

**The Policy of Open, Transparent and Merit-Based Recruitment Process
at the Jagiellonian University**

1. GOALS AND THE SCOPE OF THE POLICY OF OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT PROCESS AT THE JAGIELLONIAN UNIVERSITY

1. The Jagiellonian University conducts an active, pro-development human resources policy aiming at acquiring leading researchers from Poland and abroad as well as creating conditions for development of a research ecosystem friendly for researchers.
2. The Policy of Open, Transparent and Substantive Recruitment Process at the Jagiellonian University, hereinafter referred to as the 'OTM-R policy', is the tool of performance of the Jagiellonian University development strategy in the area of human resources and obligations resulting from the awarded distinction *HR Excellence in Research*.
3. The aim of the OTM-R policy is to create a recruitment process system which ensures acquiring the best candidates by determining rules and standards of hiring at the Jagiellonian University both academic teachers and non-academic staff employed in the research area, particularly:
 - a) determining transparent and comparable at the international level recruitment rules and procedures adjusted to the type of the offered position,
 - b) ensuring transparency of the recruitment process as well as equal treatment of all candidates,
 - c) standardisation of documents related to the recruitment process as well as ensuring access to recruitment documents translated into English to candidates from abroad,
 - d) increase in the number of scientists from abroad taking up permanent or temporary employment at the Jagiellonian University,
 - e) ensuring flexibility of paths of academic career development,
 - f) establishing the image of the Jagiellonian University as an attractive employer both in Poland and abroad,
 - g) ensuring sustainable representation and gender equality, particularly in the composition of committees, expert teams and research teams,
 - h) recognising the value of geographical, inter-sector, inter-disciplinary and trans-disciplinary mobility as well as mobility between public and private sectors,
 - i) supporting professional development of scientists at every stage of their career,
 - j) reducing to the minimum administrative burdens of candidates in the recruitment process.
4. The OTM-R policy shall apply to recruitment process to all positions as well as all potential candidates regardless the level of academic career advancement, subject to § 161, § 179 and § 180 of the Statute of the Jagiellonian University as well as Work Regulations of the Jagiellonian University and Work Regulations of the Jagiellonian University – Medical College.

2. GENERAL RULES OF THE OTM-R POLICY

1. In the process of candidates assessment the Jagiellonian University shall be guided by the principles of the European Charter for Researchers¹, the Code of Conduct for the Recruitment of Researchers² and the European Framework for Research Careers³.
2. The basic principles of the OTM-R policy shall be:
 - a) **principle of openness** – the information concerning a selection procedure shall be published as widely as possible so that the information reached potential candidates in Poland and abroad and to make it possible for candidates to file documents in time,
 - b) **principle of transparency** – candidates shall have access to all information concerning the selection procedure, particularly information regarding qualification requirements and assessment criteria, professional development perspectives, the composition of a selection board, subsequent stages of the recruitment procedure and its results; the applicable rules and procedures shall be translated to English and available,
 - c) **principle of competence-based assessment** – a selection board shall make a merit based and objectified assessment of candidates, taking into consideration their achievements and qualifications, in accordance with requirements specified for a given position,
 - d) **principle of equal treatment** – all candidates shall be equally treated; the Jagiellonian University shall not accept any form of discrimination of candidates, particularly because of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political views or social or material status,
 - e) **principle of data confidentiality** – members of selection board as well as person engaged in recruitment process organisation shall be obliged to keep information concerning recruitment process confidential, including personal data processed within the selection procedure,
 - f) **principle of effective/reliable communication with a candidate** – candidates shall be provided with information concerning recruitment procedure and its results, their right to appeal against the result of the assessment conducted by the selection board, and in the case of candidates invited to a recruitment interview – feedback concerning strong and weak points of the filed application,
 - g) **principle of accessibility** – a recruitment process shall be conducted with reference to requirements concerning providing accessibility to candidates with special needs, including information and communication, digital as well as architectural accessibility.

