



Policy on Open, Transparent and Merit-Based Recruitment of Academic Staff (OTM-R Policy) at Cardinal Stefan Wyszyński University in Warsaw

1. Introduction

The purpose of this OTM-R Policy is to ensure an open, transparent, and merit-based recruitment process for academic staff at Cardinal Stefan Wyszyński University in Warsaw (UKSW). This Policy has been developed on the basis of the Law on Higher Education and Science, the Labour Code, the Statute of UKSW, and the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

2. Scope and Application

This Policy applies to all academic staff recruitment processes at UKSW and covers both competitive recruitment procedures and recruitment without a competition procedure (in exceptional and justified cases specified by law), with the exception of recruitment procedures conducted for project-based employment where the rules governing such procedures are set out in the project regulations.

As a general rule, UKSW employs staff only in the research and teaching staff and teaching staff groups, unless a given project requires the employment of a researcher.

3. Principles of the OTM-R Policy at UKSW

The recruitment process at UKSW is based on the following principles:

- 1) **Openness** – vacancies are advertised through available channels (the UKSW website, the website of the ministry responsible for higher education and science, EURAXESS and, in order to broaden the reach of advertisements and increase the number of recipients of recruitment information, job portals).
- 2) **Transparency** – clear recruitment criteria, a recruitment timetable and the method of communicating results, as well as an appeals procedure.
- 3) **Merit-based** – assessment based on competencies, achievements, potential, and expert opinions.
- 4) **Confidentiality** – full protection of candidates' personal data and information which they provide during the recruitment process.
- 5) **Equal Treatment and Non-Discrimination** – adherence to the principles of respect, equality, and objectivity, in particular in accordance with Section 4 of this Policy.



4. Principles of Equal Treatment and Non-Discrimination

Cardinal Stefan Wyszyński University in Warsaw ensures that all recruitment processes are conducted in accordance with the principles of equal treatment and non-discrimination as set out in Article 11³ of the Labour Code and the European Charter for Researchers.

In particular:

- 1) any discrimination against candidates on the grounds of sex, age, disability, race, ethnic origin, nationality, sexual orientation, religious beliefs, political beliefs, or worldview is prohibited;
- 2) candidate assessment criteria must be objective, merit-based, and transparent;
- 3) the recruitment committee is required to apply procedures that minimise the risk of subjectivity and to report any breaches of the principles of equal treatment to the Human Resources Department.

5. Forms of Academic Staff Recruitment – Competitive and Non-Competitive Procedures

- 1) Academic staff recruitment may be conducted through a competitive procedure or a non-competitive procedure.
- 2) A competitive procedure is required when recruitment is intended for a full-time position or when the working time is to be increased beyond half-time.
- 3) The employment of an academic staff member without a competitive procedure may take place in cases specified by law and may be applied in the following situations:
 1. employment of up to half-time;
 2. employment above half-time for a period of up to three months;
 3. employment pursuant to § 155(6) of the UKSW Statute, in the following cases:
 - a. an employee assigned to work at the University under an agreement concluded with the Łukasiewicz Centre, a Łukasiewicz Network institute, or a foreign research institution;
 - b. an employee who is a beneficiary of a programme, project or competition announced by NAWA, NCBR or NCN, or an international competition for the implementation of a research project;



c. the implementation of a research or teaching project financed from European Union funds or by another grant-awarding body (for the duration of the project).

- 4) Where employment does not require a competitive procedure or the publication of a job advertisement, an employment request must be submitted, unless the applicant wishes to broaden the pool of candidates through the publication of a job advertisement. In such a case, a recruitment request shall enable the publication of the advertisement in accordance with the procedure described in Section 7.

