

## Policy

**open, transparent and merit-based recruitment of staff for scientific, scientific-technical and technical (OTM-R) positions at *The Franciszek Górski* Institute of Plant Physiology of the Polish Academy of Sciences (IPP PAS) in Krakow**

### 1 General information

The rules of employment and promotion of scientific staff at the IPP PAS in Krakow are contained in the following.

- 1) The Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2020, item 1796, as amended 619).
- 2) Act of 26.06.1974 Labour Code (Journal of Laws of 2023, item 641).
- 3) Statutes of the IPP PAS of 9 March 2011.
- 4) Ordinance of the Director of IPP PAS 4/2023 dated 23 May 2023.
- 5) Regulations defining the rules and procedures for conducting competitions for scientific positions at IPP PAS in Krakow dated 29 October 2019.

### 2. Employee recruitment procedures

1. The IPP PAS is committed to respecting the principles set out in the Code of Conduct for the Recruitment of Researchers and the European Charter for Researchers when recruiting staff for scientific positions.
2. The competition procedures at IPP PAS must be conducted in a transparent manner based on the unambiguously defined criteria listed in section 8.3 of this document for persons applying for a scientific position.
3. The procedures in place should ensure equal access to the competition for all groups of people, including disadvantaged groups (i.e. on the basis of gender, age, disability, race, sexual orientation, ethnicity, religions, worldview, etc.) or scientists returning to a scientific career.
4. Recruitment procedures implemented should be as open, efficient, transparent, provide IT support and be internationally comparable as possible, and be tailored to the type of position offered.
5. Recruitment announcements should include a description of the knowledge and qualifications required, but without specialised and detailed terms (criteria), a description of the working conditions, including an indication of the discipline the prospective employee will represent and the prospects for career development.
6. There should be a minimum of 30 days between the posting of the vacancy and the closing date for applications.

### 3. Procedures for selecting the selection board

1. Members of the selection committees should represent a variety of backgrounds and qualifications and, where necessary and possible, represent different staff groups and advisory bodies of IPP PAS.

2 The composition of the committees should have appropriate gender balance, independence, no conflict of interest, knowledge of HRS4R and OTM-R policies.

3. Members of selection committees should be properly trained in the conduct of the selection procedure.

#### **4. Procedures on the transparency of competition proceedings**

1. Candidates should be informed about the recruitment process and the selection criteria, the number of positions available and their career prospects.

2. Once the selection process has been completed, candidates should be informed of the results of the recruitment process and the strengths and weaknesses of their applications.

#### **5. Procedures for assessing candidates' merits**

1. The whole range of experience of candidates should be taken into account in the selection process.

2. In addition to assessing their overall potential as researchers, their creativity and level of independence should also be taken into account.

3. Merit should be assessed both qualitatively and quantitatively, focusing not only on the number of publications, but also on the outstanding results achieved during a varied scientific career.

4. The importance of bibliometric indicators should be appropriately balanced with the broader evaluation criteria, i.e. mentoring, teamwork, knowledge transfer, research management, and innovation and public awareness activities.

5. In the case of candidates with experience in industry, particular attention should be paid to their contribution to patents, developments or inventions.

6. Career breaks or deviations from the chronological order in the curriculum vitae should not be seen as detracting from the value of the candidate's achievements, but rather as a career evolution and, consequently, a potentially valuable contribution to the professional development of researchers following a multidimensional career path. Candidates should therefore be allowed to submit CVs supported by evidence that reflect a representative range of achievements and qualifications that are relevant to the job applied for.

7. Any mobility experience, i.e. a stay in another country/region or in a different research environment (either in the public or private sector), or a change of discipline or sector as part of initial research training or at a later stage in a research career, or virtual mobility experience, should be seen as a valuable contribution to the researcher's professional development.

8. As professional qualifications can be achieved early in a long research career, lifelong professional development should be taken into account.

9. The level of qualification required should be relevant to the needs of the position and should not be a barrier to admission.

#### **6. Call for competition**

1. The form with the content of the announcement should be prepared in both Polish and English language versions and placed on the IPP PAS website, which is the subject page of the BIP <https://ifr-pan.edu.pl/artykuly/6-oferty-pracy> and additionally on EURAXESS or LinkedIn (<https://pl.linkedin.com/company/the-franciszek-g%C3%B3rski-institute-of-plant-physiology-polish->

academy-of-sciences?trk=public\_profile\_topcard-current-company). The competition notice and the description of candidates' requirements should be concise and include links to detailed online information.

