

## Lublin University of Technology - HR Strategy for Researchers - action plan for 2020-2022

No (Charter /Code)	Area of the analysis	Description of the action	Coordination unit / person	Measures	Action schedule		
					Preparatory stage	Procedure /document ready	Implementation and monitoring
<b>Implementation of best practices in research related to ethics and information security</b>							
<b>2</b>	Ethical principles	Improvement of understanding of ethical rules	Human Resources Dept./ Deputy Rector for Scientific Affairs	Number of complaints to ethical commission	completed	completed	Monitoring once a year <b>till IV Q 2022</b>
<b>7</b>	Good practice in research	Developing new policy for management of information security based on ISO/IEC 27001	IT Dept., /Data Protection Officer	Strategy document on comprehensive policy of information security	IV Q 2019	II Q 2020	In progress; monitoring twice a year <b>till IV Q 2022</b>
<b>Implementation of best practices in the recruitment of staff and career development</b>							
<b>12</b>	Recruitment (Charter)	Improvement/update of New Guidance for Recruitment Procedures	Human Resources Dept./ Senate Commission of HR Development	Number of complaints to recruitment commission	IV Q 2020	III Q 2021	Monitoring once a year <b>till IV Q 2022</b>
<b>13</b>	Recruitment (Code)	Improvement /update of a template of competition announcements	Human Resources Dept. / Senate Commission of HR Development	Improved attachment	IV Q 2020	III Q 2021	Ongoing
<b>14</b>	Selection (Code)	Improvement /review of recommendations of selection procedures as a part of Guidelines on Recruitment Procedures	Human Resources Dept. / Senate Commission of HR Development	Improved document	IV Q 2020	III Q 2021	Ongoing/ Monitoring once a year
<b>15</b>	Transparency (Code)	Development of Template of Strengths and Weaknesses of each application to be used	Human Resources Dept./ Senate Commission of HR	Additional appendices with Template of strengths and weaknesses	III Q 2020	IV Q 2020	Ongoing – annual reports of Senate Commission of HR

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		by Faculty Recruitment Commissions	Development	as part of New Guidance for Recruitment Procedures			Development – June
<b>25</b>	Stability and permanence of employment	Adjusting the contracts for the new rules of Labor Law and the Law on Higher Education	Rector, Human Resources Dept.	Strategy Document	extended	June 2021	Ongoing
<b>28</b>	Career development	Adjusting the contracts for the new rules of Labor Law and the Law on Higher Education Creating a general strategy to support young and experienced researchers in career development.	Senate Commission of HR Development / Office of International Collaboration and Scientific Affairs	Strategy Document Expanding workload of Career Office into career consultancy for doctoral students and young researchers / Rector's ordinance	Extended	September 2021	Ongoing
<b>Implementation of best practices in Mobility and Internationalization</b>							
<b>18</b>	Recognition of mobility experience (Code)	Implementation of mobility as an integral part of New Guidance for Recruitment Procedures	HR Department/ Senate Commission of HR Development	Number of researchers participating in mobility programmes	Completed	Completed	Monitoring till IV Q 2022 – annual reports of Senate
<b>29</b>	Value of mobility	Review of rules and procedures for the international mobility in accordance with national legislation Developing new procedures for industrial internship as an instrument encouraging mobility Monitoring of international and intersectoral mobility	Senate Commission of HR Development Deputy Rector for Scientific Affairs	Updated version of procedures from the international mobility Developing new procedures for industrial internships Annual reports of international and intersectoral positions	In progress	October 2021	Ongoing / Annual reports to the Senate - mid. March

**Schedule for HR strategy – implementation phase**

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**Legend:**

Preparatory stage

Document ready

Monitoring stage

No (Charter/code)	Description of action	Current status	2020				2021				2022			
			I	II	III	IV	I	II	III	IV	I	II	III	IV
2	Improvement of understanding of ethical rules													
7	Developing new policy for management of information security based on ISO/IEC 27001													
12	Improvement of New Guidance for Recruitment Procedures													
13	Improvement of a template of competition announcements													
14	Improvement of recommendations of selection procedures as a part of Guidelines on Recruitment Procedures													
15	Development of Template of Strengths and Weaknesses of each application to be used by Faculty Recruitment Commissions													
25	Adjusting the contracts for the new rules of Labor Law and the Law on Higher Education													
28	Adjusting the contracts for the new rules of Labor Law and the Law on Higher Education													
	Creating a general strategy to support young and experienced researchers in career development.													
18	Implementation of mobility as an integral part of New Guidance for Recruitment Procedures													
29	Improvement of rules and procedures for the international mobility in accordance with national legislation													
	Developing new procedures for industrial internship as an instrument encouraging mobility													
	Monitoring of international and intersectoral mobility													