6. Competitive recruitment procedure

- 1) Submission of a request by the head of the relevant organisational unit for the Rector's approval to initiate a competitive recruitment procedure.
- 2) Upon obtaining the Rector's approval, appointment of the recruitment committee.
- 3) Obtaining authorisation for each member of the recruitment committee to process candidates' personal data.
- 4) Submission to the Human Resources Department of a request for training for recruitment committee members who have not previously completed such training (the scope of the training is specified in Section 9 of this Policy).
- 5) Establishment by the recruitment committee of the criteria for each stage of the recruitment process in accordance with Section 10 of this Policy.
- 6) Publication of the vacancy announcement in cooperation with the Human Resources Department of UKSW.
- 7) Submission by candidates of the required application documents within a period of no less than 30 days.
- 8) Recruitment committee stage: assessment of candidates in accordance with the stages set out in this Policy. Verification of relevant opinions provided by external experts, where required, points-based assessment of candidates' competencies, preparation of a ranking, voting (where necessary), and formulation of a recommendation.
- 9) Preparation and submission of the recruitment committee report to the head of the organisational unit.
- 10) Provision of feedback to candidates.
- 11) Issuing of an opinion on the candidate's employment by the Faculty Council (for teaching and research and teaching positions) or the Discipline Council (for research and research and teaching positions), or, where such a body has not been established, by the Director of the Institute or another authorised body.
- 12) Opinion of the UKSW Senate for the positions of Professor and University Professor.
- 13) The Rector's decision, positive or negative, regarding the candidate's employment, based on the documentation from the competitive recruitment process and the opinions provided.



7. Publication of Vacancy Announcements and Recruitment Results

- 1) Vacancy announcements are published:
 - a. on the UKSW website: <https://uksw.edu.pl/pracownicy/kariera/>;
 - b. on the Public Information Bulletin website: <https://bip.polsl.pl/oferty-pracy/nauczyciele-akademiccy/>;
 - c. on the website of the ministry responsible for science and higher education;
 - d. on the European Commission's EURAXESS portal for mobile researchers, in its English-language version: <https://euraxess.ec.europa.eu/jobs/search>.

In agreement with the person requesting the recruitment process, the vacancy announcement may also be published on job portals and social media platforms in order to broaden its reach and increase the number of recipients of recruitment information.

- 2) The minimum publication period for a vacancy announcement is 30 days. Applications may only be reviewed after this period has expired by the recruitment committee appointed for this purpose.
- 3) The vacancy announcement must include:
 - a. the position title;
 - b. the name of the organisational unit;
 - c. the legal basis for employment (e.g. § 155(6) of the UKSW Statute, a research project, a NAWA, NCN or NCBR programme);
 - d. the planned starting date of employment;
 - e. the planned period of employment (if specified);
 - f. a description of the position and its responsibilities;
 - g. a description of the formal requirements, substantive requirements, and additional qualifications;
 - h. information on the application of the principles of the OTM-R Policy;
 - i. the recruitment timetable and the method of communicating results;
 - j. the required GDPR and whistleblower protection clauses.
- 4) The head of the organisational unit, or a person authorised by them, prepares the vacancy announcement in both Polish and English and submits it to the Human Resources Department, which is responsible for its publication in accordance with the provisions of this Policy.
- 5) Information on the results of the competition is published on the UKSW Public Information Bulletin website within 30 days of the competition outcome, as indicated in the recruitment committee report. The information is published in the same location as the vacancy announcement and includes the following details: position, discipline, organisational unit, date of publication of the vacancy announcement, application deadline, date of the competition outcome,



number of applications received, the name of the selected candidate, and a brief justification with reference to the competition criteria.

