

**Regulations for conducting competitions for research positions at the Institute of Literary Research of the Polish Academy of Sciences**

1. Regulations for conducting competitions for research positions at the Institute of Literary Research of the Polish Academy of Sciences (the Institute) have been prepared on the basis of the following legal acts:

1) The Act of 30<sup>th</sup> April 2010 on the Polish Academy of Sciences (Journal of Laws of 2010; No. 96, item 619, as amended);

2) Statute of the Institute of Literary Research of the Polish Academy of Sciences.

2. The Regulations also take into account the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (European Commission Recommendation No. 2005/251/EC of March 11, 2005)

3. The provisions of the regulations define the manner and procedure to be followed when conducting competitions for the following research positions at the Institute:

1) professor;

2) professor of the institute;

3) assistant professor;

4) assistant.

§1

1. The competition procedure for a research position at the Institute is initiated at the request of a head of an organisational unit or a project manager addressed to the Director of the Institute or upon the initiative of the Director of the Institute.

2. The application for initiation of the competition procedure for a scientific position should indicate the position and the organisational unit where the person selected in the competition is to be employed, together with a method and period of financing of this position.

3. The decision to announce a competition for a scientific position at the Institute is taken by the Director of the Institute.

4. Competitions for a researcher position are open, and are publicly announced on the subject page in the Public Information Bulletin of the Ministry of Higher Education and Science; on the Euraxess page – the European Commission portal for mobile researchers intended for publication of employment offers for researchers; on the Institute's website and on websites of other entities indicated by the Director of the Institute; at least two months before the scheduled date of the first meeting of the selection committee.

5. The competition announcement should contain information about:

- 1) the organizational unit of the Institute (a group, a team) in which the person selected during the course of the competition would be employed, along with an indication of the research position;
- 2) the scientific research/project in which the candidate would participate;
- 3) the requirements for candidates in the field of education, academic degree or title, scientific discipline and scientific field, and possibly the desired additional competences;
- 4) information on the criteria for the assessment of candidates, including the hierarchy of validity of meeting the criteria;
- 5) a list of documents the candidate should attach to the competition application, including: -
  - scientific curriculum with a list of publications;
  - a cover letter with an indication of the scope of research the candidate would like to explore;
  - electronic copies of the most important publications;
- 6) information on deadline of submission of documents and the expected date of the conclusion of the competition;
- 7) information about the expected date of start and the period of employment at the Institute;
- 8) information on the amount and source of financing of the employee;
- 9) information about the possibility of appealing against the results of the competition for a candidate rejected by the selection committee.

## §2

1. The competition procedure for a scientific position is carried out by a selection committee appointed by the Director of the Institute for each competition. In accordance with the principles of the European Charter for Researchers, the appointment of selection committees strives to maintain balanced gender representation.

2. The selection committee consists of at least five researchers from the Institute. The committee consists of:

- 1) the Deputy Director of the Institute or another researcher appointed by him
- 2) the Chairman of the Institute's Scientific Council or another representative thereof
- 3) head of the organizational unit in which the candidate is to be employed
- 4) other academic staff appointed by the Director of the Institute at the request of the head of the organizational unit where the candidate is to be employed.

A retired academic employee of the Institute may also be appointed by the Director of the Institute for a member of the selection committee.

The Human Resources Manager, or a person appointed by the chairman of the committee, acts as the secretary of the selection committee.

3. The head of the organisational unit announcing the competition acts as the chairman of the selection committee. This provision does not apply to employment in a newly created organisational unit.
4. Candidates' documents shall be made available to all committee members at least two weeks before the date of the first meeting of the committee. Based on the submitted documents, the selection committee decides on the candidates to be invited to the second stage of the competition – the interview.
5. When assessing the qualifications of the candidate, account shall be taken of:
  - 1) the candidate's scientific achievements (publications, participation in conferences, participation in grants or other scientific projects, scholarships, internships)
  - 2) the candidate's organisational achievements and abilities (organisation of conferences and other scientific undertakings)
  - 3) the candidate's participation in the Institute's research projects to date
  - 4) compliance of the candidate's qualifications and research plans with the scientific profile specified in the Institute's statute and the current directions of the Institute's development
  - 5) the candidate's development potential (in case of young scientists).
6. Candidates whose applications have been rejected shall be immediately notified about it by an e-mail. The message contains feedback for the candidates - information about the reasons for rejection of the application.
7. The interviews take place at the Institute's premises.
8. After the interview the selection committee prepares a shortlist of candidates' with recommendations. The recommendations are developed either as a result of discussion of committee members or as a result of voting in which the members of the selection committee award each candidate with 1 to 5 points. The recommendation list is then presented to the Director of the Institute, who takes the final decision of the candidate(s) on its basis. The Director of the Institute may declare the competition unresolved.
9. The result of the competition is immediately announced on the Institute's website.
10. The selection committee shall draw up a report with a description of the course of the competition procedure together with a collective candidates evaluation card and explanation of the evaluation.
11. Candidates included in the recommendation letter shall be immediately informed about the results of the competition procedure by an e-mail. Feedback for candidates provides detailed information about the strengths and weaknesses of their application.
12. The candidate may ask the chairman of the committee for additional information on the reasons for rejecting his application.
13. In the event of uncertainties related to the course of the competition, the candidate has the right to lodge a complaint to the chairman of the committee within thirty calendar days from the date of announcement of the competition result on the Institute's website. The chairman of the committee examines the complaint and provides the candidate with answers within the next thirty calendar days counted from the date of receipt of the complaint.

§3

Rules for conducting competitions for researchers at the Institute of Literary Research of the Polish Academy of Sciences, adopted by the Scientific Council of the Institute on December 16, 2014, are repealed.

§ 4

These regulations come into force on the day of their approval by the Scientific Council of the Institute of Literary Research of the Polish Academy of Sciences.

*/signature/*

Chairman of the Scientific Council

Institute of Literary Research,

Polish Academy of Sciences

Professor Anna Grześkowiak-Krwawicz, PhD