

Appendix to the Regulation by the Rector of the Krakow University of Economics  
**No. R.0211.39.2024** dated **13<sup>th</sup> of September 2024** on the introduction of Guidelines for the  
employment policy of academic teaching staff at the Krakow University of Economics

## **Guidelines for the employment policy of academic teaching staff at the Krakow University of Economics**

### **Introduction**

The Guidelines for the employment policy of academic teaching staff at the Krakow University of Economics (hereinafter referred to as the Guidelines) have been developed based on the provisions included in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, among others.

The main purpose of the present regulation is to introduce unified principles of open, transparent and merit-based recruitment (*Open, Transparent and Merit-based Recruitment of Researcher – OTM-R*) at the Krakow University of Economics (hereinafter referred to as the University or KUE), thus ensuring transparency of recruitment procedures and guaranteeing equal treatment of candidates for academic teachers.

### **Employment procedure (hiring process)**

#### **1. General principles for hiring academic teachers**

1.1. The basic condition for hiring an academic teacher under an employment relationship consists in the expectations regarding the development of the Krakow University of Economics, taking into account the scientific disciplines and teaching needs evaluated at the Krakow University of Economics.

1.1.1. With regard to positions in the research-teaching and teaching staff group, in particular the teaching workloads of the current employees within a given unit and the teaching loads anticipated for the following years are taken into account, including overtime hours assigned under the principles specified in the Law on Higher Education and Science (hereinafter referred to as the PoSWiN Act<sup>1</sup>), allowing for ensuring the mandatory minimum teaching load for the newly employed staff member.

1.1.2. When assessing the application for a position, Directors of Institutes should also take into account the workloads in departments with a similar profile of classes within the institute they manage.

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<sup>1</sup> PoSWiN Act - it is a abbreviated name of Act of 20 July 2018 The Law on Higher Education and Science

- 1.1.3. The staffing needs of the units related to the implementation of teaching tasks should be met first and foremost within the limit of overtime hours resulting from the PoSWiN Act.
- 1.1.4. The conditions and the procedure regarding submitting applications for the conclusion of civil law contracts for the implementation of teaching classes and other activities related to the education process by persons who are not academic teachers employed at the KUE or persons not employed at the KUE are specified in a separate order of the Rector.
- 1.1.5. In relation to positions in the research staff group, in principle, the employment of academic teachers is temporary; it is financed from external sources; and it refers to the period of implementation of research tasks or other obligations resulting from the agreement with the institution that is financing the given research project.
- 1.2. At the University, there cannot be a relationship of direct service subordination between spouses and persons who are running a common household together, being related to each other by consanguinity, with affinity up to the second degree or in a relationship of adoption, care or guardianship. Furthermore, as a rule, relatives or affines should not be employed in the same department or intercollegiate or extra-collegiate unit.
- 1.3. Only a teacher who indicates the University as his/her primary place of work may be employed full-time. In exceptional situations, it is possible to employ high-class specialists at the request of the dean of the college, in the case of employing staff in a research group in an extra-collegiate unit or in a department - after obtaining a positive opinion from the Vice-Rector for Research.
- 1.4. An academic teacher is employed in the following manner:
  - a) in an open competition, or
  - b) in a non-competitive hiring procedure,according to the principles described in sections 1.5 and 1.6.
- 1.5. The first employment of an academic teacher at the University for an indefinite duration (no time limit) or for a specified period of time longer than 3 months, for an amount exceeding half of the full-time work time, is conducted via an open competition.
  - 1.5.1. The employment relationship may be re-established without an open competition with academic teachers who had previously been employed at the University, on the terms specified in Article 119 section 1 of the PoSWiN Act, after an open competition had been conducted.
- 1.6. The open competition procedure shall not be applied in the cases specified in Article 119 section 2 of the PoSWiN Act and in Article 54 section 4 of the By-laws, i.e. in the case of employment of an academic teacher:
  - 1.6.1. who was assigned to work at the University on the basis of an agreement concluded with the Łukasiewicz Centre, an institute of the Łukasiewicz Network, or a foreign scientific institution;
  - 1.6.2. who is a beneficiary of an undertaking, a programme, or a competition announced by NAWA, NCBiR, NCN or an international competition for the implementation of a research project;
  - 1.6.3. for the duration of a research or teaching project financed:
    - a) with funds from the European Union budget;

