

RESOLUTION

**on the method and mode of holding contests for scientific positions
at the Institute of Fundamental Technological Research of the Polish Academy of Sciences
adopted at the meeting of the Scientific Council on 26 May 2022**

Under § 1(3) of the resolution of the Scientific Council of IPPT PAN of 26 May 2022 on the principles of employment on scientific positions, it is hereby resolved as follows.

§ 1

1. The contest for a scientific position at the Institute of Fundamental Technological Research of the Polish Academy of Sciences (IPPT PAN) shall be held on request of the head of the basic scientific and research organisational unit of the Institute (department, independent laboratory) filed with the Director of the Institute or on the Director's initiative.
2. The request of the organisational unit must contain a substantiation that the scientific position specified therein should be financed as part of the statutory activity of the Institute or determine the method of securing of its financing from non-statutory sources as well as specify information referred to in § 1(5).
3. The decision on announcing the contest shall be announced by the Director of the Institute.
4. The contest shall be announced by publication of an announcement on the website of the minister proper for science, in the Bulletin of Public Information; on the website of the European Commission, on the website for Researchers in Motion (EURAXESS); and on the website of the Institute, in the Job Offers section.
5. The announcement shall contain basic information regarding the contest and requirements for the candidates, including but not limited to:
 - a. the position the contest regards, including the scope of duties; and if the contest regards more than one position, the number of positions,
 - b. the organisational unit of the Institute where the researcher is to be employed,
 - c. the requirements and expectations set for the candidates as well as selection criteria,
 - d. the period of employment, type of contract and other terms of employment.
 - e. the mode and deadline for submittal of documents of at least fourteen days from the day of contest announcement,
 - f. the date of decision and announcement of results, falling no later than three months from the day of contest announcement.
6. The terms and conditions of the contest shall be determined by the Director of the Institute in agreement with the Contest Board referred to in § 2, taking into consideration the effective principles of employment on scientific positions.
7. The date of contest announcement shall be the day of its publication on the websites specified in § 1(4).

§ 2

1. The contest Board, hereinafter referred to as the "Board", shall be composed of at least four members and, as far as possible, its composition should represent various experience and qualifications, including persons originating from other countries and demonstrating an appropriate gender balance.
2. The composition of the Board shall be as follows:
 - a. the Deputy Director for Science, as the Board chairperson,
 - b. a representative of the Scientific Council's Commission for Organisational Structure and Employment or, in contests for a professor position, representative of the Scientific Council's Commission for Employment on Professor Positions,
 - c. the head of the organisational unit requesting employment or any other representative of the unit named by the head and, if needed, the head of the lower tier organisational unit where the researcher is to be employed,
 - d. in the case of contests regarding employment in projects (e.g. National Science Centre (NCN), National Centre for Research and Development (NCBR), Foundation for Polish Science (FNP)), the project leader or the person named by the project leader, who will act in the capacity of the Contest Board chairperson if the provisions of the given project so require,
 - e. the head of the HR Office or a person representing the said Office.
3. The Director, under an Ordinance, may appoint a Contest Board with a composition other than specified in § 2(2).
4. In the case of contests for professor and associate professor positions, the chairperson of the Board can be only and exclusively a person employed by the Institute on a professor position, and the majority of the Board shall be persons employed on a professor position, representing the same or related scientific discipline as the candidate.
5. The Board, immediately upon expiry of the time limit for submittal of documents, shall prepare the list of candidates meeting the formal requirements specified in the announcement. Where reasonable, the Board can request the candidates to rectify formal irregularities, marking this fact in the recruitment protocol.
6. Upon official acceptance of the documents, the Board shall carry out substantive assessment of the candidates based on the documents. Upon assessment, the Board may also decide to hold interviews with the candidates whose documents scored the highest.
7. The Board shall select the candidate in a secret voting, on the basis of the absolute majority of votes.
8. Upon completion of the contest procedure, the Board shall prepare a protocol, presenting an opinion on employment of the person selected by the Board. It shall include the opinion of the head of the organisational unit who submitted the request for employment.

