

Appendix to the Rector's Regulation 89/2022

Policy of Open, Transparent and Merit-based  
Recruitment (OTM-R)  
of Academic Teachers  
at the Wroclaw University of Economics and Business

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## § 1

### General provisions

1. This "*OTM-R Policy*" describes the target competition and employment procedure for academic teaching positions.
2. The aim of the OTM-R Policy is to create open, transparent and merit-based rules for the recruitment of academic teachers, which provide support to candidates and, in the case of recruitment for research positions, are internationally comparable and adapted to the type of position offered.
3. **Openness** means that recruitment is open and subject to a public announcement.
4. **Transparency** is understood as providing clear and simple information on the whole process, starting from job advertisements with links to detailed information, for example, about required competencies and responsibilities, working conditions, benefits, training opportunities, career development, gender equality policy, selection, including selection criteria and approximate recruitment timetable.
5. Merit-based **recruitment criteria are understood to mean the selection of candidates**, depending on the needs of the University, based on qualification requirements and competence without regard to origin, religion, race, gender, age, and with respect for other points of view, research attitudes, worldviews, cultural traditions, political beliefs and without regard to social or material status.
6. The recruitment procedure for academic teaching positions shall serve primarily to:
  - 1) establish an open, transparent and merit-based recruitment procedure;
  - 2) employ outstanding and competent employees for the positions of academic teachers;
  - 3) establish transparent rules for the appointment, composition and work of competition boards;
  - 4) confirm the application of the highest European standards in employing academic staff at the Wroclaw University of Economics and Business.

## § 2

### Competition organisation

1. It is required by law to apply the open competition procedure when establishing an employment relationship with an academic teacher for a definite or indefinite period of time for more than half of the FTE referred to in *Article 119(1) of the Act of 20 July 2018 - Higher Education and Science Law (consolidated text: Journal of Laws of 2022, item 574, as amended)*, hereinafter referred to as the "*Act*". The establishment of an employment relationship is generally understood to mean the first employment as an academic teacher. The competition procedure does not apply to promotions and transfers to equivalent positions.
2. A competition for an academic teaching position shall be announced by the Rector at their own initiative or at the request of the Faculty Dean, the Dean for Education or the head of a basic organisational unit.
3. Administrative support for the competition is provided by the Human Resources Service Centre.

## § 3

### Competition notice

1. The competition notice is published by the Human Resources Service Centre.

2. Information about the competition is made public in the following sources:  
obligatorily
  - 1) on the Public Information Bulletin website of the Wrocław University of Economics and Business in Polish;
  - 2) on the website of the Ministry of Education and Science in Polish;
  - 3) on the EURAXESS European Commission portal in English;additionally:
  - 4) on the website of the Wrocław University of Economics and Business in Polish and English;
  - 5) in the Academic Announcement Database;
  - 6) in social media.
3. The competition notice in both language versions (Polish and English) includes:
  - 1) name of the position to which the competition relates;
  - 2) name of the scientific discipline, if applicable;
  - 3) qualifications required for the position; ‘
  - 4) list of required documents, including a statement of consent to personal data processing for recruitment purposes;
  - 5) place, form and deadline for submitting the documents (and the possibility of their receipt);
  - 6) contact person and postal address where the paper documents may be sent;
  - 7) electronic form via which the documents may be submitted electronically;
  - 8) expected date of the competition result;
  - 9) date from which employment can start;
  - 10) working time;
  - 11) employer's requirements for the job with reference to the qualification requirements set out in the *Act* and the *Charter*.
4. The publication period of the notice shall not be shorter than 30 days.
5. The basic qualification requirements for the competition are specified in the *Charter*.

#### **§ 4**

#### **Competition Board**

1. The Competition Board is appointed according to the procedure specified in the *Charter of the Wrocław University of Economics and Business*.
2. In the case of a competition for research and research-teaching positions, the Board is composed of academic teachers who represent the relevant academic discipline and specialisation in which the academic teacher is supposed to conduct research. The Board shall be composed of at least three persons.
3. In the case of a competition for teaching positions, the Board shall be composed of academic teachers representing the relevant teaching specialisation.
4. The Board referred to in section 3 shall be composed of at least three persons.
5. The Competition Board is appointed to conduct and complete a specific competition procedure(s).
6. A member of the Competition Board is excluded from the deliberations of the Board if they:
  - 1) are a spouse, relative or relative up to the second degree of affinity of the candidate;
  - 2) are related by adoption, guardianship or custody to the candidate;

- 3) have such a legal or factual relationship with the candidate that it may raise justified doubts as to the impartiality of that member;
  - 4) take part in the competition.
7. The Board may decide to interview the candidates in person or by electronic means with simultaneous audio and video transmission, after confirming their identity.
  8. In competitions for the position of professor and university professor in the research and research-teaching staff group and for the position of a university professor in the teaching staff group, scientific output, experience, and achievements may be assessed by a reviewer to be appointed by the Competition Board.

