

OTM-R Policy

Open, transparent and merit-based principles of the process of recruiting researchers at the Institute of Paleobiology PAS (IPAL PAS)

According to the standards set by the European Commission, research units should ensure clear and transparent procedures for the recruitment of researchers. The OTM-R Policy increases the attractiveness of a research career, supports mobility and the development of international cooperation, and ultimately also the quality of research. The recruitment procedure shall serve to employ outstanding and competent employees through the application of the highest European standards in an open and competitive recruitment.

This document describes the competition and employment procedure for scientific positions at the IPAL PAS. It is consistent and complementary to other internal regulations of the IPAL PAS, in particular with the Regulations of Recruitment for scientific positions and the rules of Recruitment to the BioPlanet Doctoral School.

The aim of the OTM-R Policy is to create open, transparent and merit-based rules for the recruitment, 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.

Openness means that recruitment is open and subject to a public announcement.

Transparency is understood as providing clear and simple information on the whole process, starting from job advertisements, including detailed information about required competencies and responsibilities, working conditions and benefits; through information about training opportunities and career development, as well as gender equality policy, committee selection criteria and approximate recruitment timetable.

Merit-based recruitment criteria are based on qualification requirements and competence without regard to origin, religion, race, gender, age, social or material status and with respect for other points of view, research attitudes, worldviews, cultural traditions, political beliefs.

The recruitment process at the IPAL PAS is conducted in accordance with applicable legal regulations in this regard and in accordance with the general principles and requirements set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Recruitment is effective, without unnecessary administrative or bureaucratic burden for candidates.

Employment of researchers at various stages of their professional career takes place by way of a competition.

The IPAL PAS provides all candidates with equal opportunities, treatment and access (i.e., online application, no need to translate documents in English). The effort is made to attract talented candidates from abroad, by posting job offers on international platforms.

The stages of the recruitment process include:

1. Competition announcement and applications

The proper recruitment process at the IPAL PAS is preceded by an introductory stage, conducted at the level of a given organizational unit (research facility or specialist laboratory), which consists of diagnosis and identification of staffing needs and determination of requirements for the candidate (the so-called candidate profile).

The competition announcement contains a detailed description of the required knowledge and qualifications and should not contain unnecessary or excessive qualification requirements.

The advertisement includes at least: the name of the position, scope of duties, candidate profile, terms of employment and the expected date of employment, description of the recruitment stages and including list of required documents and deadlines for submission, adjudication of the competition.

The advertisement should use gender-neutral and inclusive language, which will reduce gender stereotypes and contribute to the achievement of gender equality, and include an information clause regarding the protection of personal data.

Candidates should be informed in advance about the selection criteria, the number of available positions and career development prospects.

The competition announcement should be made in two language versions – Polish and English.

In order to avoid discrimination of candidates on the basis of geographic location or financial resources, competition announcements should be published at least in the EURAXESS database of the European Commission, on the Institute's website (Polish and English version) and in the database of job offers maintained by the Ministry of Education and Science, and if necessary (employment under a research project) also on the website of the relevant financing entity.

The time given for submitting documents by candidates, specified in the competition announcement, may not be less than 30 days.

2. Selection and evaluation of candidates

Candidates are selected and assessed by at least a three-person competition committee appointed by the Director of the Institute, or in the case of doctoral students, by the Doctoral School Coordinator.

The competition committee should be composed of people with appropriate experience to evaluate the candidates and, if possible, representing a wide variety of qualifications, and should be gender balanced (maximum 2/3 panel members may be of the same gender). Members of the competition committee should be familiar with rules concerning the protection of personal data.

Members of the competition committee and other persons participating in the recruitment process are required to comply with the principles set out in this OTM-R Policy and the provisions on the protection of personal data, confidentiality and non-disclosure of information obtained in the course of the committee's work.

All applicants have equal opportunities when their knowledge, skills and potential are evaluated. The entire range of experience of the candidates should be taken into account in the selection and evaluation process of applicants. In addition to assessing their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be assessed focusing not only on the number of publications, but also on outstanding results achieved through a diverse research career (including an international experience). As a result, the significance of bibliometric indicators should be properly balanced against a wider range of evaluation criteria, e.g., teaching, teamwork, knowledge transfer, research management, and popularization activities. For candidates with experience in the industrial sector, particular attention should be paid to their contribution to patents, developments or inventions.

Breaks in the course of research or deviations from the chronological order of the CV should be viewed as a career evolution. Therefore, applicants should be allowed to submit evidence-based CVs which reflect a representative range of achievements and qualifications relevant to the position being applied for.

Any mobility experience (e.g., stay in another country or research setting), or change of discipline or sector as part of initial science training or at a later stage in a research career, should be seen as a valuable contribution to a researcher's professional development.

The required level of qualifications should correspond to the needs of the position offered and should not constitute a barrier to employment. In recognizing and assessing qualifications, the focus should be more on assessing the candidate's accomplishments than his/her circumstances or the reputation he/she has acquired in the institutions where the qualifications were obtained. As professional qualifications can be acquired at an early stage of a long research career, the course of lifelong professional development should also be recognized.

3. Candidate selection

The results of the evaluation and selection of candidates as well as the recommendation regarding the employment of the best candidate are presented by the competition committee to the Director of the IPAL PAS in the form of a protocol.

The Director of the IPAL PAS consults the results of the competition with the Scientific Council.

The Director of the IPAL PAS announces his decision on the outcome of the competition no later than fifteen days from receiving the Scientific Council recommendation.

The results are announced by publishing information on the IPAL PAS website (Polish and English versions).

Upon completion of the recruitment process, all candidates should be notified about the strengths and weaknesses of their application. They have the option of reporting any possible irregularities at any stage of the selection process. Candidates who believe that they have been treated unfairly or inappropriately in the recruitment process may file a complaint with the Director of the IPAL PAS.