- b) by another entity awarding a grant;
- 1.6.4. for a period of up to 3 months;
- 1.6.5. for an amount not exceeding half of full-time employment equivalent;
- 1.6.6. for an indefinite duration (with no time limit), in relation to persons who were previously employed as a result of an open competition for a fixed duration, and received a positive assessment during their period of employment;
- 1.6.7. as a result of changes in employment within groups of academic teachers (research, research and teaching, teaching) or a change of position of an academic teacher employed at the University,
- 1.6.8. in case of employment concerning academic teachers who have obtained retirement entitlement and immediately before obtaining that entitlement were employed at the University as their primary place of work, under the principles specified in Article 54 section 4 item 3 of the By-laws and in a separate regulation by the Rector.

## **2. Submitting an application for a position**

- 2.1. The necessary condition for starting the procedure for employing an academic teacher in an open competition is to submit an application to the Rector, asking for opening such position.
- 2.2. The application referred to in section 2.1 is submitted by the Head of the Department or the Head of the intercollegiate or extra-collegiate unit in which the academic teacher is meant to be employed.
  - 2.2.1. The application for opening a position in the department should be reviewed by the Director of the Institute and then by the Dean of the College based on a reliable analysis of the staffing status in the context of historical, current, and future teaching loads and staff potential within the managed organizational unit. The subject of the review should be in particular to recommend the employment group: research and teaching group or teaching only group, depending on, among other things, the argument justifying the application. In the case of an application for opening a position in a research group, the opinion of the Vice-Rector for Research should be additionally obtained.
  - 2.2.2. In the case of intercollegiate or extra-collegiate units, the application for opening a position should be reviewed:
    - a) for employment in a group of teaching staff, by the relevant councils of intercollegiate units and the Vice-Rector for Education and Students;
    - b) for employment in a group of research staff, by the Vice-Rector for Research.
- 2.3. The application for opening a position should contain the information given in Appendix 1, in particular:
  - 2.3.1. in the case of an application for opening a research and teaching position, indication of:
    - a) the position rank: assistant (*asystent*), assistant professor (*adiunkt*), associate professor (*profesor uczelni*), visiting professor, professor;
    - b) scientific discipline;
    - c) date of employment and full-time equivalent;

- d) implementation of the minim required teaching load by all academic teachers currently employed in a given unit (department, intercollegiate, or extra-collegiate unit):
  - list of teaching loads, broken down by individual staffing position groups, for the last two academic years preceding the planned creation of the position and for the current academic year in which the application asking for the position opening is submitted, together with the concluded civil law contracts for the implementation of teaching classes,
  - anticipated teaching loads in the entire next academic year in a given unit, without the requested position opening;
- e) justification for the need to open the position with an indication of the expected results in terms of research, teaching, and organizational elements;
- f) qualification requirements for the position subjected to the competition, taking into account mobility (domestic and international internships) and experience gained outside the higher education sector;
- g) indication whether this is a replacement position, and if yes, providing the name of the employee being replaced (whose employment had ended within 12 months before submitting the application to open the position, or indicating the planned date of termination of the employment contract) and specifying the premises and equipment needs for the new employee.