## **§ 5**

### **Competition procedure conducted by the Competition Board**

1. The Competition Board shall begin its work no later than 14 days after the deadline for the submission of the recruitment documents.
2. The work of the Board is organised and conducted by its chairperson. A Board meeting is held in the presence of at least half of its members, including the chairperson.
3. The Board shall lay down the eligibility criteria for the competition procedure in order to ensure transparency in the selection of candidates.

## **§ 6**

### **Selection of documents and candidates**

1. The Competition Board shall examine the documents submitted within the time limit specified in the competition notice.
2. After a preliminary selection procedure which involves examining the documents submitted by the candidates, assessing whether they are complete and admitting those candidates who meet the formal conditions to the further procedure, the Competition Board may carry out a preliminary assessment of the candidates' scientific, teaching and organisational achievements in order to identify those candidates who are eligible for the next stage, including an interview. When assessing the candidates' scientific, teaching and organisational achievements at the next stage, the Board shall take into account in particular:
  - 1) whether the candidate meets the requirements laid down in the competition notice;
  - 2) the review, if any;
  - 3) the result of the interview, if any.
3. After the proceedings, the Committee recommends a candidate for the position in question or determines that none of the candidates meets the requirements laid down in the competition notice. If a larger number of candidates meet the requirements, the chairperson of the Competition Board shall order a secret ballot in which each member of the Board may vote for only one candidate. The Board then identifies the candidate with the highest number of votes.
4. Minutes of each stage of the selection procedure shall be drawn up and included in the competition documentation.
5. The Board prepares written information on the competition procedure, including:
  - 1) the number of candidates;
  - 2) the criteria taken into account by the Competition Board;
  - 3) justification;
  - 4) the number of candidates who meet the criteria referred to in point 2 above and were qualified for the next stage of recruitment.

6. The information referred to in section 4 shall be made public by the unit responsible for recruitment on the website of the University and the website of the office providing services to the minister in charge of higher education.
7. The Dean of the given faculty shall submit a request to the relevant Faculty Council for an opinion on the employment of the candidate or candidates for a position in the research and research-teaching staff group.
8. After the Faculty Council has given its opinion, the Dean presents the Rector with a proposal for employment at a position in the research and research-teaching staff group.
9. The Dean for Education, the Branch Dean or the head of a basic organisational unit submits a proposal to the Rector for employment in the teaching staff group.
10. Information on the results of the competition, together with the justification, is made available in the Public Information Bulletin on the websites of the University and the minister in charge of higher education and science within 30 days after the end of the competition.
11. Competition applications without:
  - 1) a statement that if the candidate wins the competition, the WUEB will be their principal place of work, with full-time employment;
  - 2) a statement that the candidate meets the requirements specified in Article 113(2) and (3) of the Act;
  - 3) consent to data processing in accordance with the GDPR;shall not be considered by the Board.

## **§ 7**

### **Feedback**

1. In addition to making the results of the competition available in the Public Information Bulletin on the websites of the University and the minister in charge of higher education and science, rejected applicants shall receive individual feedback together with a thank-you note for their participation in the competition. The information is provided in writing (a scanned document sent by e-mail is acceptable).
2. The successful candidate shall be informed (by telephone, in writing or by e-mail) of the Competition Board's decision.

## **§ 8**

### **Consideration of the Competition Board's decision**

1. Applicants for the position of an academic teacher cannot appeal against the Competition Board's decision.
2. The minutes of the Competition Board's work may be made available at the candidate's request (as specified in the Act on Access to Public Information).
3. In the case of any irregularities in the competition procedure, confirmed by a legal opinion issued by the WUEB Legal Office, a decision is made to repeat the conducted activities or to cancel the competition.

## **§ 9**

### **Other forms of employment in academic teaching positions**

1. In addition to employment following the competition procedure, employees may also be employed as academic teachers
  - 1) as part of a non-competitive procedure;
  - 2) as part of a change of a position during an ongoing employment relationship (internal procedure).
2. Other employment procedures are defined in the Charter of the Wrocław University of Economics and Business and the university's detailed regulations on the employment of academic teachers.

## **§ 10**

### **Onboarding of academic teachers**

1. The onboarding process at the Wrocław University of Economics and Business is carried out according to the *Instruction for the Onboarding of Academic Teachers at the Wrocław University of Economics* adopted under a regulation of the Rector of the Wrocław University of Economics and Business.
2. The activities undertaken include three stages:
  - 1) communicating with the academic teacher candidate before signing the employment contract;
  - 2) preparing the academic teacher position;
  - 3) starting work as an academic teacher.
3. Newly hired academic teachers receive a handbook entitled "*Starter Pack for Academic Teachers at the WUEB*", which introduces a number of issues that concern academic teachers employed at the Wrocław University of Economics and Business. The Starter Pack is a practical welcome to the academic environment, helping new hires to adapt to their new workplace.