The Committee shall be supported by the Research Office of the Institute.

§ 6

1. Written offers of candidates for a research position are sent to the Institute's HR Department.
2. An employee of the Institute's HR Department assesses the completeness of the submitted data and documents in order to check compliance with the requirements of a given competition.
3. After assessing the candidates' offers, an employee of the Institute's HR Department prepares a list of candidates who meet the formal requirements contained in the announcement.

§ 7

The Committee conducts interviews with persons whose offers meet the formal criteria specified in the announcement, during which it checks their knowledge and assesses their qualifications and predispositions to work in a given scientific position.

§ 8

1. The Committee prepares a report on the conducted competition procedure in which:
 - 1) indicates no more than 3 candidates who best meet the requirements specified in the announcement (starting with the candidate who meets these requirements to the greatest extent),
 - 2) recommends the candidate for employment ranking first in the list referred to in point 1 above, or
 - 3) informs that it does not recommend any candidate for employment.

2. The report is signed by the Chairman and Members of the Committee.
3. If it is not possible to submit the signatures referred to in section 2 above, by all Members of the Committee, the report is signed only by the Chairman of the Committee, and the documentation of the competition procedure is accompanied by confirmation of the recommendations submitted by the other Members of the Committee (e.g. confirmations sent via e-mail).
4. The Committee's report is submitted by the Committee Chairman to the Director of the Institute.

§ 9

1. If the Committee does not recommend any candidate for the research position for which the competition is held, the competition shall be deemed to have no winner. The decision to hold another competition for the same research position shall be made by the Director of the Institute.
2. If a candidate recommended by the Committee for a research position resigns from that position, the Director of the Institute may request the Committee to take a position on the recommendation for the research position of the candidate indicated in the Committee's report as next in line in terms of fulfilling the requirements specified in the position description.
3. The position on the recommendation shall be signed by the Chairman and Members of the Committee.
4. The position on the recommendation shall be submitted by the Chairman of the Committee to the Director of the Institute.
5. If the candidate indicated in the Committee's report as next in line in terms of fulfilling the requirements specified in the position description is not recommended, section 1 shall apply to the recruitment for the research position.
6. The final decision to employ the candidate recommended by the Committee shall be made by the Director of the Institute.