

## **Regulations for conducting competitions for scientific positions at the Institute of Plant Genetics, Polish Academy of Sciences in Poznań**

1. The regulations for conducting competitions for scientific positions at the Institute of Plant Genetics, Polish Academy of Sciences (hereinafter referred to as the "Regulations") have been prepared based on the following legal acts:

- 1) the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws No. 96, item 619, as amended);
  - 2) the statute of the Institute of Plant Genetics, Polish Academy of Sciences in Poznań.
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 (Recommendation of the European Commission No. 2005/251 / EC of March 11, 2005).

### **Preamble**

1. When selecting candidates, the Institute of Plant Genetics, Polish Academy of Sciences, hereinafter referred to as the Institute, is guided by the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

2. The Institute is of the opinion that excellence in conducting scientific research, academic independence and mobility are the main indicators to be followed when selecting candidates.

3. The Institute appreciates the experience gained by candidates in other scientific disciplines and in other sectors of the economy.

4. The Institute assesses the scientific achievements resulting from the effective number of years worked in science.

5. When evaluating and selecting a candidate, the Institute shall value more the candidate's scientific achievements than the reputation of their superiors and scientific institutions in which he has worked.

### **§ 1.**

The provisions of the Regulations specify the manner and procedure for the conduct of employing researchers in the following positions:

- 1) full professor;
- 2) associate professor;
- 3) visiting professor;
- 4) adjunct;
- 5) assistant.

### **§ 2.**

1. To be employed as a full professor, the person must already hold the scientific title of professor.

2. To be employed as an associate professor, the person must already have a postdoctoral (habilitation) degree or a scientific title.

3. To be employed as a visiting professor, the person must either:
  - a) be on free leave from another scientific unit referred to in art. 2 point 9 of the Act of 30 April 2010 on the principles of financing science, and hold a postdoctoral (habilitation) degree or scientific title, or
  - b) permanently reside abroad and possess at least a doctoral degree.
4. To be employed as an adjunct, the person must hold at least a doctoral degree.
5. To be employed as an assistant, the person must hold at least a master's degree or an equivalent degree.
6. While employing at the positions referred to in points 1-4 of this paragraph, a foreigner or a Polish citizen who has obtained a degree or a scientific title abroad, the requirements specified in points 1-4 of this paragraph may be waived.
7. While employing at the position referred to in point 5 of this paragraph, a foreigner or a Polish citizen who has obtained at least a professional title abroad, , the requirements specified in point 5 of this paragraph may be waived.

### **§ 3.**

The candidates applying for employment at particular scientific positions at the Institute should meet criteria regarding scientific achievements set by the Scientific Council of the Institute, which are included in appendix No. 1 to these Regulations.

### **§ 4.**

1. In order to fill scientific positions, a competitive procedure will be carried out, subject to the provisions of point 2 of this paragraph.
2. Exceptions to the competition procedure will be made in the following cases:
  - 1) for the promotion of the Institute's academic staff, related to obtaining subsequent academic degrees or a scientific title;
  - 2) when the employment will be for a defined period and for a researcher who is either:
    - a) directed to work on the basis of an agreement concluded with a foreign scientific institution;
    - b) in the same position, if the previous employment contract was concluded for a period of not shorter than three years;
3. Employment of a researcher in a competitive procedure financed by external funds (from financial resources for education or funds from the European Union or other entities awarding the project) may be carried out according to different rules than those set out in these Regulations, if the financing institution requires a different procedure or a different procedure stems from other documents related to the project.
4. Candidates for employment at the Institute as full, associate and visiting professor, excluding academic staff described in point 2, 2b of this paragraph, must be approved by the Institute's Scientific Council.