8. Appointment and Responsibilities of the Recruitment Committee

- 1) The recruitment committee is appointed by the Dean upon obtaining the Rector's approval to initiate the competitive recruitment procedure and consists of at least five members. In the case of university-wide units, the committee is appointed by the relevant Vice-Rector. The Dean or the relevant Vice-Rector serves as the Chair of the committee or may designate another committee member to serve as Chair if they are not members of the committee.
- 2) The composition of the committee shall ensure the participation of:
 - a. representatives of the relevant organisational unit conducting the competition;
 - b. persons with substantive expertise relevant to the position subject to the competition, including at least one representative of the discipline in the case of research and research and teaching positions;
 - c. at least one person from outside the organisational unit conducting the competition;
 - d. an employee of the Human Resources Department assigned to support the faculty, or a person acting as their replacement, in order to ensure compliance of the process with this OTM-R Policy.
- 3) Only persons with no conflict of interest may be appointed to the committee. Committee members are required to submit a declaration confirming the absence of a conflict of interest. Such declarations shall be submitted after all applications have been received and before Stage I. The declaration template is provided in Appendix 10 to this Policy.
 - a. The Chair shall exclude from the competitive recruitment process any committee member who:
 - I. is the spouse, relative, or relative by affinity of the candidate up to and including the second degree;
 - II. is connected to the candidate through adoption, guardianship, or custodianship;
 - III. is participating in the competition;
 - IV. is the supervisor or auxiliary supervisor of a candidate participating in the competitive recruitment procedure;
 - V. is in such a legal or factual relationship with the candidate that it may give rise to justified doubts as to that member's impartiality and objectivity.
 - b. A committee member is required to inform the Chair of any circumstances referred to in point a. The decision to exclude a committee member is made by the Chair, who supplements the composition of the committee accordingly. If the Chair is not the head of the organisational



unit, they shall consult the head of the organisational unit before appointing a replacement member.

c. If the circumstances referred to above concern the Chair, the Chair shall decide to withdraw from the committee and appoint another Chair in accordance with Section 8(1) of this Policy.

- 4) The committee establishes the candidate assessment criteria in accordance with the principles set out in this OTM-R Policy.
- 5) The committee documents its work in a report, which includes:
 - a. the list of candidates;
 - b. the results of the verification of formal and substantive requirements;
 - c. the scores resulting from the qualitative assessment of candidates' qualifications;
 - d. the ranking of candidates;
 - e. the voting results and the recommendation regarding the candidate to be employed.
- 6) Any person involved in handling recruitment documentation, in particular a member of the recruitment committee, must be authorised to process personal data and is required to comply with the rules governing the protection of such data.

9. Training for Recruitment Committee Members

- 1) Before the recruitment committee begins its work, its members are required to complete training covering:
 - the principles set out in this OTM-R Policy;
 - the prevention of discrimination and the promotion of equal treatment in accordance with the Labour Code and the European Charter for Researchers;
 - the protection of personal data (GDPR) in the recruitment process;
 - available recruitment tools and methods for assessing candidates' competencies.
- 2) The UKSW Human Resources Director is responsible for organising the training.
- 3) The training is mandatory for all recruitment committee members, particularly before their first participation in a competitive recruitment procedure. Documentation confirming completion of the training is archived by the Human Resources Department.

10. Candidate Assessment – System and Principles

- 1) Candidate assessment within the competitive recruitment procedure is conducted in three stages:



1. Stage I – Formal Requirements (YES/NO)

a. At this stage, the compliance of the submitted documents with external legal requirements and UKSW internal regulations is verified. The candidate must meet all formal requirements, including:

- holding the required academic degree or academic title;
- submission of complete application documents, including a declaration on the preparation of a Research Development Plan within 4 months of employment (for research and research and teaching positions).

b. Failure to meet any of the formal requirements disqualifies the candidate from further participation in the competitive recruitment procedure.

c. The detailed list of documents and declarations required from the candidate at Stage I is specified in the vacancy announcement. Documentation is submitted by the candidate in digital form or as scanned copies.

2. Stage II – Substantive Requirements (YES/NO)

a. At this stage, the minimum qualifications required for progression to the qualitative assessment stage are verified. Depending on the position, these include:

- an academic degree or title in the relevant field/discipline;
- minimum research experience in the relevant field (where required or optional);
- minimum teaching experience (where required or optional);
- minimum project management experience;
- minimum organisational experience;
- interpersonal skills and aptitude for performing the duties of the position;
- knowledge of a foreign language at the level required for the position, as specified in the vacancy announcement;
- other specific criteria defined in the vacancy announcement.

b. The purpose of Stage II is to identify candidates who meet the basic minimum requirements of the position.

c. Note: Stage II does not assess the quality of achievements or experience, only their existence and compliance with the minimum requirements specified in the vacancy announcement.

