

**UKSW****UNIWERSYTET KARDYNAŁA
STEFANA WYSZYŃSKIEGO
W WARSZAWIE**

Appendix 04 to the Open, Transparent and Merit-Based Recruitment of Academic Staff Policy (OTM-R Policy) at Cardinal Stefan Wyszyński University in Warsaw

Minimum Formal Requirements, Substantive Requirements and Criteria for the Assessment of Qualifications for the Position of Professor (R4)

Minimum Formal Requirements (Stage I)

- Possession of the required academic title – Professor.
- 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).
- Compliance with the Law on Higher Education and Science.

Minimum Substantive Requirements (Stage II)*

- the academic title of Professor in the relevant field/discipline;
- minimum research experience in the relevant field (where required or optional**);
- minimum teaching experience (where required or optional**);
- minimum experience as a project team member;
- minimum organisational experience;
- interpersonal skills and aptitude for performing the duties of the position;
- minimum required level of knowledge of English and, where required, another language;
- other specific criteria set out in the vacancy announcement**.

Detailed Criteria for the Assessment of a Candidate's Qualifications (Stage III)

Career Level in Accordance with the Recommendations of the European Commission and the European Charter for Researchers

level	Level Name	Description	position
R4	Leading Researcher	A member of academic staff with international recognition and a leader in their field.	Professor

Assessment Criteria

For Research and Teaching Positions:

Area	Weighting	Criteria
research	40%	1. Outstanding research achievements, including publications in the most prestigious scientific journals or academic publishing houses with a recognised standing in the discipline, characterised by a high citation impact (Impact Factor), and a significant contribution to the development of the discipline.
		2. Leading major research projects, including international projects and research programmes.
		3. Knowledge of English and, where required, another foreign language, at a level enabling publication and participation in projects (C1).
		4. Participation in expert bodies, scientific committees, and programme boards.
		5. Internationally recognised awards and distinctions.
		6. Creating new research directions and strategies for the development of the discipline.
		Additional recruitment criteria not listed above may be introduced, including, where applicable, patents and intellectual property rights.
teaching	30%	1. Supervision of doctoral and habilitation candidates.
		2. Development of new study programmes and curricula.
		3. Authorship of academic textbooks of international significance.
		4. Knowledge of English and another foreign language, where required, at a level enabling the delivery of teaching activities (C1).
		5. Implementation of teaching innovations at the university level.
		Additional recruitment criteria not listed above may be introduced.
organisational	15%	1. Leadership positions in scientific units (e.g. Dean, Director of the Institute).
		2. Organisation of prestigious conferences, including international conferences.
		3. Securing major grants and strategic funding.

		4. Cooperation with industry and the socio-economic environment.
		Additional recruitment criteria not listed above may be introduced.
cooperation	15%	1. Building international research networks.
		2. Mentoring early-career research leaders.
		3. Representing the University in international bodies.
		Additional recruitment criteria not listed above may be added.

For Teaching Positions:

Area	Weighting	Criteria
teaching	70%	1. Supervision of doctoral and habilitation candidates.
		2. Development of new study programmes and curricula.
		3. Authorship of academic textbooks of international significance.
		4. Knowledge of English and another foreign language, where required, at a level enabling the delivery of teaching activities (C1).
		5. Implementation of teaching innovations at the university level.
		Additional recruitment criteria not listed above may be introduced.
organisational	15%	1. Leadership positions in scientific units (e.g. Dean, Director of the Institute).
		2. Organisation of prestigious conferences, including international conferences.
		3. Securing major grants and strategic funding.
		4. Cooperation with industry and the socio-economic environment.
		Additional recruitment criteria not listed above may be introduced.
cooperation	15%	1. Building international research networks.
		2. Mentoring early-career research leaders.
		3. Representing the University in international bodies.
		Additional recruitment criteria not listed above may be added.

For Research Positions:

Area	Weighting	Criteria
Research	70%	1. Outstanding research achievements, including publications in the most prestigious scientific journals or academic publishing houses with a recognised standing in the discipline, characterised by a high citation impact (Impact Factor), and a significant contribution to the development of the discipline.
		2) Leading major research projects, including international projects and research programmes.
		3. Knowledge of English and, where required, another foreign language, at a level enabling publication and participation in projects (C1).
		4. Participation in expert bodies, scientific committees, and programme boards.
		5. Internationally recognised awards and distinctions.
		6. Creating new research directions and strategies for the development of the discipline.
		Additional recruitment criteria not listed above may be introduced, including, where applicable, patents and intellectual property rights.
organisational	15%	1. Leadership positions in scientific units (e.g. Dean, Director of the Institute).
		2. Organisation of prestigious conferences, including international conferences.
		3. Securing major grants and strategic funding.
		4. Cooperation with industry and the socio-economic environment.
		Additional recruitment criteria not listed above may be introduced.
cooperation	15%	1. Building international research networks.
		2. Mentoring early-career research leaders.
		3. Representing the University in international bodies.
		Additional recruitment criteria not listed above may be added.



Assessment Scale

- **0 points** – criterion not met or no evidence provided;
- **1 point** – minimum level achieved;
- **2 points** – expected level achieved;
- **3 points** – outstanding level achieved.

* Minimum substantive requirements are defined at the stage of preparing the vacancy announcement and should relate to all key duties associated with the position, i.e. the research, teaching, and organisational components in the case of research and teaching positions, and, in the case of other staff groups, as appropriate to the position.

** In competitive recruitment procedures for teaching positions, research achievements may constitute an additional asset. Similarly, for research positions, teaching achievements may be considered an asset.