



HR EXCELLENCE IN RESEARCH



(OTM-R)

Open, Transparent and Merit-based
Recruitment of Researchers

Adam Mickiewicz University, Poznań (AMU), as an institution awarded the European **HR Excellence in Research**, based on **The Code of Conduct for the Recruitment of Researchers**, establishes the following recruitment policy for academic teachers, researchers and employees conducting both research and teaching activities:

Policy Objectives:

1. Compliance with the principles and requirements set out in the European Charter for Researchers
2. Attracting employees with the highest skills
3. Raising the international profile and attractiveness of AMU as an employer
4. Ensuring equal access to employment

Policy Rules:

1. Openness - recruitment is open and subject to public notice
2. Transparency - recruitment has simple and clear rules, available and applied equally to all candidates
3. Competence - selection of candidates is based solely on merit criteria and guarantees the selection of the best qualified candidate irrespective of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or material status.

Principles of the Code (The Code of Conduct for the Recruitment of Researchers):

1. Recruitment - using open and transparent recruitment procedures, as well as formulating job offers taking into account not only requirements and necessary qualifications, but also prospects for professional development.
2. Selection of staff - attention to diversity of experience among selection committee members, balance in terms of qualifications and gender. Developing a wide range of recruitment tools to be used by committees.
3. Transparency - communicating the recruitment process and selection criteria, and providing feedback to candidates on the strengths and weaknesses of their application.
4. Merit evaluation - the evaluation of candidates' achievements should be quantitative and qualitative. It should not be limited to bibliometric indicators but should also take into account aspects such as teaching, knowledge transfer or mobility.
5. Exempting gaps in the chronological order of resumes - breaks in an academic resume should not have a negative impact on the evaluation of candidates, and work outside of an academic institution should be considered an asset.
6. Recognition of mobility experience - stays in another country, discipline and sector changes should be viewed positively.

7. Recognition of qualifications - ensuring that academic and professional qualifications, including informal qualifications, are properly assessed.
8. Seniority - the level of qualification required should meet the needs of the position and should not be a barrier to admission.
9. Positions for staff with doctoral degrees - clear hiring policies for staff with doctoral degrees, including seeking to stabilize their employment and providing opportunities for career advancement.

I) RECRUITMENT PROCEDURE

The initial employment relationship with an academic staff member at a rate exceeding half-time and longer than three months shall be established through open competition.

1. Legal Basis:

- Article 119 of the Law on Higher Education and Science;
- Articles 86 and 87 of the AMU Statute;
- Annex No. 3 to the Statute: procedure and conditions of the competition proceedings.

2. Announcing the competition and carrying out the selection procedure

Unit head's application and Rector's approval

- The dean or the head of another organizational unit refers the application to the Rector with the opinion of the respective Vice-Rector in charge of the particular School or supervising a given unit, for consent to announce an open competition.
- The Rector decides on the approval to announce the competition.
- The Employee Relations assign the competition reference number according to a uniform scheme:
 - ✓ *Competition _ sequence number _ unit _ position _ number of positions _ calendar year*
e.g. Competition_24_WFPIK_adiunkt_1_2020)
- The competition shall be announced by the designated Vice-Rector.

Appointment of the competition committee and its chairman

- The competition committee and its chairperson shall be appointed by the particular School Council or by the vice-rector supervising an organizational unit if operating outside the structure of any school.
- The competition committee shall consist of at least five members and a chairperson. Care should be taken to ensure proper qualifications of the committee members and gender representation.
- A member of the committee may not be a person with regard to whom there are doubts as to his/her impartiality. In case of a reasonable doubt, the decision on exclusion is made by the chairperson of the committee.
- The competition committee shall determine the terms of the competition and detailed requirements for candidates taking into account the principles of the Code (The Code of Conduct for the Recruitment of Researchers).

Publication of the competition notice

- The organizational unit prepares the content of the competition announcement in Polish and English (template of the competition announcement - Attachment No. 1) and submits it to the appropriate Vice-Rector for approval.
- Publication of the announcement for 30 days prior to the competition on the websites:
 - ✓ BIP (Public Information Bulletin) and the AMU website - Polish and English version - the announcement is published by the the Employee Relations: konkursy@amu.edu.pl.
 - ✓ MEiN (Ministry of Education and Science) - Polish and English version - the announcement is published by the given AMU unit: <http://www.bazaogloszen.nauka.gov.pl/>
 - ✓ the European Commission's portal for mobile researchers (Euraxess) - English version - the announcement is published by the given AMU unit: <https://euraxess.ec.europa.eu/user>
- The deadline for submitting competition documents by candidates cannot be shorter than 14 days.