3. Stage III – Qualitative Assessment (Points-Based)

Stage III is the key stage of the competitive recruitment process. It enables the selection of the candidate whose competencies are best suited to the effective performance of the duties associated with the position. The points-based assessment shall be



conducted regardless of the number of candidates, even if only one candidate is being assessed. Additional substantive qualifications that constitute an asset of the candidate are also assessed at this stage.

Key difference between Stage II and Stage III

- **Stage II** = minimum requirements (whether the candidate possesses the achievements and experience necessary to be assessed – YES/NO assessment).
- **Stage III** = quality and level of achievements (whether the candidate is the strongest among those who meet the minimum requirements).

Assessment principles applied in Stage III

- a) Each criterion is assessed on a scale of 0-3 points:
 - **0 points** – criterion not met or no evidence provided;
 - **1 point** – minimum level achieved;
 - **2 points** – expected level achieved;
 - **3 points** – outstanding level achieved.
- b) Area weightings are assigned according to the type of position:
 - i. **Research and Teaching Positions**
 - Research Area – 40%
 - Teaching Area – 30%
 - Organisational Area – 15%
 - Cooperation Area – 15%
 - ii. **Teaching Positions**
 - Teaching Area – 70%
 - Organisational Area – 15%
 - Cooperation Area – 15%
 - iii. **Research Positions (in exceptional cases)**
 - Research Area – 70%
 - Organisational Area – 15%
 - Cooperation Area – 15%
- c) Detailed assessment criteria for each position (Assistant, Assistant Professor, University Professor, Professor, and other positions) within the respective staff groups are set out in the Appendices to this Policy:
 - Appendix 1 – Assistant
 - Appendix 2 – Assistant Professor
 - Appendix 3 – University Professor
 - Appendix 4 – Professor



- Appendix 5 – Other teaching positions specific to organisational units: the Foreign Language Centre and the Physical Education Centre.
- d) The criteria specified in the Appendices constitute key guidelines which the committee may clarify, expand, or supplement with additional criteria specific to a given field or discipline.
- e) A condition for recommending a candidate for employment is obtaining the highest number of points. Where two or more candidates receive the same number of points, the recommendation shall be based on a majority vote.
- f) Tables presenting the assessment criteria, weightings, and points scale are included in the vacancy announcement.

11. Alignment of the OTM-R Policy with Researcher Career Levels

The UKSW OTM-R Policy takes into account the European framework for researcher career levels (R1-R4), in accordance with the recommendations of the European Commission and the European Charter for Researchers, as applicable to positions with a research component.

Level	Level Name	Description	Position
R1	First Stage Researcher	An academic staff member at an early stage of their career, usually before obtaining a doctoral degree.	Assistant
R2	Recognised Researcher	An academic staff member holding a doctoral degree, with research experience but without full research independence.	Assistant Professor
R3	Established Researcher	An independent academic staff member capable of leading research projects and research teams.	University Professor
R4	Leading Researcher	An internationally recognised academic staff member and a leader in their field.	Professor

12. Methods of Verifying Qualifications

- 1) Depending on the criteria being assessed, the recruitment committee may use various methods and tools to verify candidates' qualifications and soft skills. These may include document review, in-person or online interviews, including interviews conducted in a foreign language, knowledge tests, and work samples, such as delivering a sample teaching session, analysing excerpts from publications, or reviewing completed projects.
- 2) Interviews should be based on sets of questions relating to the candidate's experience in specific situations, their approach to work, and the techniques and methods they use in carrying out their duties. During the interview, candidates' ability to communicate effectively in Polish and, where applicable, in a foreign language, is assessed.