### **§ 5.**

1. The initiation of the competition procedure for the scientific position at the Institute may take place at the request of the Head of Department or PI of the project to the Director or at the initiative of the Director of the Institute.
2. The application for the initiation of a competition procedure for a scientific position should indicate the Department in which the person selected in the competition procedure is to be employed, the scientific position and the method, source and duration of financing.
3. The decision on the announcement of the competition for the scientific position at the Institute, hereinafter referred to as the competition, is made by the Director of the Institute.
4. The competition announcement should contain in particular:
  - 1) the organizational unit of the Institute (Department, team) in which the candidate is to be employed (including the position);
  - 2) a description of the scientific research in which the candidate would participate;

- 3) any requirements for completed university studies, a degree or a scientific title, and specification of the scientific discipline and scientific specialty of the candidate;
- 4) the list of documents that the candidate should submit for competition entry;
- 5) information on the candidates evaluation criteria;
- 6) information about the deadline for submission of competition documents and the date of the announcement of the competition results;
- 7) information on the planned period of employment at the Institute of Plant Genetics, Polish Academy of Sciences;
- 8) information on the actual amount and source of financing for the employee's remuneration;
- 9) information on the possibility of appeal against the results of the evaluation for candidates who have been negatively evaluated by the Competition Commission.

## § 6.

Announcements of these competitions will be made public on the Ministry of Science website in the Public Information Bulletin, on the European Commission's website in the European portal intended for the publication of job offers for researchers (Euraxess) and on the Institute's website or other websites, pointed out by the Director of the Institute.

## § 7.

1. The competition procedure for the position of full, associate and visiting professor, is conducted by the Commission for the Academic Staff Development of the Institute's Scientific Council, subject to the provisions of paragraph 3, point 4 of these Regulations and point 2 of this paragraph

2. Preliminary evaluation of candidates for the position of full, associate and visiting professor is made by the Competition Commission appointed by the Director of the Institute

3. The Competition Commission referred to in point 2 of this paragraph consists of at least 5 independent employees, with the following permanent members:

- a) Deputy Director for Scientific Affairs - the Head of the Commission,
- b) Head of the Department in which the candidate is to be employed (does not apply to employment to the newly created Department,
- c) indicated by the Director member of the Commission for the Academic Staff Development of the Institute's Scientific Council, who is also an independent researcher of the Institute,
- d) other academic staff appointed by the Director.

4. Minutes from the course of the competition procedure shall be drawn up from the meetings of the Competition Commission referred to in point 2 of this paragraph; that include a description of the course of the procedure and a ranking list along with the justification of the ranking

5. The Head of the Competition Commission referred to in point 2 of this paragraph shall immediately inform the Head of the Commission for the Academic Staff Development of the Institute's Scientific Council on the completion of the preliminary evaluation of the candidates and submit the report along with the competition documentation.

6. The Competition Commission immediately informs each candidate not selected to participate in the further procedure of non-acceptance of his application, giving the reasons for the decision; the competition results are sent via e-mail, individually to each candidate.

7. The Commission for the Academic Staff Development of the Institute's Scientific Council, acting on the basis of the Regulations of the Commission for the Academic Staff Development of the IPG PAS, performs interviews with candidates recommended by the Competition Commission referred to in point 2 of this paragraph and makes the final evaluation and selection of the candidate on the basis of submitted documents. Minutes shall be drawn up from the activities of the Commission.

8. The Commission for the Academic Staff Development of the Institute's Scientific Council, indicates the best candidate; at the nearest meeting of the Scientific Council, the Head of the Commission or his deputy presents the scientific characteristics of the candidate; members of the Scientific Council of the Institute express their opinions by adopting a resolution regarding the recommendation of the candidate indicated by the scientific development committee committees, and I recommend that you do not recommend the candidate to the Director of the Institute

9. The decision on the employment of the candidate is taken by the Director of the Institute.

10. The Director announces the results of the competition on the Institute's website and informs the selected candidate and the non-selected ones about the outcome of the competition. Candidates receive information on the results of the selection and decisions of the Director along with justification.

## **§ 8.**

1. The competition procedure for the position of adjunct or assistant is conducted by the Competition Commission appointed by the Director of the Institute.