3. SELECTION PROCEDURE ORGANISATION

1. Selection procedures to position within the research area at the Jagiellonian University shall be open and shall be held in accordance with rules specified in the act of 20 July 2018 – Law on higher education and science (Polish Journal of Laws of 2022 item 574 as amended) and the Statute of the Jagiellonian University as well as internal regulations.
2. Selection procedures shall be held transparently and the candidates assessment shall cover the assessment of their achievements and qualifications.
3. While determining the content of the information on a selection procedure, including the list of required documents, the head of a JU or JU MC organisational unit in which the selection procedure is held shall take into consideration providing objective, transparent as well as subject-based rules leading to choosing the best candidate, enabling also candidates from abroad to apply, and observing the rule of reducing administrative burdens for candidates. While elaborating the information regarding a selection procedure, there should

¹ [European Charter for Researchers](#)

² [Code of Conduct for the Recruitment of Researchers](#)

³ [European Framework for Research Careers](#)

be taken into consideration requirements determined by a JU or JU MC organisational unit in which the selection procedure is held notified by its head.

4. A selection procedure shall be conducted if at least one candidate applied.

4. PUBLICATION OF INFORMATION ON A SELECTION PROCEDURE

1. In the case of hiring academic teachers information on a selection procedure and its conditions shall be published on the same day:
 - a) in the Public Information Bulletin of the Jagiellonian University,
 - b) in the Public Information Bulletin of the minister competent for science and higher education,
 - c) in English on the website of the European Commission in the European portal for mobile researchers EURAXESS.
2. Information concerning the selection procedure may be additionally published at least in Polish and in English on the website of the University or the JU or JU MC organisational unit in which the selection procedure is held, via social media and in international services and research network, depending on the position to which the recruitment procedure is conducted.
3. Information on the selection procedure for the position of an academic teacher shall be published at least 30 days prior to the deadline for filing applications (subject to point 4).
4. In the case of selection procedure for position financed from external sources (e.g. grant agreements) information on the selection procedure – based on requirements of the programme or project – should be made publicly available not later than two weeks prior to the deadline for accepting applications.
5. The information on a selection procedure should contain at least:
 - a) name of position as well as specification of the group of employees,
 - b) name of the JU or JU MC organisational unit in which the person selected in a selection procedure is to be employed,
 - c) indication of a scientific discipline or scientific disciplines,
 - d) number of positions to be filled due to the selection procedure,
 - e) description of requirements which should be met by a candidate (indispensable and expected) in accordance with the scientific profile of the position⁴ as well as description of requirements concerning qualifications provided by statutory mandatory laws and by the Statute of the Jagiellonian University or Work Regulations of the Jagiellonian University/Work Regulations of the Jagiellonian University – Medical College,
 - f) description of selection criteria (it is recommended to provide weights of the criteria),
 - g) determination of the basic duties and work conditions (i.a. form of employment, grounds for employment, working time, predicted period of employment as well as date of employment commencement, reference to general rules for remuneration policy provided for in Regulations for remuneration of employees of the Jagiellonian University/Regulations for remuneration of employees of the Jagiellonian University – Medical College),
 - h) list of required documents,
 - i) deadline, place and manner of documents submission,
 - j) date of the selection procedure results as well as manner of informing candidates on the selection procedure results,
 - k) contact data to a person/JU or JU MC organisational unit responsible for the recruitment procedure.
6. If a candidate is required to know the Polish language, such condition must be indicated in the information on the selection procedure.

⁴ Description of competencies and professional experience (required and desirable) referring to positions profiles (R1-R4) in accordance with the European Commission recommendations – [TOWARDS A EUROPEAN FRAMEWORK FOR RESEARCH CAREERS](#)

7. The candidates should have access to information concerning rules for staff members employment, including the OTM-R policy, rules of remuneration as well as professional development perspectives. It is recommended that the information on a selection procedure includes links to more detailed information available on the websites of the respective JU or JU MC organisational units.
8. In the case of hiring non-academic staff in research areas, rules for publishing information on selection procedures shall be applied respectively.
9. Models of information on selection procedures for particular positions are available on the website of the Centre for Human Resources, and in the case of the Jagiellonian University – Medical College, on the website of the Human Resources Office MC.
10. Data included in the information on a selection procedure should be brief, list of required documents – complete, and description of qualifications and competencies cannot contain unnecessary or overstated requirements for a given position.

5. SUBMISSION OF APPLICATION DOCUMENTS

1. Application documents may be submitted in paper or electronic form, in accordance with the information on the selection procedure.
2. Candidates from abroad may submit documents in English, however in the event of employment such a candidate is obliged to submit a translation of documents into Polish.
3. At the application documents submission stage a candidate is obliged to submit documents indispensable to conduct objective verification and assessment of qualifications indicated in the information on a selection procedure.
4. Original documents shall be submitted solely by the candidate recommended for employment.
5. All candidates who submitted application documents shall receive electronic confirmation of application acceptance together with information concerning further steps in the recruitment process.

