

Regulations governing the recruitment procedure for academic staff

§ 1

1. The legal basis for the Regulations specifying the recruitment procedure for hiring research staff at the Institute of Fuel and Energy Technology, hereinafter referred to as the "Regulations" and the "Institute," respectively, is:
 - 1) the Act of April 30, 2010 on research institutes;
 - 2) The Statute of the Institute of Fuel and Energy Technology, hereinafter referred to as the "Statute";
 - 3) Organizational Regulations.
2. The provisions of these Regulations apply to persons applying for employment in a research position at the Institute, with the exception of research staff who have terminated their employment in connection with the acquisition of pension rights, in the case of continued employment.

§ 2

1. A research employee may be a person employed in the position of:
 - a) professor;
 - b) professor of the Institute;
 - c) assistant professor;
 - d) assistant;who meets the requirements specified in the Act on Research Institutes and the Statutes and Organizational Regulations of the Institute.
2. A person holding the title of professor may be employed as a professor.
3. A person holding the title of professor, a postdoctoral degree, or a doctoral degree may be employed as a professor at the Institute, and in the case of a person permanently residing abroad, at least a doctoral degree.
4. A person holding a doctoral degree may be employed as an assistant professor.
5. A person holding a master's degree or equivalent may be employed as an assistant.
6. The employment relationship with research staff is established on the basis of an employment contract, subject to paragraph 7.
7. An employment relationship for an indefinite period as a professor or professor of the Institute may be established with a research employee holding the title of professor on the basis of an appointment. The appointment shall be made by the Director of the Institute. The person performing the function of Director shall be appointed to the position of professor by the Minister supervising the Institute.

§ 3

1. The duties of a research employee include the implementation of the Institute's statutory tasks, in particular:

- 1) creative scientific activity consisting in solving scientific problems,
 - 2) putting the results of scientific research or development work into practice,
 - 3) improving qualifications,
 - 4) disseminating scientific achievements, including through publications and active participation in scientific life,
 - 5) publishing scientific works in scientific journals and in peer-reviewed materials from international scientific conferences included in the list of these journals and materials, drawn up in accordance with the provisions issued on the basis of Article 267(2)(2) of the Law on Higher Education and Science, in accordance with the Institute's Plan of Activities Covered by Intellectual Property Rights.
 - 6) participation in the development of academic staff (does not apply to assistants),
 - 7) participation in scientific research and development work,
 - 8) participation in organizational work related to ongoing scientific research or development work,
 - 9) performing all tasks resulting from the Director's orders or special powers granted by him,
 - 10) respecting all legal provisions included in the Institute's internal legal acts, in particular in the Work Regulations.
2. The duties of a research employee of the Institute are set out in the Institute's Organizational Regulations. The detailed duties of a research employee are set out in the individual scope of duties, powers, and responsibilities of the employee, as determined by their immediate superior.

§ 4

1. The employment of a researcher at the Institute is preceded by a competition.
2. The provision of paragraph 1 shall not apply in the case of fixed-term employment of a researcher:
 - a) assigned to work on the basis of a contract concluded with a foreign scientific institution,
 - b) for the duration of a project involving scientific research or development work, financed on a competitive basis from funds for higher education and science or from funds from the European Union budget, from non-refundable funds from aid granted by member states of the European Free Trade Agreement (EFTA) or from other non-refundable funds from foreign sources,
3. The rules and procedure for conducting the competition are set out in the Institute's Statutes and these Regulations.

§ 5

The procedure for hiring a research employee shall be initiated at the request of the head of the organizational unit in which the employee is to be hired.

