



POLITECHNIKA
LUBELSKA

**Ordinance No. R-18/2023
of the Rector of the Lublin University of Technology
of 13 March 2023**

***on the introduction of the Career Development Strategy
of Research and Teaching Staff of the Lublin University of Technology***

Based on Article. 23 of the Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal Laws of 2022, item 574, as amended) and § 30 sec. 1 of the Statute of the Lublin University of Technology, I hereby order the following:

§ 1.

The Career Development Strategy of Research and Teaching Staff of the Lublin University of Technology is introduced, constituting an Annex to this Ordinance.

§ 2.

The Ordinance comes into force on the day of signing.

R e c t o r

Prof. Zbigniew Pater

Career development strategy of research and teaching staff of the Lublin University of Technology

Introduction

§ 1.

1. Career development is a long-term process of managing your own development, work, relationships and work-life balance. This process is related to changes in the employee's personal plans resulting from the evolution of their needs, goals, ambitions and aspirations.
2. The academic development strategy should direct and dynamise the process of acquiring professional competences of the employee. The scope and pace of activities aimed at developing the employee's competences should result from the tasks and results obtained in their Individual Career Development Plan (Indywidualny Plan Rozwoju Kariery - IPRK).
3. Lublin University of Technology creates working and professional development conditions for research and teaching employees, allowing for effective use of their potential for the benefit of science, the university and the social environment.
4. In implementing these activities, the Lublin University of Technology is guided in particular by: the recommendations of the European Charter for Researchers, the requirements of accreditation of the HR Excellence in Research, the Law on Higher Education and Science, the Statute, Mission and University Development Strategy and good practices in the field of human resources management.
5. The European Charter for Researchers defines the principles and standards of the University's staff policy in the area of professional development of scientists. As part of the human resources management policy, the university is obliged to develop a career development strategy for scientists and to create development opportunities at every career stage.
6. Researchers are obliged to constantly seek various development opportunities and systematically expand their qualifications and professional competences.
7. The employee's career development strategy should stimulate their development in a systemic and sustainable way, covering both scientific and professional aspects as well as personal ones.
8. The career development strategy should also take into account periodic evaluation criteria.

§ 2.

Lublin University of Technology supports the development of research and teaching staff through its units, such as: University Projects Office, Patent Attorney Office, Office for Scientific Research and International Cooperation, Centre for Innovation and Technology Transfer, Centre for Scientific and Technical Information and the Legal Counsel Team. Forms of support include, among others:

- 1) organization of internal seminars and trainings – using the knowledge and experience of co-workers;
- 2) participation in external trainings - increase of professional competences;

- 3) participation in conferences, domestic and foreign seminars – expanding specialist knowledge, establishing scientific contacts, increasing recognition;
- 4) participation in pro-quality programs of the Lublin University of Technology (Grants for Grants, Highly scored interdisciplinary scientific publication, Monographs, etc.);
- 5) short-term internships and study visits – exchange of innovative ideas and experiences and establishing professional contacts related to topics of common interest;
- 6) long-term internships – domestic and foreign – conducting research outside the University;
- 7) postgraduate studies;
- 8) study leaves and scholarships – assistance in meeting formal requirements when applying for academic titles and degrees;
- 9) the possibility of a temporary reduction in teaching workload;
- 10) the opportunity to work in research, teaching and research and development project teams;
- 11) assistance in developing projects from the formal side (University Projects Office of the LUT);
- 12) assistance in filing patent applications (Patent Attorney Office);
- 13) assistance in the commercialization of research results (Centre for Innovation and Technology Transfer);
- 14) legal protection in cooperation with the business environment (Legal Counsel Team);
- 15) mentoring – support of young scientists by more experienced colleagues;
- 16) counselling related to career planning – assistance in determining possible professional development paths, most suited to one's type of personality, interests and experience;
- 17) counselling in the field of forms and directions of development of professional and personal competences.

Planning tasks and competence development

§ 3.