2.3.2. In the case of an application for a teaching position, indication of:

- a) the position rank: assistant (*asystent*), assistant professor (*adiunkt*), associate professor (*profesor uczelni*), visiting professor, professor, language lecturer (*lektor*), instructor (*instruktor*), lecturer (*wykladowca*), senior lecturer (*starszy wykładowca*);
- b) discipline or area of knowledge or skills to which the candidate's activity would relate;
- c) date of employment and full-time equivalent;
- d) justification for the need to open a teaching position;
- e) implementation of the teaching load by all academic teachers hitherto employed in a given unit (department, intercollegiate or extra-collegiate unit, in in the case of the Language Centre – in a given language team):
  - a list of teaching loads, broken down by position groups, for the last two academic years preceding the planned creation of the position and for the current academic year in which the application for opening the position is submitted, together with the concluded civil law contracts for the implementation of teaching classes,
  - anticipated workloads for the entire next academic year in a given unit, excluding the new position that is subject to application;
- f) qualification requirements for the position covered by the competition, taking into account mobility (domestic and international internships) and experience gained outside the higher educational sector,
- g) indication whether this is a replacement position, and if yes, providing the name of the employee being replaced (whose employment had ended within 12 months

before submitting the application to open the position, or indicating the planned date of termination of the employment contract) and specifying the premises and equipment needs for the new employee.

2.3.3. In the case of an application to open a research position, indication of:

- a) the position rank: assistant (*asystent*), assistant professor (*adiunkt*), associate professor (*profesor uczelni*), visiting professor, professor;
- b) scientific discipline;
- c) anticipated duration of employment and the number of hours;
- d) qualification requirements for the position covered by the competition, taking into account mobility (domestic and international internships) and experience gained outside the higher education sector;
- e) sources of financing for the position;
- f) justification for the need to open the position, indicating the expected scientific results;
- g) indication as to whether it is a replacement position, and if this is the case, the name of the replaced employee (whose employment had ended within 12 months before submitting the application for opening the position, or an indication of the planned date of termination of the employment contract), and a description of the premises and equipment needs for the new employee.

2.4. Application for opening the position referred to in section 2.1 should be submitted:

- a) in the case of the intention to employ a teacher at the beginning of the winter semester – between February, 1 and April, 15 of the academic year preceding the proposed employment;
- b) in the case of the intention to employ a teacher at the beginning of the summer semester – from September 1, to November 15, of the year preceding the proposed employment.

2.5. The applications referred to in sections 2.3.1 and 2.3.2 are reviewed by the Rector's Committee responsible for human resources development within three weeks after the deadlines indicated in sections 2.4 a and b.

2.6. The application referred to in section 2.3.3 should be submitted to the Rector with the opinion of the Dean (if applicable) and the Vice-Rector for Research, within the deadlines resulting from the implementation of the project.

2.7. Further actions within the employment procedure are carried out after obtaining a positive decision from the Rector on granting the position.

### **3. Course of the open competition procedure**

3.1. The first employment relationship with an academic teacher is established after conducting an open competition referred to in section 1.5, subject to the exceptions indicated in the PoSWiN Act and the KUE By-laws.

