

## **Open, Transparent and Merit-Based Recruitment**

Regulation of the manner and mode of holding competitions for candidates for academic positions at the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences

### **§ 1**

1. Employment of a candidate for an academic position at the Institute of Systematics and Evolution of Animals at the Polish Academy of Sciences shall be preceded by a competition (pursuant to Art. 91(5) of the Act of 30th April 2010 on the Polish Academy of Sciences).
2. The competition proceedings for an academic position at the Institute may be initiated at the request of a Head of Unit or on the initiative of the Director.
3. The request should include specification of the academic position, indicate the unit where the successful candidate will be employed.
4. The competition shall be announced by public disclosure of the relevant information on the website of the Public Information Bulletin of the minister competent for matters of science, on the website of the European Commission, Euraxess Jobs & Funding and on the website of the Institute.
5. Decision on the announcement of the competition shall be made by the Director of the Institute.
6. Information on the competition should include:
  - name of the position in the competition and working conditions;
  - the unit at which the academic candidate is to be employed;
  - specification of requirements placed on the candidate with regard to their qualifications and academic and organisational achievements;
  - list of documents required from the candidate;
  - the deadline and place for submitting documents, not shorter than 30 days of the date of announcing the competition;
  - the date of conclusion of the competition;
  - specification of additional requirements, if any.
7. The date of announcement of the competition shall be the date of posting the information on the website of the Public Information Bulletin.

### **§2**

1. The Selection Board shall consist of at least three members.
2. The members of the Board, including the Chairman, shall be appointed each time by the Director of the Institute.
3. The Board must include the Director of the Institute or their representative and the head of the unit requesting the employment or another person indicated by them.

### **§ 3**

Provisions of these regulation shall be applicable to competitions for the position of *profesor* with the reservation that:

- the appointment (of a titular professor) to the position of *profesor* shall be made by the President of the Polish Academy of Sciences at the request of the Director of the Institute, after obtaining the opinion of the Scientific Council.

- the Chairman of the Board may only be a person holding the academic title of *profesor* and the position of *profesor*; and the selection board should only include persons holding the position of *profesor* or *associate profesor*, representing academic specialisation the same or similar to that which the competition concerns.

#### §4

1. After the deadline for submitting the documents, the Selection Board shall make a list of candidates satisfying the requirements stipulated in the announcement.
2. The Board may ask the candidates to rectify formal non-compliances with regard to the documentation, which shall be recorded in report summarising the proceedings of the Board.
3. The Board may invite the candidates that satisfy the requirements for an interview. In the course of the interview the Board shall verify their skills and qualifications, as well as their suitability for the position advertised in the competition.
4. The Board shall conclude the competition with a resolution that shall include a rationale.
5. Resolutions of the Selection Board shall be passed by secret ballot and shall require an absolute majority of the votes cast.
6. The Board shall provide the Director of the Institute with a recommendation to employ the selected candidate or not to employ any.
7. The Selection Board shall prepare a report on its proceedings.

#### § 5

1. The Director shall make the decision concerning engaging the candidate selected in the competition. The decision shall be announced on the website of the Institute.
2. The Director shall notify all the candidates of the result of the competition.

#### § 6

The candidate shall be entitled to familiarise themselves with the report and the Board's resolution in the part concerning them.

#### § 7

In the event that the competition is not concluded, the Director of the Institute may announce a new competition, which shall be open to the candidates that took part in the previous competition.

#### § 8

These Regulations shall enter into force on the date of approval by the Scientific Council of the Institute.

**DIRECTOR**  
**of the INSTITUTE OF SYSTEMATICS AND EVOLUTION OF ANIMALS**  
**THE POLISH ACADEMY OF SCIENCES**

announces competition for the position of

- ◆ **profesor** at the UNIT .....

Candidates should satisfy the requirements specified in the Act of 30th April 2010 on the Polish Academy of Sciences (Dz. U. (Journal of Laws) 96 item 619).

Additional requirements:

- ◆ the title of *profesor* in the field of biological sciences,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ fluent command of English,
- ◆ positive interim evaluation or positive opinion from previous employment.

In order to enter the competition the candidate should submit the following documents (in 3 copies – applicable to paper documents):

1. Application, CV, transcripts of diplomas and other certificates verifying the candidate's qualifications.
2. The candidate's academic portfolio presenting their research and teaching interests as well as their achievements to date.
3. Listing of academic outputs (list of publications, i.e. books, papers, published conference papers, etc., participation in research activities); teaching achievements (master/doctoral students); and organisational achievements (list of functions, etc.). The lists should be prepared with a clear indication of the outputs following the latest promotion.
4. Opinion form previous employment.