1. Individual Career Development Plan (hereinafter: *IPRK*) should cover four basic areas of the employee's professional activity: research, teaching, popularizing activities/exchange of knowledge with the environment, as well as organizational and other work for the University. Each part should clearly present the employee's intentions to be implemented in the period covered by the plan.
2. Research activity covers the most important effects of research activity, which the employee plans to achieve for the period covered by a given edition of *IPRK*. Objectives may include: publications, participation in conferences, participation in workshops, courses, presentations at seminars, patents, etc. Objectives should be adapted to the area of research and the type of results most commonly encountered in a given field. Information at this level should be relatively general, as the *IPRK* is not a rigorous report on the scientific results achieved. If necessary, actions should be planned to supplement and update the portfolio of skills affecting the employee's ability to achieve their goals. Below are three key areas of skill that are critical to success in this area:
 - 1) research skills and experience – competence in planning experiments, quantitative and qualitative methods, appropriate research methodologies, data collection, statistics, analytical skills. Original, independent and critical thinking. Critical analysis and evaluation of one's own and other researchers' research results. Acquisition of new knowledge in areas related to the practised specialty;
 - 2) research management – the ability to identify sources and apply for internal and external funds for one's own and team research. Ability to manage projects, in

- particular related to the preparation of orders, negotiations with financing entities, management of financial, material and information resources. Ability to work in teams and build a team. For unit managers and leaders: also leadership and human resource management skills;
- 3) communication – the ability to make personal presentations, poster presentations, the ability to write reports and prepare scientific articles. Ability to hold discussions at seminars, conferences, etc. Promoting one’s own research outside the scientific community;
3. Popularizing/exchanging knowledge covers all forms of relations with the environment, in particular:
 - 1) building relationships with the environment in order to facilitate the completion of a research project or an implementation project (commercialization of research results);
 - 2) acting as a trainer, instructor, advisor or mentor for external entities, such as institutions, organizations and enterprises;
 - 3) shaping public awareness or opinion by disseminating scientific knowledge;
 - 4) dissemination of research results, both among the scientific community (conferences) and society (e.g. science festival).
 4. Teaching activity – gaining didactic experience, e.g.: conducting classes, developing didactic materials, curriculum content or syllabuses of new subjects, creating didactic stations, preparing instructions for exercises, textbooks or scripts, participation in methodological and pedagogical training, as well as any other forms of contributing the employee to develop and improve teaching activities.
 5. Organizational activity and other work for the University – active and lasting contribution to the development of the department/discipline/faculty, e.g.: support for student activities, supervision of foreign students, participation in committees, promotion of the faculty/Lublin University of Technology, Lublin Science Festival, etc.
 6. Apart from research skills mentioned in sec. 2 items 1-3, the implementation of the planned tasks may require the development of specific skills of an employee. This may include general competences, such as: creativity, communicativeness, motivation, assertiveness, consistency in action as well as specific competences, including:
 - 1) didactic – training and learning, as well as conducting various forms of classes: lectures, workshops and seminars on- and offline, knowledge of specialized aspects of foreign languages;
 - 2) organizational – work organization, time management, personal efficiency and productivity techniques, team management and teamwork;
 - 3) business - the ability to negotiate, build and maintain relationships.

Individual Career Development Plan

§ 4.

1. There are two scenarios for preparing a career development strategy for employees who meet the following criteria, respectively: (1) newly employed employees without a doctoral degree, (2) employees with research experience, i.e. newly employed employees with a doctoral degree or one of a habilitated doctor or the title of professor as well as employees of the Lublin University of Technology promoted within the University.

2. The above categories translate into research profiles applicable in the nomenclature of the European Commission (R1-R4) as follows: employees without a doctoral degree - R1, employees with experience – R2, R3 and R4.
3. This strategy should be recorded in the form of an Individual Career Development Plan (IPRK). In each case, the plan covers a period of four years.
4. In the case of employees without a doctoral degree, the career development strategy should be developed in close cooperation with the head of the department employing them. IPRK is to be developed for the first four years of employment and verified every year, after discussing the implementation of the plan from the previous year with the head of the department. Goals and activities should be set taking into account the overarching goal, which in this case is the acquisition of experience and skills necessary for the development of a scientific career.
5. Employees with research experience prepare two IPRK's for biannual periods. The first plan should be prepared before starting work in a new position, and the second two years later.
6. The first IPRK for promoted employees should be developed together with the promotion application as part of that application. The IPRK of employees with a doctoral degree or higher, employed from outside, should be developed after the decision of the competition committee to employ the accepted candidate and attached to the documents submitted to the rector together with the application for employment.
7. In the case of IPRK of employees with research experience, the plan can be prepared independently, but in the case of the first plan to be prepared by external employees, it is recommended to consult it with the head of the department employing them. The plan should be focused on the development of competences that are particularly important at the current stage of the employee's professional development.
8. IPRK is the basis for assessing the employee's development plans and their implementation – the development of knowledge and skills, or the acquisition of competences. Any goals aimed at developing the employee's competences should be clearly linked to the assumed career development strategy.
9. The IPRK should be prepared using the attached template, including two separate table templates: for employees without a doctoral degree – Appendix No. 1, for employees with research experience – promoted or employed – Appendix No. 2.
10. The IPRK submitted together with the application for promotion or employment is stored in the Human Resources Department of the University, and its copy should also be kept in the department employing the author of the plan. Documents produced as part of the verification of the plan should be stored only in the department, similarly to the second plan referred to in sec. 5
11. The purpose of verifying and discussing the implementation of the plan for the completed period is to diagnose whether the employee's professional career development is in line with his own vision, serving the effectiveness of his individual development and contributing to the development of the University. If the plan has not been implemented satisfactorily (employee is not satisfied with their performance), appropriate modifications of the goals should be introduced. Conclusions from the verification and discussion of the implementation of the plan for the past period should form the basis for the preparation of an IPRK for the next period.