2. Candidates should include in the notice information on:

- a) the organisation and unit conducting the competition (link to the IPP PAS website and the IPP PAS Department concerned),
- b) the name of the position offered, its specifications and the date of commencement of employment,
- c) the selection criteria with the range of knowledge and professional experience (distinguish between "required" and "desired"),
- d) number of vacant posts,
- e) working conditions, place of work, type of contract, level of remuneration and possibly other additional benefits,
- f) career development opportunities,
- g) the competition procedure and closing date for applications (at least 60 days after publication of the notice),
- h) reference to the OTM-R policy of the employing institution (<https://en.ifr-pan.edu.pl/otm-r-policy>),
- i) reference to the institution's equal opportunities policy (<https://en.ifr-pan.edu.pl/gender-equality-plan>),
- j) contact details.

## **7. Receipt of applications from candidates**

1. The documents to be attached to the competition application should be limited to those that are genuinely necessary for the purposes of making a sound, merit-based selection of the best candidate, such as:

- a) a scientific CV including a list of publications,
- b) a motivation letter,
- c) diplomas attesting to qualifications,
- d) certificates of completed courses,
- e) references and evidence of qualifications from previous employers and/or supervisors or colleagues.

2. Applications should be received electronically or by traditional post.

3. Candidates should receive an acknowledgement of receipt of their application and feedback on the subsequent recruitment process, including the interview period and the date of possible commencement. Candidates should be informed of any delays or modifications to the selection procedure.

4. Candidates will provide original documents within 7 days of being informed that you have been successful in the competition.

## **8. Assessment of achievements**

### **8.1. The selection committee**

- 1 The Director of the IPP PAS shall appoint the selection board on a gender-balanced basis.
2. The selection board shall, as far as possible, apply the principle of diversity so that it can meet the following criteria:
  - a) a minimum of three members,
  - b) gender balance (only a committee with a minimum of three members may have less than one third of members of one sex),
  - c) inclusion in the committee of at least one external expert, e.g. from a different IPP PAS Department than the one being recruited,
  - d) alternatively, the inclusion in the committee of an expert from abroad who is fluent in the language(s) in which the recruitment process will take place,
  - e) the members of the committee must include persons demonstrating experience, qualifications and competence in the field in which the candidate is being assessed.
3. The Director of the IPP PAS shall appoint the chairperson of the selection board.
4. Members of the selection board shall receive appropriate training before starting to assess the applications, including the need to be informed of any possible conflict of interest with candidates. In the event of a conflict of interest, a board member may be excluded from the competition procedure.
5. The selection board may decide to interview a candidate..

### **8.2. Candidate selection and interview**

1. All applications should be checked and candidates' applications reviewed. Depending on the number of applications, an initial assessment may be made, checking applications against formal criteria. A group of candidates may be selected to be interviewed, and the interview may be conducted both live and in remote/hybrid formats. All candidates should be treated in the same way.
2. The way candidates are selected should be open, competitive and non-discriminatory. The recruiter should not ask personal questions about, for example, marital status, parental plans, religion, medical conditions, etc. Following the competition, a protocol (Annex 1) should be drawn up outlining the strengths and weaknesses of the candidates.
3. The result of the selection board's assessment is a positive recommendation of one candidate or no positive recommendation of the competition.

### **8.3 Assessment of achievements and future potential**

1. The criteria for selecting a candidate should include both his/her past performance and potential for further development. What should be looked at depends on the post for which the recruitment is taking place, e.g. in the case of an R1 (pre-doctoral) researcher, his/her research potential should be more important than his/her past achievements.
2. The criteria for assessing an application should be varied and balanced, as appropriate for the post, these may include:

- a) fundraising skills,
- b) experience in managing research projects; organisational skills/experience,
- c) managerial aptitude and mentoring,
- d) teamwork,
- e) research activities,
- f) international portfolio (mobility is an important part of a research career. IPP PAS values such experience in the selection process of candidates and internal promotions),
- g) creativity and level of independence,
- h) transfer and exchange of knowledge,
- i) linguistic ability,
- j) consistency of expression.

3. Achievement should be assessed in terms of both quality and quantity. Attention should be paid to the effects of a varied career path, taking into account career breaks, overall professional development and the added value of experience outside the field of research.

#### **9. Feedback for candidates**

1. In accordance with the Code's principle of "Transparency", all candidates should receive written or electronic notification of the completion of the selection process within 30 days of the closing date of the application process.
2. Candidates who are not selected for a position should be informed of the strengths and weaknesses of their applications as soon as the selection process for employment is completed. Each candidate should be treated on an individual basis and, in the event of a rejection decision, their strengths and areas of expertise that do not necessarily go hand in hand with the interests of IPP PAS should be highlighted. A refusal decision should be a guideline that supports the candidate in the development of particular competences and skills, and will facilitate his/her employment in another area of activity.
3. Once the competition has been decided, information on the outcome of the competition, together with the reasons for the decision, is posted on the IPP PAS website and is available for a period of 30 days after the end of the competition.

#### **10. Appeals and complaints handling system**

IPP PAS provides a procedure for dealing with appeals and complaints made by candidates who feel that they have been treated unfairly or inappropriately. Any candidate who has concerns about the recruitment process and has doubts about the assessment added by the committee can appeal to the Director of IPP PAS, within 2 weeks of receiving the refusal decision. Each case is considered on an individual basis.