The documents should be submitted at the Secretarial Office ISEZ PAN (31-016 Kraków, ul. Sławkowska 17, 3rd floor) or by email: [office@isez.pan.krakow.pl](mailto:office@isez.pan.krakow.pl) including the name of the advertised position in the subject line, no later than

**date**

Conclusion of the Competition will take place on **date**

**DIRECTOR**  
**of the INSTITUTE OF SYSTEMATICS AND EVOLUTION OF ANIMALS**  
**THE POLISH ACADEMY OF SCIENCES**

announces competition for the position of

- ◆ **associate professor** at the UNIT .....

Candidates should satisfy the requirements specified in the Act of 30th April 2010 on the Polish Academy of Sciences (Dz. U. (Journal of Laws) 96 item 619).

Additional requirements:

- ◆ the title of *associate professor* in the field of biological sciences,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ fluent command of at least two of the congress languages,
- ◆ positive interim evaluation or positive opinion from previous employment.

In order to enter the competition the candidate should submit the following documents (in 3 copies – applicable to paper documents):

5. Application, CV, transcripts of diplomas and other certificates verifying the candidate's qualifications.
6. The candidate's academic portfolio presenting their research and teaching interests as well as their achievements to date.
7. Listing of academic outputs (list of publications, i.e. books, papers, published conference papers, etc., participation in research activities); teaching achievements (master/doctoral students); and organisational achievements (list of functions, etc.). The lists should be prepared with a clear indication of the outputs following the latest promotion.
8. Opinion form previous employment.

The documents should be submitted at the Secretarial Office ISEZ PAN (31-016 Kraków, ul. Sławkowska 17, 3rd floor) or by email: [office@isez.pan.krakow.pl](mailto:office@isez.pan.krakow.pl) including the name of the advertised position in the subject line, no later than

**date**

Conclusion of the Competition will take place on **date**

**DIRECTOR**  
**of the INSTITUTE OF SYSTEMATICS AND EVOLUTION OF ANIMALS**  
**THE POLISH ACADEMY OF SCIENCES**

announces competition for the position of

- ◆ **adjunct professors** at the UNIT .....

Candidates should satisfy the requirements specified in the Act of 30th April 2010 on the Polish Academy of Sciences (Dz. U. (Journal of Laws) 96 item 619).

Additional requirements:

- ◆ the title of *adjunct professor* in the field of biological sciences,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ fluent command of at least two of the congress languages,
- ◆ positive interim evaluation or positive opinion from previous employment.

In order to enter the competition the candidate should submit the following documents (in 3 copies – applicable to paper documents):

9. Application, CV, transcripts of diplomas and other certificates verifying the candidate's qualifications.
10. The candidate's academic portfolio presenting their research and teaching interests as well as their achievements to date.
11. Listing of academic outputs (list of publications, i.e. books, papers, published conference papers, etc., participation in research activities); teaching achievements (master/doctoral students); and organisational achievements (list of functions, etc.). The lists should be prepared with a clear indication of the outputs following the latest promotion.
12. Opinion form previous employment.

The documents should be submitted at the Secretarial Office ISEZ PAN (31-016 Kraków, ul. Sławkowska 17, 3rd floor) or by email: [office@isez.pan.krakow.pl](mailto:office@isez.pan.krakow.pl) including the name of the advertised position in the subject line, no later than

**date**

Conclusion of the Competition will take place on **date**

**DIRECTOR**  
**of the INSTITUTE OF SYSTEMATICS AND EVOLUTION OF ANIMALS**  
**THE POLISH ACADEMY OF SCIENCES**

announces competition for the position of

- ◆ **assistant** at the UNIT .....

Candidates should satisfy the requirements specified in the Act of 30th April 2010 on the Polish Academy of Sciences (Dz. U. (Journal of Laws) 96 item 619).

Additional requirements:

- ◆ the title of *assistant* in the field of biological sciences;
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ ,
- ◆ fluent command of at least two of the congress languages,
- ◆ positive interim evaluation or positive opinion from previous employment.

In order to enter the competition the candidate should submit the following documents (in 3 copies – applicable to paper documents):

13. Application, CV, transcripts of diplomas and other certificates verifying the candidate's qualifications.
14. The candidate's academic portfolio presenting their research and teaching interests as well as their achievements to date.
15. Listing of academic outputs (list of publications, i.e. books, papers, published conference papers, etc., participation in research activities); teaching achievements (master/doctoral students); and organisational achievements (list of functions, etc.). The lists should be prepared with a clear indication of the outputs following the latest promotion.
16. Opinion form previous employment.

The documents should be submitted at the Secretarial Office ISEZ PAN (31-016 Kraków, ul. Sławkowska 17, 3rd floor) or by email: [office@isez.pan.krakow.pl](mailto:office@isez.pan.krakow.pl) including the name of the advertised position in the subject line, no later than

**date**

Conclusion of the Competition will take place on **date**