13. Obligation to Provide Feedback to Candidates

- 1) The Chair of the recruitment committee provides candidates with feedback after each stage of the evaluation of their application, informing them whether the outcome is positive or negative:
 - a. For the purpose of corresponding with job applicants, each faculty or other organisational unit maintains a dedicated recruitment mailbox: **kariera.abbreviation_name@uksw.edu.pl**, which is used for electronic communication with candidates. The Chair of the recruitment committee determines the list of persons authorised to access the mailbox and submits it to the IT Systems Centre. All persons with access to the mailbox must be authorised to process candidates' personal data.
 - b. Upon receipt of an application, an automatic reply must be sent from the **kariera.abbreviation_name@uksw.edu.pl** mailbox. The reply should include:
 1. confirmation of receipt of the application;
 2. further information about the recruitment process, including the key subsequent stages of the recruitment committee's work.
 - c. **Stage I** – following the verification of formal requirements, the candidate is informed whether they have progressed to the next stage or whether their application has been rejected.
 - d. **Stage II** – following the assessment of substantive requirements, the candidate is informed whether they have progressed to the next stage or whether their application has been rejected.



e. **Stage III (final outcome)** – the candidate is informed that their application has been positively assessed and that they have been selected for the position (with the clarification that being selected does not automatically result in employment), or that their application has been rejected, together with the reasons for the decision.

Individual stages do not necessarily correspond to separate meetings of the recruitment committee. The committee may combine several stages during a single meeting. In such cases, the feedback provided to candidates should be adjusted accordingly, in line with the response templates set out in Appendix 9 to this Policy.

- 2) templates for feedback provided at individual stages of the process are set out in **Appendix 9 to this Policy**.
- 3) Feedback is provided electronically without undue delay following the completion of a given stage. Stages I and II may be combined.
- 4) In a competitive recruitment procedure, a candidate has the right to appeal the decision within 14 days of receiving it. The appeal shall be submitted to the Rector of UKSW.
- 5) The appeal referred to in paragraph 4 shall be reviewed by an independent Appeals Committee appointed by the Rector and composed of at least three members who did not participate in the work of the recruitment committee and who are not in a relationship with the candidate as defined in Section 8(3). The Appeals Committee reviews the compliance of the competitive recruitment procedure with the principles set out in this OTM-R Policy, applicable legislation, and the guidelines of the European Charter for Researchers. The opinion of the Appeals Committee is submitted to the Rector, who makes the final decision in the matter.

14. Documentation and Archiving

- 1) The following document templates are used in the competitive recruitment procedure: the vacancy announcement, including GDPR and whistleblower protection clauses (Appendix 6 to this Policy), the recruitment committee report (Appendix 7 to this Policy), candidate response templates (Appendix 9 to this Policy), and the set of candidate declarations (Appendix 8 to this Policy).
- 2) Complete recruitment documentation (including documentation archived in recruitment mailboxes or on drives) is retained for up to 12 months following the completion of the recruitment process, in accordance with GDPR.
- 3) Candidates submit their documents electronically. Scanned copies of documents may be used during the initial stages of the process.
- 4) On the day of the interview, the candidate presents the originals of the documents previously submitted as scanned copies and submits the originals of the required declarations.



15. Monitoring and Continuous Improvement

The recruitment process for academic staff is evaluated once a year. Evaluation reports, together with recommendations, are submitted to the Rector by 31 March.

Candidates have the right to submit comments. The OTM-R Policy is updated in the event of changes in legislation or European Commission guidelines, as a result of process improvements or amendments introduced following the evaluations conducted.

16. Legal Basis

- Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended).
- Act of 26 June 1974 – Labour Code (Journal of Laws of 2025, item 277, as amended).
- Statute of Cardinal Stefan Wyszyński University in Warsaw.
- The European Charter for Researchers, contained in Annex II to the Council Recommendation of 18 December 2023 on a European framework to attract and retain research, innovation and entrepreneurial talents in Europe (C/2023/1640).
- The Code of Conduct for the Recruitment of Researchers, adopted by the European Commission in 2005.
- Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR).
- Act on the Protection of Whistleblowers (Journal of Laws of 2024, item 928).

¹ Source: https://api.fias-fp.eu/sites/fias/files/inline-files/European%20Charter%20for%20Researchers_Annex%20II_2023.pdf

² Source: <https://op.europa.eu/en/publication-detail/-/publication/d02f13fa-4bb8-4f33-90ee-fc20df447cfc>