6. SELECTION BOARD – APPOINTMENT, COMPOSITION AND OPERATION MODE

1. Members of selection boards as well as persons engaged in a conducted selection procedure shall be obliged to observe rules provided for in the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers, the Code of Academic Values and the OTM-R policy. All boards members as well as other persons engaged in the process of recruitment shall be obliged to observe the statutory provisions in force.
2. The Jagiellonian University shall ensure members of selection boards as well as other staff members engaged in a recruitment process access to up to date sources and trainings which develop competencies as well as involve standards and good practices as regards candidates recruitment, assessment and selection, including the development of skills concerning conducting selection procedures in English.
3. In a selection procedure candidates shall be assessed by impartial selection boards which ensure conditions for just, transparent and objective assessment.
4. Selection boards shall be appointed by faculty councils or councils of respective non-faculty, inter-faculty or joint units, and in the case of employment for the purpose of a project performance selection boards shall be appointed by a dean or head of a non-faculty, inter-faculty or joint unit responsible for project performance.
5. Selection boards shall operate in a balanced composition⁵ and shall be composed of an uneven number of members holding competencies and experience allowing a reliable and substantive candidates' assessment. In the case of recruitment procedures within projects, the number of members, as well as the composition of selection boards, should be adjusted to recommendations resulting from projects' documentation.

⁵ Criteria for balanced composition of a selection board shall include members' gender, represented disciplines, represented internal units.

6. To the extent possible, boards shall operate in the same composition at every stage of recruitment in a given selection procedure.
7. When assessing a candidate, particularly in procedures concerning positions of a professor, assistant professor or visiting professor, selection boards may ask for an opinion of a Polish or foreign external expert who is not employed at the University, and whose knowledge and experience, including international and inter-sectoral experience, will help to choose the best candidate in a selection procedure. In justified cases, an external expert may participate in a selection board works.

7. ASSESSMENT AND SELECTION OF CANDIDATES

1. When assessing candidates, selection boards take into consideration standards of the European Charter for Researchers and the European Framework for Research Careers.
2. An objective assessment of candidates shall be ensured by conducting at least a two-stage selection procedure: the stage of formal assessment and the stage of merit-based assessment.
3. At the stage of formal assessment a selection board shall check whether a candidate meets the requirements defined in the act of 20 July 2018 – Law on higher education and science, the Statute of the Jagiellonian University and the information on a selection procedure, as well as shall assess the completeness of the submitted documents. Should the selection board find lack of documentation the candidate will be requested to rectify the failure within 7 days. Failure to comply with the time limit shall mean excluding the candidate from participation in the further procedure. Applications of candidates who do not meet formal selection procedure requirements shall not be subject of assessment, and the selection board shall inform the candidate about that fact electronically.
4. The selection board shall perform a substantive assessment of candidates who meet all formal requirements, taking into consideration their achievements and qualifications adequately to expectations for a given position. Should candidates hold foreign diplomas confirming professional titles and academic degrees, the selection board considers the possibility of recognising their equivalency in Poland.
5. When performing the assessment of candidates, the selection boards may:
 - a) conduct an interview with a candidate,
 - b) ask a candidate to conduct a presentation/lecture/seminar,
 - c) appoint external reviewers to assess a candidate's achievements.
6. When assessing a candidate's achievements a selection board shall take into consideration, except for other criteria, also experience acquired as a result of professional mobility (i.e. experience gained from work in various sectors and countries, change in discipline or sector, cooperation with industry), and professional mobility shall be perceived as a significant contribution in academic development.
7. Adjournments in a career course related to professional mobility or lapses from the chronological course in a candidate's CV should not negatively affect a candidate's assessment performed by a selection board, but should be perceived as a career evolution, a potentially valuable contribution to professional development and multidimensional career path.
8. Actions of a selection board shall be documented in minutes.