3.2. The competition call for the position of an academic teacher is announced by the Rector:

3.2.1. On his/her own initiative, after seeking the opinion of, respectively:

- a) The Head of the Department where the academic teacher is to be employed; the Director of the Institute; the Dean of the College;
  - b) The Head of the intercollegiate or extra-collegiate unit where the academic teacher is to be employed; and the relevant Vice-Rector;
- 3.2.2. On the basis of an application for opening a position, which was submitted by:
- a) The Head of the Department where the academic teacher is to be employed. The application requires the opinion of the Director of the Institute and the Dean of the College;
  - b) The Head of the unit (intercollegiate or extra-collegiate) where the academic teacher is to be employed. The application requires the opinion of the relevant Vice-Rector.
- 3.3. Competition Committees and their Chairpersons are appointed by the Rector for the term of office separately for each College and intercollegiate unit. The Committee consists of an odd number of members, at least 5 people, including: the Dean of the College - acting as the Chairperson of the Committee, the Director of the Institute where the candidate is to be employed, the Head of the Department where the position subject to the competition is to be filled. In the case of colleges where two or more disciplines are subject to evaluation, it is permissible to establish separate competition committees for each of the disciplines with the Vice-Dean as a member of the committee. The Committee also consists of at least 2 people representing the discipline in which the candidate is to be employed. If the application for a position was submitted by a person combining the function of Dean, Vice-Dean or Director of the Institute with management of the department, the Rector appoints (at the request of the Chairperson) an additional member(s) of the Committee, solely for the purposes of this competition. When determining the composition of the Committee, efforts should be made to ensure gender balance.
- 3.4. In intercollegiate units:
- a) In the Center for Physical Education and Sport (SWFiS), the Rector appoints a competition committee from among the members of the Center's Council, excluding the student representatives who are members of the Committee, but including the Chairperson of the SWFiS Council who is required to act as the Committee Chairperson,
  - b) In the Language Centre (CJ), the Rector appoints a Competition Committee with an odd number of members, including the Chairperson of the Language Centre Council as the Committee Chairperson, the Head of the Language Centre, the heads of all language teams, two academic teachers who speak the language to which the competition applies, indicated by the Language Center Director.
- 3.5. The following persons are excluded from membership on any competition committee:
- a) Persons who apply for the position subject to the competition,
  - b) Persons who share a common household with the candidate for the competition or are related to the candidate by blood, affinity up to the second degree or by adoption, care or guardianship,

- c) Persons who are related to the candidate in a legal or factual relationship that may raise justified doubts as to their impartiality.
- 3.6. The members of the Committee are obliged to actively participate, in person, in the meetings of the Competition Committee. In exceptional cases, the meetings may also be held using electronic means of communication based on the decision of the Chairperson. Resolutions are passed by a simple majority vote in the presence of at least 3/4 of the Competition Committee members. In the event of an equal number of votes, the vote of the Chairperson of the Committee is decisive, and in his/her absence, it is the vote of the Head of the unit to which the application relates. The Chairperson may order that the resolution of the Competition Committee (in particular in the scope of establishing the list of candidates meeting the formal requirements) is passed in a circulation mode using electronic means of communication. The work of the Committee is handled by a Secretary (an administrative employee from the college office - indicated by the Dean of the College), who is not its member, without the right to vote, and in the case of a Competition Committee in an intercollegiate or extra-collegiate unit - an administrative employee delegated by the Head of the unit/project manager.
- 3.7. The competition announcement (call for applications) in Polish and English is prepared by an employee of the Human Resources Department, in accordance with the requirements specified in Article 50 of the By-laws, and the templates constituting Appendixes no. 2.1-2.6. The content of the announcement in terms of the description of future tasks and qualification requirements for the candidate is prepared by the Director of the Human Resources Department in consultation with the applicant, and it is subject to approval by the Chairperson of the Competition Committee. The final content of the competition announcement is submitted by an employee of the Human Resources Department for translation into English. The Human Resources Department assigns a number for the competition according to the uniform scheme: KZ.1101.sequential number.year
- 3.7.1. The information about the competition should specify:
- a) the organizational unit, scientific discipline, and position with the designation of the employee group of academic teachers, the full-time equivalent of the position, and the specification on whether the University is to be the primary place of work of the employee (see: section 1.3.);
  - b) qualifications that the candidate should meet, taking into account mobility (domestic and international internships), achievements, experience gained outside the higher education sector, including requirements in terms of language skills;
  - c) additional requirements, including in terms of expected skills;
  - d) required documents, including the forms specified in Appendixes no. 2a-2f;
  - e) deadline for submitting applications, which is set at least 30 calendar days after the date of publication of the competition announcement;
  - f) expected date of announcing the competition results;

