



Appendix 05 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, Minimum Substantive Requirements and Criteria for the Assessment of Qualifications of Candidates for Other Teaching Positions in Teaching Units

Foreign Language Centre (Language Instructor, Lecturer, Senior Lecturer)

Minimum Formal Requirements (Stage I)

- Possession of the required professional qualification, namely at least a Master's degree or an academic degree.
- A language certificate in the language and at the level required for teaching, or completion of Master's or doctoral studies in the relevant field of philology.
- Qualifications to teach the required foreign language.
- Complete application documents.
- Compliance with the Law on Higher Education and Science.

Minimum Substantive Requirements (Stage II)

- a Master's degree or an academic degree in the relevant discipline;
- knowledge of a foreign language at the level required for the position;
- minimum experience in teaching the required foreign language, including the specified language and language level;
- minimum teaching experience;
- minimum organisational experience;
- interpersonal skills and aptitude for performing the duties of the position;
- other specific criteria set out in the vacancy announcement.

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

Assessment Criteria:

Area / Criterion	Language Instructor	Lecturer	Senior Lecturer
Teaching Area, weighting: 70%			
Teaching experience (language teaching classes)	Basic academic or adult teaching experience.	Independent delivery of classes in various forms: conversation classes, language courses, specialised classes, and hybrid classes.	Advanced teaching experience: specialist courses and work with groups with high requirements.
Teaching materials	Preparation of basic teaching materials and exercises.	Creation of original materials aligned with the learning outcomes.	Development of complete courses, teaching modules, sets of teaching materials, and tools.
Language Competencies	C1 level, fluency in academic communication.	C1/C2 level, ability to work with academic and specialist language.	C2 level, examiner qualifications or expert qualifications.
Additional recruitment criteria not listed above may be added.			
Organisational Area, weighting: 15%			
Organisation of examinations and tests	Experience in the preparation or co-preparation of examination materials or assessment tools.	Experience in co-developing examination tools or independently conducting examinations/tests.	Documented experience in coordinating elements of the examination process.
Organisational Activities	Experience in carrying out basic organisational duties within a teaching unit (office hours, support in the organisation of classes, administration of documentation).	Experience in performing organisational duties involving a higher level of responsibility (management of the examination module, coordination of selected groups).	Experience in managing or supervising selected organisational areas of the unit (consistency of materials, schedules, and operational communication).
Additional Organisational Activities	Willingness to undertake additional activities specified in the vacancy announcement.	Active participation in organisational improvements, quality-related projects, or the work of teams.	Initiating and implementing improvements related to the organisation of the unit's work (proposals for tools and standards).
Additional recruitment criteria not listed above may be added.			
Cooperation Area, weighting: 15%			
Interpersonal Competencies	Experience in cooperation and communication.	Experience in cooperation and the exchange of good practices.	Experience in teaching mentoring, providing support to others, and conflict resolution.

Interfaculty and External Cooperation	Optional Cooperation.	Expected Cooperation (with study programmes and organisational units).	Target Cooperation: interfaculty projects, methodological initiatives, and external contacts.
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.

Physical Education Centre (Instructor, Lecturer, Senior Lecturer)

Minimum Formal Requirements (Stage I)

- Possession of the required professional qualification, namely at least a Master's degree.
- Qualifications to teach physical education classes.
- Instructor or coaching qualifications in the relevant disciplines, where required.
- Complete application documents.
- Compliance with the Law on Higher Education and Science.

Minimum Substantive Requirements (Stage II)

- relevant educational background and methodological preparation for teaching physical education classes;
- minimum experience in conducting physical activity and sports classes;
- minimum organisational experience (classes, fitness tests, sports events);
- interpersonal skills and aptitude for performing the duties of the position;
- ability to ensure safety and comply with procedures;
- other specific criteria set out in the vacancy announcement.

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

Assessment Criteria:

Area / Criterion	Instructor	Lecturer	Senior Lecturer
Teaching Area, weighting: 70%			
Conducting Physical Activity / Physical Education Classes	Basic experience in conducting physical activity classes in accordance with the Physical Education curriculum.	Independent delivery of various forms of physical education classes: general physical development and specialised classes.	Advanced teaching: groups with special needs, specialised classes, and elective sports modules.
Methodology of Physical Education	Application of basic movement teaching methods.	Selection of methods appropriate to diverse groups and work on movement technique.	Design of course modules, introduction of new teaching methods and teaching tools.
Safety and Organisation of Classes	Knowledge of basic safety principles.	Independent organisation of classes in accordance with health and safety regulations and the standards of the Physical Education Centre.	Co-development or consultation of safety and fitness procedures.
Additional recruitment criteria not listed above may be added.			
Organisational Area, weighting: 15%			
Organisation of fitness tests and assessments	Knowledge of basic safety principles.	Independent administration of tests and co-development of fitness assessment tools.	Coordination of selected elements of the assessment and fitness testing process, including consultation on their scope.
Organisational Activities	Support in the organisation of classes, attendance record keeping, and preparation of equipment.	Organisation of schedules, responsibility for selected resources, and cooperation with the secretariat.	Supervision of organisational areas (allocation of rooms, equipment, and logistics).
Additional organisational activities	Willingness to perform the duties specified in the vacancy announcement.	Participation in quality initiatives and sports projects.	Initiating and implementing organisational improvements.
Additional recruitment criteria not listed above may be added.			

Cooperation Area, weighting: 15%			
Interpersonal Competencies	Doświadczenia we współpracy i komunikacji. - Experience in cooperation and communication.	Experience in cooperation and the exchange of good practices.	Experience in teaching mentoring, supporting others, and conflict resolution.
Interfaculty / External Cooperation	Współpraca opcjonalna.- Optional Cooperation	Expected Cooperation (with study programmes and organisational units).	Target Cooperation: organisation of sports events and external contacts (sports institutions).
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.