8. APPEAL PROCEDURE

1. Tasks of an appeal board shall be performed:
 - a) at the Jagiellonian University – by Rector's Standing Committee for Scientific Service, and in the case of the recruitment process in projects – selection board of a unit/units responsible for project's performance, and
 - b) at the Jagiellonian University – Medical College – by Appeal Committee for Scientific Service in JU MC, appointed by Vice-Rector for Medical College with the approval of the JU Rector

- jointly hereinafter referred to as ‘appeal boards’ or separately ‘an appeal board’. An appeal board cannot be composed of persons who were members of a selection board in a given selection procedure.
- 2. Information concerning results of assessment performed by a selection board together with reasons shall be individually provided to candidates at the same time to the e-mail address provided by a candidate. The information shall include instruction on the right to appeal against the performed assessment as well as a two-stage procedure.
- 3. A candidate shall have the right to appeal against a negative assessment of the selection board. Appeal shall be filed electronically within 7 days from the days when the candidate received the information referred to in point 2. Appeal shall be filed to a proper appeal board in accordance with template published on the website of the Centre for Human Resources, and in the case of Jagiellonian University – Medical College – on the website of the Human Resources office MC.
- 4. The appeal shall include allegations which, according to the appealing person, are the basis for challenging the result of selection board’s assessment, as well as reasons for the allegations.
- 5. Appeal boards immediately inform the candidate recommended by a selection boards about receiving the appeal. In justified cases, the appealing person or candidate recommended by a selection board may be requested to complete the submitted documentation or provide additional clarifications.
- 6. Within 7 days from the day of the session during which an appeal was examined, appeal boards inform electronically the appealing person as well as the candidate recommended by the selection board on the manner of settling the case. The information shall include a note about the necessity of approval of the selection procedure result by the JU Rector, and in the case of Jagiellonian University – Medical College by Vice-Rector for Medical College.
- 7. Actions of appeal boards shall be documented in minutes.
- 8. Decisions made by selection boards and appeal boards do not guarantee employment at a position at the Jagiellonian University or Jagiellonian University – Medical College.
- 9. Appeal boards send information about their decision to a dean or head of a non-faculty unit, inter-faculty unit or joint unit.
- 10. Upon a motion of a dean or head of a non-faculty unit, inter-faculty unit or joint unit, in cases specified in the Statute of the Jagiellonian University, a council of a respective unit shall present an opinion regarding the employment of an academic teacher.
- 11. Dean or head of a non-faculty unit, inter-faculty unit or joint unit files the JU Rector with a motion for:
 - a) employing a candidate – in the case of a positive opinion issued by a council of a respective unit,
 - b) employing a candidate or closing the selection procedure – in the case of a negative opinion issued by a council of a respective unit.

9. SETTLEMENT AND PUBLICATION OF A SELECTION PROCEDURE RESULTS

1. JU Rector and in the case of the Jagiellonian University – Medical College Vice-Rector for Medical College shall decide on employment at the position for which the selection procedure was conducted. The decision of the JU Rector and in the case of Jagiellonian University – Medical College decision of the Vice-Rector for Medical College shall be final and shall settle the selection procedure.
2. Information about a selection procedure results together with reasons shall be published in the Public Information Bulletin on the website of the Jagiellonian University as well as on the website of the minister competent for science and higher education within 30 days after the selection procedure settlement.
3. Candidates participating in a selection procedure may, upon a motion, receive feedback concerning strong and weak points of their application which may be relevant in the perspective of their further professional development. The feedback which shall be given by the chairperson of a selection board or a person appointed by the chairperson may be an extract from the minutes of the selection board session.

10. QUALITY ASSURANCE SYSTEM

1. In order to ensure observance of rules determined in the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers as well as recommendations of the OTM-R policy, the recruitment process shall be monitored.
2. Centre for Human Resources, and at the Jagiellonian University – Medical College Human Resources Office MC, shall keep a register of all conducted selection procedures as well as collect data acquired as a result of selection procedures evaluation conducted among participants of selection procedures (*candidate experience* surveys).
3. On the basis of the gathered data the Centre for Human Resources, and the Jagiellonian University – Medical College Human Resources Office MC shall elaborate as well as file the JU Rector, and in the case of Jagiellonian University – Medical College Vice-Rector for Medical College, an annual monitoring report containing information about the number of conducted selection procedures, the number of candidates participating in selection procedures and the number of candidates selected for particular positions (including those outside the University, from Poland and from abroad), as well as the number of filed appeals.
4. Within frameworks of actions monitoring quality of a recruitment process, there shall be conducted analysis of selected selection procedures which shall involve verification of actions concerning information and promotion, correctness of procedures as well as completeness of documentation.

Rector

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