- g) other requirements and information, in particular the expected starting date and duration of employment, the number of positions for which recruitment is being conducted, and a description of the selection process.
- 3.8. A subordinate employee indicated by the Director of the Human Resources Department coordinates the publication of the competition announcement in the Public Information Bulletin on the University's and Ministry's websites within 30 days before the end of the specified deadline for submitting the competition documentation. Information about the competition is also made available in English on the European Commission's websites in the European portal - Euraxess for mobile scientists, intended for the publication of job offers for scholars and researchers, within 30 days before the competition (i.e. before the final deadline for accepting competition documentation).
- 3.9. Competition announcements are posted by an employee of the Human Resources Department on the Human Resources Department's noticeboard.
- 3.10. Candidates for the position covered by the competition submit applications in Polish (unless the content of the announcement states otherwise) by e-mail, to the e-mail address provided in the competition announcement, and/or in person at the indicated location at the University. To be considered as entered on time, the application must be submitted before midnight on the day when the deadline for submitting applications expires (online) or by 3:00 p.m. for applications submitted in person.
- 3.11. The preliminary formal verification of the completeness of the application is carried out by the Secretary of the competition committee. The formal verification includes:
- a) Checking the date of receipt of the application. Applications submitted after the deadline are subject to rejection;
  - b) Checking the completeness of the application. If documents are found to be incomplete, the Secretary of the committee informs the applicant about the possibility of supplementing the documentation within three working days in the manner specified in section 3.10. Applications, which do not contain a complete set of required documents, are subject to rejection.
- 3.12. The Chairperson of the Competition Committee, with the support of the Head of the Department or the intercollegiate or extra-collegiate unit, shall verify the merits of the applications of candidates approved in accordance with section 3.11. The substantive assessment includes:
- a) checking whether individual candidates meet the competition requirements; in terms of the specifics of the required degree or title, it is permissible to include applications from persons with a higher degree or title than specified in the announcement within the expected discipline (applications from candidates who do not meet the competition requirements are subject to rejection);
  - b) determining the number of candidates' applications that meet the competition requirements and are allowed to participate in the further part of the competition procedure.
- 3.13. The Competition Committee shall pass a resolution on establishing a list of candidates who meet the formal and substantive requirements of a given competition in a circulation mode. During the vote, each member of the Committee shall speak for or against the fulfillment, by individual candidates, of the formal and substantive



conditions specified in the announcement. In the event of finding that the formal or substantive conditions have not been met, the Committee's resolution in this matter shall require justification. After the Competition Committee approves the candidates admitted to further stages of the competition procedure, the Secretary of the Competition Committee sends an e-mail to the candidates with information on the assessment of the completeness of the submitted documents, and either the acceptance of their applications for further processing or their rejection.

- 3.14. After the formal and substantive verification of the applications, the Competition Committee organizes interviews with the candidates (either on-site or remotely online). The Chairperson of the Committee decides on the format in which these interviews are held. The Secretary of the Committee notifies the committee members and the candidates about the format of the meeting at least 7 working days before the date of the meeting.
- 3.15. All interviews within one competition procedure are conducted by the same competition committee based on the same set of questions, enabling the verification of the candidate's qualifications and achievements in accordance with the competition announcement, taking into account mobility (domestic and international internships), experience gained outside the higher education sector, and professional achievements. The purpose of the interviews is to select the best candidate and indicate the strengths of their application based on the submitted documentation and the interviews conducted. The proposed questions that form the basis for conducting interviews with candidates are included in Appendix 3.
- 3.16. After conducting interviews with candidates, the Competition Committee recommends a person for filling the position, or states that none of the candidates meet the requirements for employment in a given position. In this respect, the Committee makes a decision in a vote, in which each member of the Committee is entitled to one vote in support of the candidate. In the case of competitions in which more than one candidate is to be selected, voting is conducted separately for each position. In order to conduct the vote, the Secretary prepares one joint list indicating the name of the position and the organizational unit, with a list of candidates who participated in the interviews, arranged in alphabetical order. In the event where two or more candidates have received an equal number of votes, the Chairperson of the Committee has the deciding vote, and in the event of his/her absence, the Head of the organizational unit applying for the position does. After selecting the best candidate, the Competition Committee formulates a concise description (in the format of 2-3 sentences) of the strong points of the application submitted by the recommended candidate.
- 3.17. The selection of a candidate by the Competition Committee does not automatically signify employment of the candidate, but merely constitutes a recommendation for the Rector, which is not binding in nature. The final decision regarding employment is made by the Rector.
- 3.18. After the completion of the qualification interviews and the development of a recommendation by the Competition Committee, the Secretary of the Competition Committee shall immediately prepare a report. A template of the report is attached

as Appendix no. 4. The content of the report should be approved by all members of the Committee present at the competition meeting and then signed by the Chairperson and the Secretary of the Competition Committee.

