

REGULATIONS of RECRUITMENT
for scientific positions
at the Institute of Paleobiology
Polish Academy of Sciences

These regulations define the procedure for recruitment for scientific positions (assistant, assistant professor, associate professor, full professor and visiting professor) at the Institute of Paleobiology Polish Academy of Sciences (hereinafter referred to as the Institute), in accordance with Art. 91 sec. 5 and 6 of the Act of 30 April 2010 on the Polish Academy of Sciences (Dz.U. 2010 nr 96, poz. 619 z późn. zm.).

§ 1

1. Employment of an employee in a research position at the Institute takes place through a competition announced by the Director of the Institute.

2. Newly employed persons and persons applying for a change to a scientific position are subject to the competition procedure for a scientific position at the Institute.

Employees already employed in scientific positions at the Institute may be promoted to subsequent research positions, in accordance with the Institute's Work Regulations, without the need for a competition.

The competition is also not announced in the case of fixed-term employment of a researcher:

- a) directed to work on the basis of an agreement concluded with a foreign scientific institution;
- b) for the period of implementation of a project involving research or development work, financed in a competition mode from funds for higher education and science or funds from the European Union budget, from non-refundable funds from the aid provided by the member states of the European Free Trade Agreement (EFTA) or other non-refundable funds from foreign sources (unless the project implementation conditions stipulate otherwise),
- c) in the same position, if the previous employment contract was concluded for a period of not less than three years.

3. The competition announcement is published on the website in the Public Information Bulletin of the minister responsible for science, as well as on the website of the Institute.

4. The competition procedure for a research position at the Institute is initiated by the Director of the Institute. The head of the organizational unit of the Institute or the leader of the research project submits a request to initiate the procedure to the director of the Institute.

5. The application referred to in pt 4 should specify the organizational unit where the employee recruited under the competition procedure is to be employed, the research position in which the employee is to be employed and the method of financing the position created to perform non-statutory tasks.

6. The announcement of the competition contains information about the position and the requirements to be met by the candidates, in particular:

- the position being the subject of the competition, with the scope of tasks;
- requirements for candidates;
- specification of the organizational unit where the employee will be employed;
- list of documents required from candidates;
- procedure, deadline for submitting the required documents (not shorter than 30 days from the date of announcement of the competition);
- the deadline for the competition settlement and announcing the results (not longer than 2 months from the date of announcement of the competition).

§ 2

The competition committee, hereinafter referred to as the committee, consists of at least 3 members appointed by the director of the Institute. The committee includes ex officio the deputy director for scientific affairs. The majority of the members of the committee should be persons employed in the position of professor or associate professor. The chairman of the commission, appointed by the director of the Institute, may be a person holding the title of professor and employed as a full professor.

§ 3

1. After the deadline for submitting documents, the committee prepares a list of candidates who meet the requirements specified in the announcement.
The committee may ask candidates to supplement formal deficiencies in the submitted documents.
2. After completing the activities listed in point 1 the committee may summon candidates who meet the competition requirements for an interview. During the interview, the committee verifies the qualifications of the candidates and their suitability to work in the position being the subject of the competition.
3. The competition is resolved by adopting a resolution containing justification by the committee.
4. Resolutions of the committee are adopted in a secret ballot, by a majority of votes.
5. The committee presents the Director of the Institute with a written recommendation to employ the selected candidate or not to employ any of the candidates.
6. The committee prepares a report on the activities listed in point 1-4.

§ 4

1. The Director of the Institute makes a decision to employ a candidate. The decision is published on the Institute's website.
2. The Director shall notify all candidates of the results of the competition.

§ 5

The candidate has the right to get acquainted with the resolution of the competition committee and the protocol of the committee in the part concerning him/her.

§ 6

If the competition is not resolved, the director of the Institute may announce a new competition, in which candidates participating in the previous competition may also participate.

§ 7

The provisions of this resolution shall apply to competitions for the position of full and associate professor, however:

- appointment (titular professor) to the position of full and associate professor is 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 of the Institute.

The resolution comes into force on the day of its adoption by the Scientific Council of the Institute of Paleobiology of the Polish Academy of Sciences.

The Regulations were adopted at the meeting of the Scientific Council on April 25, 2019. At the same time, the Resolution of the Scientific Council on conducting competitions for research positions of February 28, 2011 expires.

Chairman of the Scientific Council
Professor Marcin Machalski

Director of the Institute
Professor Jarosław Stolarski