§ 6

1. The competition for an academic position is announced by the Director of the Institute by way of an order.
2. The competition announcement shall include, in particular:
 - 1) the name of the position and the number of hours per week,
 - 2) formal requirements,
 - 3) substantive requirements,
 - 4) a list of required documents, which the candidate should submit, in particular:
 - a) application,
 - b) academic CV,
 - c) a list of scientific publications from the last 5 years,
 - d) copies of the most important publications (maximum 3),
 - e) a copy of a document confirming your education,
 - f) copies of documents confirming fulfillment of the competition requirements,
 - g) a statement confirming full public rights,
 - h) consent to the processing of personal data for the purposes necessary to conduct this competition,
 - 5) deadline for submitting documents,
 - 6) deadline for announcing the results of the competition.
3. The competition is announced by publishing its terms and conditions on the Institute's website, on the website of the minister responsible for higher education and science in the Public Information Bulletin, and on the European Commission's website on the European portal for mobile researchers, which is dedicated to publishing job offers for researchers.
4. The deadline for submitting documents is no less than 14 calendar days from the date of publication of the announcement. Offers received after the deadline specified in the announcement will be rejected.

§ 7

1. Candidates shall submit their documents at the place and on the date specified in the announcement.
2. The Institute's Tender Committee shall evaluate the submitted application documents in terms of formal requirements, including compliance with the deadline for submission of offers and the completeness of the required documents.
3. The Tender Committee operates at based on the regulations constituting an appendix to the Purchasing Regulations.
4. If the required set of documents is not submitted, the Tender Committee shall request the candidate to supplement them within 5 calendar days from the date of receipt of the letter requesting their supplementation, under pain of rejection of the offer.
5. After collecting bids that meet the formal requirements, the Tender Committee shall draw up a report and forward it to the Competition Committee for evaluation.

§ 8

1. The substantive evaluation of bids shall be carried out by the Competition Committee, hereinafter referred to as the "Committee."

2. The Director shall appoint the Committee by way of an order, and it shall operate during the Institute's working hours.
3. The Committee consists of persons employed at the Institute, including at least:
 - a) Deputy Director for Research and Development or Secretary – as chair of the Committee,
 - b) Head of the organizational unit of the Institute where the candidate is to be employed,
 - c) one researcher representing the same or a related field of science,
 - d) an employee of the Director's Office without voting rights – as secretary of the Committee.
4. At the request of the Chair of the Committee, the Director may expand the composition of the Committee in the form of an annex to the order.
5. Scope of the Committee's activities:
 - a) assessment of the substantive qualifications of candidates on the basis of the application documents submitted,
 - b) deciding on the need to conduct interviews with candidates or deciding to waive the interview,
 - c) conducting interviews with candidates, if a relevant decision has been made. The candidate is informed of the date and place of the interview by the secretary of the Commission by telephone or e-mail at least 3 working days before the scheduled date of the interview. The Commission shall draw up a note from the interview, which shall be attached to the recruitment file,
 - d) adopting a resolution on the recommendation of a candidate for the position being competed for.
6. For resolutions to be valid, an absolute majority of the votes of the Committee members is required.
7. The secretary shall draw up minutes of the proceedings of the Committee.
8. After the competition procedure, the Committee shall indicate and recommend a candidate to the Director of the Institute in the minutes, or submit a motion to invalidate the competition if, in the opinion of the Committee, none of the candidates meets the substantive requirements.

§ 9

1. The Chair of the Competition Committee presents the Director the minutes of the competition proceedings.
2. The Director submits a request for an opinion on the qualifications of a given candidate to the Scientific Council.
3. The Scientific Council reviews the qualifications of candidates for research positions.
4. The Director of the Institute shall decide on the employment of the candidate after reviewing the opinion of the Scientific Council.
5. If the competition is inconclusive, the Director may announce a new competition for the given research position, in accordance with the rules and procedures set out in these Regulations.

6. The results of the competition shall be communicated by the secretary of the Competition Committee to all candidates by e-mail.
7. The application documents of candidates who have not been hired are destroyed after the competition procedure has been completed, in accordance with the Institute's Personal Data Protection Policy.

§ 10

The Director of ITPE has the right to cancel the recruitment process at any time without making a decision and without giving reasons.

§ 11

The regulations shall enter into force on February 12, 2024.