- 3.19. The Secretary of the Competition Committee shall submit the minutes of the committee meeting together with the Appendixes to the Rector via the Human Resources Department within 7 days of the meeting's conclusion.
  - 3.19.1. If no applications have been submitted for the competition or none of the candidates meet the requirements for employment in a given position (as specified in the competition announcement based on the PoSWiN Act and the KUE By-laws), the Committee shall submit a request to the Rector, to close the competition based on Article 55 section 7 of the KUE By-laws;
  - 3.19.2. If no candidates apply, or if there are no candidates who meet the requirements for employment, the applicant may apply again to the Rector with a request to announce the competition without having to re-submit an application for opening a position, with the justification that the conditions for opening the position have not changed. The indicated solution is possible only once, and it should take place no later than two months after the publication of information about the closure of the competition. Employment is possible starting from the following semester, after the one specified in the original application for opening a position.
- 3.20. The Rector may decide to employ the person indicated by the Committee, or to not employ the recommended person and close the competition, or to close the competition, in the cases indicated in section 3.19.1.
- 3.21. The Rector's decision ends the competition procedure, with the reservation that the deadline for concluding the competition cannot be set later than two months after the closing date for applications indicated in the competition announcement.
- 3.22. Further actions within the procedure for employing an academic teacher may be taken only after obtaining a positive decision from the Rector to employ the recommended person.
- 3.23. After the Rector makes his/her decision, an employee of the Human Resources Department coordinates the publication of appropriate information on the competition results, together with the justification, in the Public Information Bulletin, on the University's website, and the Ministry's website, within 30 days after the conclusion of the competition. A sample structure of information on the competition results is included in Appendix No. 5.
- 3.24. After the competition procedure is completed, the Rector establishes an employment relationship with the academic teacher.

#### **4. The course of the competition procedure in situations other than an open competition**

- 4.1 In special cases, related to the recruitment of an academic teacher for a position in a research group that had been formed to carry out tasks in a project financed by an

external institution, the competition procedure is conducted according to the following procedure:

- 4.1.1 Unless the financing institution has defined specific recruitment regulations and procedures, the competition may be announced by the Rector at the request of the Head of the extra-collegiate unit responsible for the implementation of the project, or at the request of the project manager, reviewed by the Head of the organizational unit in which the academic teacher will be employed and the relevant Vice-Rector. An integral element of the application is the proposed content of the recruitment announcement (call).
- 4.1.2 The content of the information to be published about the competition is agreed by an employee of the Human Resources Department with the project manager (including the position, employee group, number of hours, period of employment), and within the scope of the guidelines of the financing institution and coverage of employment costs, the project manager agrees on the requirements with the unit that is implementing the project.
- 4.1.3 Information about the competition is made publicly available on the University's BIP website (job offers in projects) no later than two weeks before the application deadline.
- 4.2 The recruitment of an employee is carried out by the Recruitment Committee appointed by the Rector, consisting of no fewer than 5 persons, including the Head of the extra-collegiate unit responsible for the implementation of the project, and the project manager. The Recruitment Committee may include a representative of the external institution financing the project. This person processes the personal data of job candidates by means of a written authorization issued in accordance with the personal data security policy at the KUE.
- 4.3 The Recruitment Committee assesses the submitted applications according to the principles specified in the recruitment announcement (call) and presents its results to the Rector with an appropriate application from the project manager regarding the employment of the recommended person, the template of which is attached as Appendix No. 6.
- 4.4 After the Rector makes a decision, an employee of the Human Resources Department coordinates the posting of appropriate information on the competition results together with the justification in the BIP on the University's websites within 30 days after the end of the competition. A sample structure of information on the competition results is included in Appendix No. 5.