2. The Competition Commission referred to in point 1 of this paragraph consists of at least 3 independent employees of the Institute:

- 1) Deputy Director for Scientific Affairs or another independent researcher indicated by him,
- 2) Head of the Department in which the project will be implemented and the candidate will be employed,
- 3) PI of the project or team leader in which the candidate will be employed,
- 4) other persons appointed by the Director of the Institute.

3. The Head of the Competition Commission referred to in point 1 of this paragraph is each time the PI of the project or team leader, in which the candidate selected in the competition will be employed. This provision does not apply to employment to a newly created research Department or unit.

4. The Head of the Competition Commission invites selected candidates for an interview.

5. The interview is conducted in the IPG PAS or electronically.

6. The Commission evaluates candidates on the basis of submitted documents and interviews.

7. The Competition Commission immediately informs candidates not selected on the ranking list about the fact and the reasons for the lack of acceptance of their submission, at the same time providing the strengths and weaknesses of the submitted applications. The competition results are sent via e-mail, individually to each candidate.

8. The evaluation of the candidate is made on the basis of the scientific achievements and other research activities of the candidate. The candidate should meet the requirements described in appendix No. 1 to these Regulations.

9. The Competition Commission referred to in point 1 of this paragraph, after completing the competition procedure, presents the Institute's Director the candidate(s) for employment, submitting minutes from the competition conducted, along with the justification for the selection and CV of the recommended candidates. The minutes contains a ranking list of candidates.

10. The Competition Commission immediately informs each candidate not selected on the ranking list about not accepting his application and justifies the decision.

11. The competition results are sent via e-mail, individually to each candidate.

12. The decision on the employment of the candidate is taken by the Director of the Institute.

13. The Director announces the results of the competition on the Institute's website and informs the candidates from the ranking list about the outcome of the competition. Candidates receive information on the results of the selection and decisions of the Director along with justification.

14. The results of the competition are sent by e-mail, individually to each candidate with a request for confirmation of receipt of information, in the absence of confirmation within a week after a notification by e-mail, a second information is sent.

15. The Head of the Commission at the next meeting of the Institute's Scientific Council informs the Scientific Council about the selection procedure and presents the candidate's academic CV, the candidate may be invited by the Institute's Director to the meeting of the Scientific Council to present himself personally.

16. If the candidate indicated by the Competition Commission referred to in point 1 of this paragraph resigns from employment or fails to meet the criterion regarding its availability within the period specified in the competition or agreed with the team leader or PI of the project, the Director will select another candidate from the ranking list presented by the Competition Commission and the previously selected candidate receives notification of the resignation from his candidacy.

#### **§ 9.**

If there are no applications or if none of the candidates participating in the competition procedure receives a positive evaluation from the Competition Commission or the Institute Director, a new competition for the same research position will be announced. The new competition may be announced on different financial and merit-based principles.

#### **§ 10.**

In the case of candidates for adjuncts and assistants, it is possible to choose a candidate who submitted documents for another competition in the Institute providing the candidate meets the criteria of the new competition and in the competition to which s/he applied, s/he was not selected.

#### **§ 11.**

1. Evaluation of the scientific achievements of the Institute's academic staff, employed through the promotion related to obtaining subsequent academic degrees and a scientific title, is made at the request of the Director of the Institute, by the Commission for the Academic Staff Development of the Institute's Scientific Council and presents the Scientific Council for an opinion.

2. The decision on the employment of the candidate is taken by the Director of the Institute.

#### **§ 12.**

The regulations governing the manner and procedure of conducting competitions for scientific positions at the Institute of Plant Genetics, Polish Academy of Sciences in Poznań adopted by the Scientific Council on 13 December 2017 are no longer in force.

#### **§ 13.**

These Regulations come into force on the day of adoption by the Scientific Council of the Institute of Plant Genetics, Polish Academy of Sciences.

The Secretary of the Scientific Council

Vice-President of the Scientific Council

dr Agnieszka Kiełbowicz-Matuk

prof. dr hab. Barbara Naganowska