



POLITECHNIKA
LUBELSKA

**Ordinance No. R-133/2021
of the Rector of the Lublin University of Technology
of 31 December 2021**

on the introduction of the Guide to recruiting research and teaching staff in an open call procedure at 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 of Laws of 2021, item 478, as amended), I hereby order the following:

§ 1.

The Lublin University of Technology introduces a Guide to recruiting research and teaching staff in an open call procedure, constituting an Annex to this Ordinance.

§ 2.

I entrust the supervision over the implementation of this Ordinance to the Vice-Rector for Science.

§ 3.

The Regulation comes into force on the day of signing.

Rektor

Prof. dr hab. inż. Zbigniew Pater

A guide to recruiting research and teaching staff in an open call procedure at the Lublin University of Technology

1. This Guide applies to all open call (competition) procedures at the Lublin University of Technology, including those under the framework of research projects, unless the project agreement provides otherwise.
2. In order to comply with the highest standards of employment of research and teaching staff, the following rules are introduced at the Lublin University of Technology in open call procedures:
 - 1) The open call (competition) procedure is conducted by the call committee (hereinafter: *the Committee*), appointed by the dean of a given faculty.
 - 2) The committee consists of at least 4 people. A member of the Committee may be a person from outside the Lublin University of Technology (e.g. an industry expert). When appointing the Committee, the principle of gender equality should be respected.
 - 3) A period of at least two months must be observed from the date of announcement of the open call to the date of its closure and posting of information on the University's website (www.pollub.pl) and relevant websites (Euraxess, the Ministry and others).
 - 4) The content of the open call announcement, as well as the templates of the documents referred to in item 5, should be posted on the relevant websites in two language versions: Polish and English.
 - 5) The open call announcement should describe the knowledge and qualifications required for the position being the subject of the competition and the required documents, i.e.:
 - a) written application to the open call;
 - b) letter of motivation;
 - c) curriculum vitae;
 - d) copies of the diploma/s required for the position;
 - e) copies of other documents confirming scientific achievements, professional qualifications and additional competences;
 - f) personal questionnaire for a person applying for employment;
 - g) the candidate's declaration that the Lublin University of Technology will be his/her primary place of employment;
 - h) clause of consent to the processing of the candidate's personal data for the purpose of the recruitment process.The announcement should specify where the document templates are located and information that the documents of candidates who have not been employed are destroyed 60 days after the end of the open call procedure. If the applicant wants to recover the documents, he/she should inform about this fact in the application to the call.
 - 6) Persons applying for a given position should be able to send a set of required documents in electronic form.

- 7) The selection of a candidate for a given position proceeds in two stages:
 - a) stage I – verification of documents in formal terms and rejection of incomplete applications and those which do not meet the requirements set out in the announcement, from which the Committee prepares a protocol according to the template (Annex 1 to the Guide),
 - b) stage II – interview with candidates qualified for stage II (it is allowed to conduct the interview via audiovisual/voice connection).
- 8) All persons receive notification via e-mail about qualifying or not qualifying for stage II.
- 9) The Committee is obliged to provide the candidates with the possibility of a full presentation of their capacities and predispositions to work in the position for which they are applying during the interview.
- 10) The Committee is obliged to draw up a protocol of each interview (Annex 2 to the Guide). Based on the documents and the interview, each candidate is assessed against a set of criteria adopted by the Committee.
- 11) Each criterion of candidate evaluation is assigned a number of points. The comparison of the sum of points is the basis for the Committee's decision and the possible formulation of the candidate's strengths and weaknesses, which are the content of the feedback provided to candidates rejected in stage II of the recruitment process, if they appeal against the Committee's decision.
- 12) After the interviews, the chairperson of the Committee completes the Information on the result of the open call constituting Annex 2 to the Regulation No. R-28/2021 of the Rector of the Lublin University of Technology of 5 March 2021 on the introduction of the template application for the announcement of an open call for the position of academic teacher at the Lublin University of Technology and the template information on the call result. The protocol should clearly and unequivocally justify the Committee's decision on the selection of the candidate.
- 13) The Committee's decision is subject to opinion of the relevant Faculty Council and the Scientific Discipline Council. After the recommendation of the Faculty Council and the Scientific Discipline Council, all protocols with attachments should be submitted to the rector's secretariat. After the rector has made the decision, the protocols with attachments should be sent back to the dean of the given faculty. The dean notifies the accepted candidate about the results of the open call.
- 14) The Call Committee provides written information on the "strengths and weaknesses" of candidates rejected after interviews.
- 15) Persons applying for the position may appeal against the Committee's decision within 14 days from the date of announcement of the recruitment results. The Committee's decision is final.
- 16) If the appeals referred to in item 15 have been received by the Committee, the Committee completes the collective report (Annex 3 to the Guide).
- 17) Documents submitted by unsuccessful candidates are destroyed 60 days after the end of the open call procedure (i.e. after consideration of any appeals).
- 18) Collective protocols and protocols from interviews, copies of letters/e-mails to unsuccessful candidates and the protocol of any appeals remain in the secretariat of a given faculty in a folder marked according to the template constituting Annex 4 to the Guide.
- 19) During the open call proceedings, the Committee is obliged to comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on