**Individual Career Development Plan of newly employed research and teaching staff
(R1) at the Lublin University of Technology
for the years**

Done on (date):

Basic information:

Name and surname	
Academic degree or professional title	
Position	
Faculty of	
Department	
Date of employment	
Head of the department	

Instruction:

In subsequent years, please duplicate and complete the form starting from the second page of the template.

Please keep the plan at the department.

COMMENTS:

- In the case of plans for the second, third or fourth year of work, one can skip the part devoted to previous experience and achievements in subsequent areas. These sections must only be completed in the plan for the first year of employment.

PLAN FOR THE YEAR

1. Research work

Previous experience and research achievements

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Plan of research work

No.	Goals/Planned activities
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2. Teaching activity

Previous teaching experience and achievements

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Plan in the field of teaching activity

No.	Goals/Planned activities
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3. Dissemination activities/exchange of knowledge

Previous experience and achievements in the field of knowledge dissemination and exchange

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Plan for dissemination and knowledge exchange activities

No.	Goals/Planned activities
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4. Organizational activity

Previous experience in organizational and administrative work

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Plan for organizational activities

No.	Goals/Planned activities
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5. Other

Activity plans in areas other than those listed above. In particular, activities aimed at the development of competences and skills as well as personal development

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6. Conclusions

(to be completed by the head of the department after the end of the period covered by the plan)

What successes has the Employee achieved? Has he/she met the goals set out in the Individual Career Development Plan for a given year? Are there any aspects related to the development of the Employee that he/she should pay attention to before the end of the next period covered by the plan? What steps have been taken to help the Employee meet the development needs and the expected completion dates of the planned tasks?

preparation of the plan

verification of the plan

.....
date and signature of the author of the plan

.....
date and signature of the head of the department

confirmation of submission of the plan in the department's documentation

.....
*seal of the department, date and signature
of the person accepting the document*

**Individual Career Development Plan for promoted and experienced (R2, R3, R4)
research and teaching employees at the Lublin University of Technology
for the period:**

Done on (date):

Basic information:

Name and surname	
Academic degree/title	
Position	
Faculty of	
Department	
Date of employment	
Head of the department	

Instruction:

In subsequent years, please duplicate and complete the form starting from the second page of the template.

Please keep a copy of the plan for the first planning period and the plan for the next period at the department.

The plan for the first two years, intended to be included in the employee's records in the Human Resources Department, does not require completing part 6 of the form.

PLAN FOR THE YEARS

1. Research work

Individual research vision

2. Teaching

Individual vision of teaching

3. Dissemination activities / exchange of knowledge

Individual vision of one's own activity in the field of dissemination and sharing knowledge

4. Organizational activity

Individual plan of active participation in activities related to the organization of the University's work

5. Other

Activity plans in areas other than those listed above. In particular, activities aimed at the development of competences and skills as well as personal development

6. Conclusion

(to be completed by the head of the department after the end of the period covered by the plan)

What successes has the Employee achieved? Has he/she met the goals set out in the Individual Career Development Plan for a given year? Are there any aspects related to the development of the Employee that he/she should pay attention to before the end of the next period covered by the plan? What steps have been taken to help the Employee meet the development needs and the expected completion dates of the planned tasks?

preparation of the plan

verification of the plan

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date and signature of the author of the plan

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confirmation of submission of the plan in the department's documentation

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*seal of the department, date and signature
of the person accepting the document*