§ 3

1. In the case of contests for assistant and assistant professor positions, the Board shall submit the protocol to the Scientific Council's Commission for Organisational Structure and Employment for opinion.

2. In the case of contests for associate professor positions on the Director's request, the candidacy selected by the Board shall be presented by the chairperson of the Scientific Council's Commission for Organisational Structure and Employment, with the Commission's opinion, at the next meeting of the Scientific Council, requesting a recommendation. In the case of contests for professor positions on the Director's request, the candidacy selected by the Board shall be presented by the chairperson of the Scientific Council's Commission for Employment on Professor Positions, with the Commission's opinion, at the next meeting of the Scientific Council, requesting a recommendation. In both cases, the candidates shall additionally present research and organisational plans at the meeting of the Scientific Council.
3. Upon receipt of the Board's protocol, including the opinion of the relevant Scientific Council's Commission, and in the case of contests for professor and associate professor positions - also the opinion of the Scientific Council, the Director of the Institute shall conclude the contest procedure and notify about the right to appeal from the decision.
4. The employment relationship shall be entered into upon announcement of the Director's decision, as soon as possible.

§ 4

1. Employment on a scientific position including entrustment of the function of the head of a basic scientific and research organisational unit of the Institute (department, independent laboratory) shall be preceded by a contest announced by the Director of the Institute.
2. The contest referred to in § 4(1) shall be an open contest. In the case of persons holding a scientific position at the time of contest announcement, they shall submit an application for admission for participation in the contest in the scope regarding entrustment of the function of the head of the basic organisational unit of the Institute.
3. For the purpose of the contest, the Director shall appoint a Contest Board composed of at least 5 persons. The composition of the Board shall be as follows: Director of the Institute or a person named by the Director of the Institute, Deputy Director for Science or Deputy Director for Innovation, Development and Cooperation, representative of the Scientific Council's Commission for Organisational Structure and Employment, representative of the Scientific Council's Commission for Employment on Professor Positions and at least one person named by the Director of the Institute. The composition of the Board should, as far as possible, represent various experience and qualifications, including persons originating from other countries and demonstrating an appropriate gender balance.
4. The principles of holding contests for scientific positions including entrustment of managerial functions, especially in the scope of determination of the basic requirements for the candidates and determination of contest stages, shall be established by the Director of the Institute by way of an ordinance. The principles laid down in the ordinance must incorporate the requirements provided for in § 1(6), § 2(4) and § 3(2), (3) of this resolution.
5. The heads of basic scientific and research organisational units of the Institutes shall be appointed by the Director of the Institute for a definite period of time not exceeding 4 years.
6. The Director shall appoint a Board, composed as specified in § 4(3), 3 months prior to expiry of the time limit referred to in § 4(5), and the said Board shall issue an opinion on the results of the head's activity. The Board shall issue the opinion within 30 days from its appointment. If the opinion is positive, the Director can re-appoint the head for the next term, as specified in

§ 4(5), without holding a contest. Appointment of the head without holding a contest in accordance with the principles provided for in this section can take place once.

7. The heads of lower tier scientific and research units (work groups, teams, laboratories) shall be appointed by the Director of the Institute upon receipt of the opinion of the Scientific Council. The candidates for this function can be presented by the heads of upper tier units or the Director of the Institute may announce a contest before appointing the head of such a unit. In such a case, the contest mode referred to in § 4(2), (3), (4) shall apply.

§ 5

1. The resolution enters into force on the day of its adoption by the Scientific Council of the Institute of Fundamental Technological Research of the Polish Academy of Sciences.
2. Upon entry into force of this resolution, the resolution of 28 February 2019 on the method and mode of holding contests for scientific positions at the Institute of Fundamental Technological Research of the Polish Academy of Sciences expires.