## **5 Employment of an academic teacher in a non-competitive mode**

- 5.1 An open competition is not held in the case of employment of an academic teacher in the situations specified in Article 119 section 2 of the PoSWiN Act and in the KUE By-laws, indicated in section 1.6.
- 5.2 An employment relationship with an academic teacher in a non-competitive mode (non-competitive hiring procedure) is established by the Rector:
  - 5.2.1 On his/her own initiative, after seeking the opinion of, as appropriate:

- a) the Director of the Institute, the Dean of the College where the academic teacher is employed or is meant to be employed;
- b) the Head of the inter-university or extra-collegiate unit where the academic teacher is to be employed;
- c) the Rector's Committee responsible for human resources development;

5.2.2. at the request of:

- a) the Head of the Department where the academic teacher is to be employed, along with the opinion of the Director of the Institute and the Dean of the College (Appendix no. 7a);
- b) the Head of the inter-university or extra-collegiate unit where the academic teacher is to be employed, in the case where no open competition for the position is organised (Appendix no. 6 – employment in the project or Appendix no. 7a – first part-time employment in a non-competitive mode, or Appendix no. 7b – extension/re-employment at the KUE).

5.2.2 The Rector may direct the applications referenced to in section 5.2.2 for an opinion to the Rector's Committee responsible for human resources development.

5.3 An application for employment should include:

5.3.1 in the case of an application for employment in a group of research and teaching staff:

- a) indication of the candidate for employment;
- b) indication of the field and scientific discipline, position and number of hours, duration of employment;
- c) description of main tasks;
- d) an attachment in the form of the candidate's application for employment together with a list of scientific, teaching and organizational achievements;
- e) an attachment in the form of the candidate's scholarly CV;
- f) a declaration of fulfillment of the requirements specified in Articles 113 and 118 of the PoSWiN Act, consent to the processing of personal data (see Appendixes 2a-2f);
- g) candidate's statement regarding the declaration of the field and scientific discipline that he/she will represent in the event of his/her employment at the KUE;

5.3.2 in the case of an application for employment in a group of research workers:

- a) indication of the candidate for employment;
- b) indication of the field and scientific discipline, position and number of hours, duration of employment, source of financing;
- c) description of the main tasks;
- d) an attachment in the form of the candidate's application for employment together with a list of scientific and organizational achievements;
- e) an attachment in the form of the candidate's scholarly CV;

- f) declaration of fulfillment of the requirements specified in Articles 113 and 118 of the PoSWiN Act, consent to the processing of personal data (see Appendixes 2a-2f);
- g) a statement by the candidate regarding the declaration of the field and scientific discipline that he/she will represent in the event of his/her employment at the KUE;

5.3.3 in the case of an application for employment in a group of teaching staff at a specific department:

- a) indication of the candidate for employment;
- b) indication of the area of knowledge or skills that the candidate's activity would pertain to;
- c) indication of the position and the number of hours;
- d) description of the main tasks;
- e) an attachment in the form of the candidate's application for employment together with a list of teaching and organizational achievements;
- f) an attachment in the form of the candidate's professional CV;
- g) a declaration of fulfillment of the requirements specified in Articles 113 and 118 of the PoSWiN Act, consent to the processing of personal data (see Appendixes 2a-2f);

5.3.4 in the case of an application for employment in a teaching position in an intercollegiate unit, the application should contain the elements indicated in sections 5.3.3. a, c, d, e (if applicable), f, g and:

- a) in relation to academic teachers employed in the Language Centre – a description of additional professional qualifications in the field of teaching a special-field foreign language, e.g. in the field of business language, legal sciences, information on prepared teaching materials or publications for teaching a foreign language or for teaching Polish to foreigners;
- b) in relation to academic teachers employed in the Physical Education and Sports Centre – a description of additional professional qualifications in the field of authorization to conduct classes;
- c) special achievements of academic teachers referred to in sub-items a) and b).