the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

**Collective protocol of the Open Call Committee recruiting candidates
for the position of researcher/research and teaching employee*
at the Lublin University of Technology:**

Position:
Faculty:
Department:
Date of the Committee session:

Composition of the Call Committee at the Faculty of of the LUT:

Chairperson
of the Call Committee:

Members:
.....
.....

External expert (if applicable):
Secretary of the Committee:

**In the period, documents were received from the following candidates
applying for the position of a researcher/research and teaching employee* of the Lublin
University of Technology - in accordance with the announced open call:**

No.	Candidate's name and surname	Assessment of documentation completeness ¹	Does the candidate meet the minimum requirements for admission to the second stage ²
1.		YES/NO	YES/NO
2.		YES/NO	YES/NO
3.		YES/NO	YES/NO
4.		YES/NO	YES/NO
5.		YES/NO	YES/NO
...		YES/NO	YES/NO

¹ – rating: YES – complete documentation; NO – incomplete documentation

² – rating: YES – all the requirements specified in the announcement regarding: degree, years of service, education, achievements, etc.; NO – failure to meet at least one of the requirements

* delete as applicable

Detailed breakdown	women	men
Number of applicants		
Number of persons meeting the minimum requirements for admission to the second stage		
Number of persons invited to an interview		

From among the candidates for the second stage (invitation to an interview), the following persons have been selected:

1.
2.
3.
4.
5.
-

.....
signature of the chairperson of the Committee

Signatures of the members of the Call Committee:

1.
2.
3.
4.
5.

* delete as applicable

Protocol of an interview conducted as part of the call procedure for the position of a researcher/research and teaching employee* at the Lublin University of Technology

On the day an interview was conducted with the candidate

.....
(candidate's name and surname)

The interview was conducted: in person/via audiovisual link/via voice link*.

During the interview, the candidate received the following rating:

No.	Criterion	Scoring range	Number of points awarded (rating)	Justification (optional)
1.				
2.				
3.				
...				
Total:				

Additional comments of the Call Committee regarding the candidate, relevant to the recruitment results:

.....
.....
.....

.....
signature of the chairperson of the Committee

Signatures of the members of the Call Committee:

1.
2.
3.
4.
5.

* delete as applicable

**Collective protocol of accepted appeals
to the qualification procedure of(date)
for research and teaching positions
carried out by the Call Committee**

Composition of the Call Committee at the Faculty of:

Chairperson of the Call Committee:

Members:

.....
.....
.....
.....

External expert (if applicable):

.....

Secretary of the Committee:

.....

The call proceedings were held on

Position:

Faculty:

Department:

Have appeals against the Committee's decisions been received? YES/NO

No.	Name and surname of the candidate who filed an appeal	Scope of appeal
1.		
2.		
3.		
4.		
5.		
...		

After considering the appeals (number of appeals:), the documents from the open call procedure have been transferred to the Archives of the Lublin University of Technology.

Signatures of the members of the Call Committee:

1.
2.
3.
4.

5.

*Annex 4
to the Guide to recruiting research
and teaching staff in an open call procedure
at the Lublin University of Technology*

**Sample description of a folder for call proceedings
for research and teaching positions
carried out by the Call Commission**

The call proceedings were held on

Position:
Faculty:
Department:

Composition of the Call Committee at the Faculty of:

Chairperson of the Call Committee:

Members:
.....
.....
.....

External expert (if applicable):
Secretary: