



**Ordinance No. R-53/2018
of the Rector of the Lublin University of Technology
of 16 November 2018**

*on recruitment of
research and research-and-teaching staff in a selection procedure at the Lublin
University of Technology*

Based on Article 23 clause 1 of the Act of 20 July 2018 "Law on Higher Education and Science" (OJL. 2018, item 1668) and § 39 clause 1 of the Statute of the Lublin University of Technology, I order as follows:

§ 1.

In an effort to eliminate barriers to establishing an open labour market for academic staff through implementing the principles provided for in the European Charter for Researchers (hereinafter *the Charter*) and the Code of Conduct for the Recruitment of Researchers (hereinafter *the Code*) regarding the recruitment of candidates for research and research-and-teaching positions at the Lublin University of Technology, I oblige:

- 1) the Information Technology Centre of the Lublin University of Technology to:
 - a) create a job posting website for publishing information about vacant research and research-and-teaching positions at the Lublin University of Technology;
 - b) prepare e-recruitment tools, in particular tools that will allow applicants to send their documentation by e-mail;
- 2) Deans, faculty councils and selection boards:
 - a) to post vacancy notices for research and research-and-teaching positions in Polish and, additionally, in English on internationally accessible portals (e.g. "EURAXESS Jobs") using the profiles described in the European Framework for Research Careers in order to insure equal recruitment opportunities for candidates from Poland, European Union, and countries outside the EU;

- b) to use open, transparent and merit-based recruitment practices in selecting candidates for research and research-and-teaching positions, and ones that are suited to the requirements of the position, are comparable with international practices, and comply with the basic principles of the Charter and the Code;
- 3) The Panel for implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at the Lublin University of Technology (appointed by Ordinance No. R-43/2017 of the Rector of Lublin University of Technology of 31 October 2017) to prepare a Guide which will clearly and explicitly define the recruitment rules and procedures. In particular, the Guide will
- a) define the principles of appointing selection boards, and their tasks in the recruitment process;
 - b) provide a chronologically ordered list of steps in the recruitment process conducted in accordance with the principles of the Code;
 - c) list activities – based on the principle of equal opportunities for all candidates, including gender equality – that promote the mobility of academic staff and increase the attractiveness of their careers, including examples of good practices and tips for candidates participating in the recruitment procedure;
 - d) provide information on the minimum requirements for applicants;
 - e) create templates of application forms and job descriptions.

§ 2.

1. The Guide referred to in § 1 item 3, and any necessary updates thereto, are subject to publication on the University's website after prior approval by the Rector.
2. Participants in recruitment procedures should follow the recommendations and guidelines contained in the Guide.

§ 3.

1. I oblige the Human Resources Department to perform all activities related to the conclusion of contracts with the selected candidates.
2. I oblige the Archives of the Lublin University of Technology to store documents and reports received from Selection Boards and Deans in compliance with the procedure and to keep a separate register of competitions for research and research-and-teaching positions.

§ 4.

I entrust the Vice-Rector for Science with supervision over the execution of this Ordinance.

§ 5.

The Ordinance comes into force on the date of signature.

Rektor

Prof. dr hab. inż. Piotr Kacejko