5.4 In the case of an application for the employment of an academic teacher in research positions, including: assistant, assistant professor, university professor, professor, visiting professor, it is required that an external source of financing is provided, i.e. a source other than a subsidy (for instance, a grant or a scholarship for a scientific project, a contract or an agreement with a financing entity or a sponsor).

5.5 In the case of academic teachers, in connection with the ending employment relationship (expiring contract), an application for extension of employment is submitted in accordance with the principles of sections 5.2 and 5.3, using the template in Appendix No. 7b, along with:

- 5.5.1 for persons employed under the open competition procedure - depending on the requested period of the next contract - the result of the assessment referred to in Article 128 of the Act (based on a separate Rector's Resolution) or the result of the assessment referred to in Articles 59 section 1 point 3 of the By-laws (the template of separate forms for each employee group is included in Appendix No. 8);
  - 5.5.2 for persons employed in a non-competitive mode (in a non-competitive hiring procedure) – the result of the assessment referred to in Article 59 section 1 point 3 of the By-laws (the template of separate forms for each employee group is included in Appendix No. 8).
- 5.6 In relation to the situation referred to in section 1.6.7 (changes in employment within the groups of academic teachers: research, research and teaching, teaching or change of position of an academic teacher employed at the University), separate internal university regulations apply.

## **6. Other issues related to the decision-making process regarding the hiring of academic teachers**

- 6.1 Employment of an academic teacher (in the research-teaching and teaching group) shall take place on 1 October (to work from the winter semester) or 1 March (to work from the summer semester) in a given academic year, respectively. The prerequisite for employing a staff member and work approval as of a specific date is the previous completion of all activities related to their planned employment at the KUE, including obtaining a medical certificate stating that there are no impediments to working in a specific position (decided by an occupational physician), based on a referral for medical examinations issued by the Human Resources Department.
- 6.2 The Rector may consent to employing an academic teacher at a date other than those indicated in section 6.1.
- 6.3 It is desirable for the period of employment to coincide with the semester or the academic year, yet this condition does not apply to employment specified in Article 119 section 2 of the Act (teachers in the group of research workers referred to in section 1.1.5 of the Guidelines).
- 6.4 The first employment (first contract) at the University in the competition-based mode is for a period of two years, with the exception of employment in a research group, in which the period of employment results from the provisions of the project and the requirements of the financing institution.
- 6.5 Employing an academic teacher whose employment relationship had been terminated due to reaching the so-called general retirement age, and is entering retirement, may be possible when the interests of the University require it. Detailed rules are specified in a separate Rector's Regulation.
- 6.6 Subsequent (repeated) employment of an academic teacher, who had been previously employed for a fixed term in the open competition mode, may take place on the basis of an employment contract:

- 6.6.1 for indefinite duration, after the teacher has obtained a positive assessment referred to in Article 128 of the PoSWiN Act (based on a separate Rector's Regulation); or
- 6.6.2 for a fixed term, supplementing the limits of temporary employment resulting from the provisions of the Labor Code, based on the assessment referred to in Article 59 section 1 item 3 of the By-laws.
- 6.7 At the end of each calendar year, the Human Resources Department prepares a report on the course of the academic teachers' employment process.
  
- 6.8 Candidates participating in the competition procedure do not have the option of filing an appeal against the Rector's decision, except for objections to the course of the process and situations specified in the Labor Code.

**7. Rector's decisions**

- 7.1 The Rector may depart from the above Guidelines if this is in the important interest of the University.
- 7.2 In matters not regulated in these Guidelines, the decision is made by the Rector.
- 7.3 Changes to the templates of the forms indicated in the Appendixes to the Guidelines (if they are necessary, for instance as a result of changes in the pertinent laws) will be published in the Rector's announcement.

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