Conduct of the selection procedure by the competition committee

- The committee conducts the selection procedure involving at least the half of its members and with participation of its chairman.
- The committee shall begin its work no later than within 14 days after the given deadline for submission of documents.
- After analyzing the submitted applications, and if the documents are found to be incomplete, the committee shall call upon the candidates to submit the missing ones

- The committee is required to establish eligibility criteria that are subject to scoring and allow for a transparent comparison of candidates.
- The selection process consists of two stages:
 - ✓ In the first stage, the committee analyzes the submitted documents and selects candidates eligible for the next stage.
 - ✓ In the second stage, the committee interviews pre-selected candidates. It may also appoint reviewers of scholarly achievements and request teaching assignments with opportunities for student evaluation.
- During interviews, committee members should make sure to provide appropriate feedback to candidates.
- The work of the committee shall be minuted. Sample minutes form : Attachment 2

Settlement of the competition by the competition committee

- Settlement of the competition takes place by secret ballot by absolute majority vote - the outcome announcement must receive more than half of the votes validly cast; the number of votes "in favor" must be greater than the combined number of votes "against" and "abstaining";
- The chair of the competition committee shall inform the candidates of the outcome of the selection procedure. This information should include a justification, indicating the strengths and weaknesses of each candidate. The submitted documents are returned to candidates.
- The results of the competition (sample form: Attachment 3) are published for 30 days after the end of the competition on the following websites:
 - ✓ BIP (Public Information Bulletin) and website - Polish and English versions - results published by the Employee Relations: konkursy@amu.edu.pl
 - ✓ MNiSW (Ministry of Education and Science) - Polish and English version - results published by the given AMU unit: <http://www.bazaogloszen.nauka.gov.pl/>
 - ✓ The results of the competition are not announced on the EURAXESS website.

Grievance Procedure

The candidates have the right to submit a written complaint to the Rector within 7 days from the announcement of the competition result. The Rector makes a decision and notifies the person concerned in writing. The decision of the Rector is final.

3. Processing of candidates' personal data

RODO (GDPR) Information Clause :

Pursuant to Article 13 of the General Data Protection Regulation of 27 April 2016. (Official Journal of the EU L 119 of 04.05.2016) we inform that:

1. The controller of candidates' personal data is Adam Mickiewicz University in Poznan with the seat: ul. Henryka Wieniawskiego 1, 61 - 712 Poznań.
2. The personal data controller has appointed a Data Protection Officer overseeing the correctness of the processing of personal data, who can be contacted via e-mail: iod@amu.edu.pl.
3. The purpose of processing personal data is to carry out the recruitment process for the indicated job position.
4. The legal basis for the processing of your personal data is Article 6(1)(a) of the General Data Protection Regulation of 27 April 2016 and the Labour Code of 26 June 1974. (Journal of Laws of 1998 N21, item 94 as amended).
5. Personal data will be stored for a period of 6 months from the end of the recruitment process.
6. Personal data will not be made available to other entities, with the exception of entities authorized by law. Access to your data will have persons authorized by the controller to process them in the performance of their duties.
7. Candidates have the right to access their data and, subject to the law, the right to rectification, erasure, restriction of processing, the right to data portability, the right to object to processing, the right to withdraw consent at any time.
8. Applicants have the right to lodge a complaint to the supervisory authority - the Chairperson of the Office for Personal Data Protection, ul. Stawki 2, 00 - 193 Warsaw.
9. Provision of personal data is mandatory under the law, otherwise it is voluntary.
10. Personal data will not be processed by automated means and will not be subject to profiling.

4. Assessment of the implementation of the OTM-R

The OTM-R policy is audited once a year by the AMU internal auditor.

Attachment 1 - instructions and template of the competition announcement in Polish

Attachment 2 - sample minutes of the competition committee

Attachment 3 - sample of a public announcement of the competition results

Attachment 4.1 - sample information on the result of the competition for the successful candidate

Attachment 4.2 - sample information on the result of the competition for other candidates

Annex 5 - Mapping of scientific disciplines (research fields) in Euraxess

II) COMPETITIONS – ACADEMIC STAFF MEMBERS IN RESEARCH PROJECTS

The initial employment relationship with an academic staff member at a rate exceeding half-time and longer than three months shall be established through open competition.

1. Legal Basis:

- Guidelines of the financing institution

2. Announcing the competition and carrying out the selection procedure

Unit head's application, Rector's approval, appointment of the competition committee and its chairman as well as the terms of the competition

- The dean or the head of another organizational unit refers the application to the Rector, with the opinion of the respective Vice-Rector in charge of research projects, for consent to announce an open competition and for the approval of the competition committee and the terms of the competition, which shall be consistent with the guidelines of the financing institution and The Code of Conduct for the Recruitment of Researchers.

Publication of the competition notice

- The organizational unit prepares the content of the competition announcement in Polish and English (template of the competition announcement - Attachment No. 1) and submits it to the appropriate Vice-Rector for approval.
- Publication of the announcement shall be consistent with the guidelines of the financing institution.
 - ✓ BIP (Public Information Bulletin) and the AMU website - Polish and English version - the announcement is published by the Employee Relations: konkursy@amu.edu.pl.
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<https://euraxess.ec.europa.eu/user>
 - ✓ The deadline for submitting competition documents by candidates shall be consistent with the guidelines of the financing institution.

Conduct of the selection procedure by the competition committee

- The committee conducts the selection procedure involving at least the half of its members and with participation of its chairman.
- The committee shall begin its work no later than within 14 days after the given deadline for submission of documents.
- After analyzing the submitted applications, and if the documents are found to be incomplete, the committee shall call upon the candidates to submit the missing ones
- The committee is required to establish eligibility criteria that are subject to scoring and allow for a transparent comparison of candidates.
- The selection process consists of two stages:
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6. Personal data will not be made available to other entities, with the exception of entities authorized by law. Access to your data will have persons authorized by the controller to process them in the performance of their duties.
7. Candidates have the right to access their data and, subject to the law, the right to rectification, erasure, restriction of processing, the right to data portability, the right to object to processing, the right to withdraw consent at any time.
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