#### **11. Non-discrimination principle**

The principle of non-discrimination is respected at every stage of the recruitment process - from the moment the job advertisement is made public, through the establishment of the employment relationship, for its duration and until the termination of the contract. Employees are treated equally and appropriately at every stage, without exception.

**12. General characteristics of scientific positions at IPP PAS and expectations towards candidates applying for such positions - Appendix 2**

Position	Level	Education/academic degree	Profile and competences
Asistant	R1	MSc, MSc Eng. MSc, Eng	<p>Competencies:</p> <ul style="list-style-type: none"> <li>- conducts research under supervision</li> <li>- demonstrates a good knowledge and understanding of the field of knowledge in which he/she is carrying out research</li> <li>- demonstrates an ability to analyse data</li> <li>- demonstrates the ability to critically analyse, evaluate and synthesise new and complex ideas</li> <li>- is able to present the results of his/her research to his/her research colleagues</li> <li>- develops linguistic skills and social skills and competences, in particular in an international context</li> </ul>
Adjunct / Postdoc	R2	PhD (doctoral degree)	<p>Competences:</p> <ul style="list-style-type: none"> <li>- demonstrates a structured knowledge in a given field of science and a mastery of the skills and research methods associated with it</li> <li>- demonstrates the ability to develop a research hypothesis, design, execute and adapt a research design in accordance with the principle of scientific integrity</li> <li>- makes his/her own contribution in the form of original research that extends the frontiers of knowledge through the development of extensive material or innovations, some of which merit national or international publication or patenting</li> <li>- has the ability to critically analyse, evaluate and synthesise new and complex ideas</li> <li>- is able to present the results of his/her research to a wider audience of scientists</li> <li>- take responsibility for his/her own career development</li> <li>- set realistic and achievable professional goals</li> <li>- is a co-author of articles presented at training courses and conferences</li> <li>- understands current trends in his/her field and other related sectors</li> <li>- provides effective support to R1 scientists in their research and development work</li> </ul>

			<ul style="list-style-type: none"> <li>- demonstrates knowledge of the principles of funding and leveraging external sources for research</li> </ul>
Institute Professor	R3	dr hab. (habilitation; post-doctoral degree often translated as doctor habilitatus or habilitated doctor).	<p>Competences:</p> <ul style="list-style-type: none"> <li>- is well established in the scientific and professional community</li> <li>- makes a significant contribution to knowledge and research through collaboration</li> <li>- formulates research questions and identifies opportunities within his/her field of specialisation</li> <li>- identifies appropriate research methodologies</li> <li>- conducts research independently and contributes to the development of science</li> <li>- can take a leading role in the implementation of research projects in collaboration with project partners</li> <li>- is the main author of publications</li> <li>- organises training courses and conferences</li> <li>- coordinates the work of R1 and R2 staff</li> <li>- may form research consortia and actively seek funding for research</li> <li>- liaises with relevant research groups</li> <li>- presents research results to the scientific community and the general public</li> </ul>
Professor	R4	prof.	<p>Competences:</p> <ul style="list-style-type: none"> <li>- has an international reputation and recognition for scientific achievement in his/her field</li> <li>- demonstrates the ability to exercise critical judgement in the definition and conduct of scientific research</li> <li>- make a significant contribution to the development of a field or a range of fields</li> <li>- has a strategic vision for the development of the research sector</li> <li>- recognises the implications and opportunities for the wider use of his/her research</li> <li>- has published articles and books with a significant impact on scientific development</li> <li>- sits on committees organising training and conferences, and gives guest lectures</li> <li>- actively acquires research funding</li> <li>- has the ability to manage, develop and advance the scientific career of his/her subordinates</li> <li>- has the ability to establish contacts within and outside the research community</li> </ul>

## Schedule for the recruitment process

<b>Announcement and application</b>		
Preparation of the announcement	Deputy Scientific Director together with group/project leaders	1 week
Competition notice	Deputy Scientific Director/ Independent Personnel Officer	Date of announcement
Collection of offers	Independent Personnel Officer	Minimum 1 month
Formal verification of offers	Independent Personnel Officer	On an ongoing basis
Notification of incomplete documents	Independent Personnel Officer	3 days for replenishment
Completion of application process	Independent Personnel Officer	Application completion date
<b>Evaluation and selection</b>		
Interviews with candidates and creation of a ranking list	The selection board	1-2 weeks
Preparation and sending of responses to candidates	The selection board and the independent personnel officer	1 week
Appeals/Complaints	Candidates	2 weeks
Recommendation of candidates	Scientific Council of the IPP PAS	
Signing of the employment contract	Director of IPP PAS	
Information on the outcome of the competition on the IPP PAS website		