

**REGULATIONS DEFINING THE RULES AND PROCEDURES OF
COMPETITIONS FOR SCIENTIFIC POSITIONS IN THE INSTITUTE OF SOIL
SCIENCE AND PLANT CULTIVATION - STATE RESEARCH INSTITUTE**

**CHAPTER I
General provisions**

§ 1

1. The legal basis for the Regulations defining the rules and procedures for conducting competitions for scientific positions in the Institute of Soil Science and Plant Cultivation - State Research Institute - hereinafter referred to as the Institute - is the following:
 - 1) Act of 30 April 2010 on research institutes (Journal of Laws of 2017, item 1158, as amended);
 - 2) Statutes of the Institute;
 - 3) The Regulations of the Scientific Council of the Institute.
2. The provisions of these Regulations shall apply to applicants for scientific positions at the Institute.

§ 2

1. Subject to section 3, a researcher may be a person employed in a position of:
 - 1) full professor;
 - 2) associate professor;
 - 3) visiting professor;
 - 4) adjunct;
 - 5) assistant;
2. A researcher may be a person who meets the requirements specified in the Act.
3. research institutes and their implementing acts, and internal normative acts in force at the Institute.
4. An employment relationship for indefinite duration in the position of full professor or associate professor with a research employee holding the academic title of professor may be entered into by appointment. The appointment shall be made by the Director of the Institute.
5. The person holding the function of Director shall be appointed by the Minister of Agriculture and Rural Development.

§ 3

1. The primary responsibility of a research employee shall be to achieve the objectives and tasks of the Institute, in particular to conduct research activities.
2. A research employee shall perform the statutory tasks of the Institute through:
 - 1) creative scientific activity based on solving scientific problems;

- 2) introduction of results of scientific research or development works into practice;
 - 3) dissemination of scientific achievements, including through publications and active participation in the scientific life;
 - 4) training of researchers;
 - 5) participation in the Institute's organisational work related to the conducted scientific research or development work, as well as teaching and statutory activities;
3. The provisions of section 2.4 shall not apply to staff employed as an assistant.

§ 4

1. The recruitment of a researcher at the Institute shall be preceded by a competition.
2. The rules and procedure for conducting a competition are laid down in these Regulations.

CHAPTER II

Rules and procedure for the competition for scientific posts

§ 5

1. The initiation of proceedings for the recruitment of a researcher takes place at the initiative of the Director or at the request of the head of the Department/Department/Project.
2. The Director of the Institute, by way of an internal regulation, appoints a competition committee for the employment of research workers - hereinafter referred to as the "Commission" in the composition of 5 persons, simultaneously indicating its Chairperson.
3. A new Commission is appointed for each announced competition.

§ 6

1. The Commission shall be composed of
 - 1) The Director or Deputy Director;
 - 2) head of the Department/ Department / Project applying for employment;
 - 3) other persons indicated by the Director.
2. The Committee selects a Secretary from among its members and performs its activities in accordance with the principles set out in Annex 1 to this Regulation.
3. The composition of the Commission shall take account of the principle of gender balance.

ROZDZIAŁ III

Announcement of the competition

§ 7

1. The competition for scientific posts shall be published by the Director of the Institute by means of an internal regulation.
2. The competition for scientific posts shall be divided into five stages:

- 1) announcements and applications;
 - 2) evaluation and selection of candidates;
 - 3) recommendations of the candidate by the Commission;
 - 4) the Director's decision to enter into an employment relationship with the candidate, after obtaining the opinion of the Scientific Council;
 - 5) information for candidates on the results of the competition proceedings.
3. The competition notice shall contain in particular
- 1) the name of the recruitment unit and contact details of the person responsible for conducting the competition proceedings;
 - 2) the name of the Institute's organisational unit;
 - 3) the name and description of the scientific position, including the European Classification of the career stages of researchers (*European framework for research careers: "Towards a European Framework for Research Careers" (2011), the European Commission - Directorate General for Research & Innovation*).
 - 4) the date on which the employment relationship will be entered into;
 - 5) required documents:
 - a) curriculum vitae;
 - b) letter of motivation;
 - c) a statement of consent to the processing of personal data by the Institute for the purposes of the competition procedure;
 - d) a copy of the diploma of graduation from higher education, a copy of the documents confirming the degree/degree obtained;
 - e) other documents listed in the notice, necessary to employ an employee in the position to which the competition applies (in particular: list of publications, information on the implementation of research projects and participation in the training of scientific staff);
 - 6) place and form of submission of documents;
 - 7) the deadline for submission of documents, however, not shorter than 2 months from the date of the announcement of the competition;
 - 8) the deadline for announcing the results of the competition;
 - 9) information on working conditions and remuneration in a scientific position;
 - 10) information on professional/scientific development prospects;
 - 11) information about the OTM-R policy in force in the IUNG-PIB and the anti-discrimination policy;
4. The competition notice shall be posted:
- 1) on the Institute's notice board and the Institute's website;
 - 2) on the website of the minister in charge of science in the Public Information Bulletin;
 - 3) on the European Commission's website on the European mobile researchers' portal for the publication of EURAXESS researchers' job offers;
5. Competition announcements are published in Polish and English.

CHAPTER IV
Competition procedure
§ 8

1. The candidate submits documents in accordance with the notice.
2. The Commission formally verifies the documents submitted.
3. The Commission, in particularly justified cases, may request the candidate to present additional documents confirming qualifications and academic achievements other than those indicated in § 7.3.5, under pain of inadmissibility to participate in the competition procedure.
4. The Commission evaluates and selects candidates who satisfy the formal requirements for the competition in accordance with the guidelines laid down in Annex 1 to these Rules of Procedure.
5. The Committee, after carrying out the activities specified in § 8.4, invites candidates for an interview during which it verifies their qualifications and their preparation for employment in a scientific position.
6. The Commission, on the basis of the results of the scoring included in Annex 1, recommends a candidate to be employed in a scientific position.
7. Minutes of Commission meetings shall be taken in accordance with the guidelines laid down in Annex 2 to these Rules of Procedure. The minutes shall be signed by the Chairperson and the members of the Commission.

§ 9

1. The Chairperson of the Commission shall submit the minutes of the competition to the Director of the Institute.
2. The Scientific Council, at the request of the Director of the Institute, shall give its opinion on the qualifications of the candidate for the scientific position.
3. The Director of the Institute shall take a decision on the recruitment of the candidate after consulting the Scientific Council.
4. If a competition is not resolved, a new competition for a given scientific position shall be announced in accordance with the rules and procedure laid down in these Regulations.
5. The results of the competition shall be made known to the candidates. Along with the notification, candidates shall be informed in writing of the results of the competition by the Director about the reasons for not employing them, in accordance with the guidelines laid down in Annex 3 to these Regulations.

ROZDZIAŁ IV

Final provisions

§ 10

In case of lack of recommendation for employment in a scientific position, persons applying for employment in a scientific position have the right to lodge a written appeal to the Director of the Institute within 14 days from the date of publication of the results of the competition. The appeal may be submitted by e-mail.

§ 11

The provisions of these Regulations shall not apply to researchers who have terminated their employment relationship in connection with the acquisition of pension rights in the event of continuation of employment in accordance with the provisions in force in this respect.

§ 12

The Regulations shall enter into force on the day of the adoption by the Scientific Council of a resolution on its positive opinion.

Appendices:

- 1) Principles for the evaluation and selection of candidates for scientific posts;
- 2) Minutes of the Competition Commission meetings;
- 3) Information on the results of the competition for the scientific position.