

Appendix to the Regulation No 11/2020  
of 11 February 2020  
of the Rector of the Medical University of Lodz

## **RULES AND REGULATIONS OF THE COMPETITION FOR THE POSITION OF ACADEMIC TEACHERS IN THE MEDICAL UNIVERSITY OF LODZ**

### **I. General provisions**

#### **Section 1**

1. The Regulation governs the administrative procedures of an open competition preceding the employment of an academic teacher.
2. The competition is conducted to:
  - 1) execute the first employment contract with the Medical University of Lodz for an unspecified or specified period longer than 3 months, on a more than half of the full working time basis;
  - 2) enter into the next employment contract for an unspecified period on a more than half of the full working time basis -if the academic teacher did not obtain a positive periodic performance appraisal;
  - 3) increase working time over half of the full working time if the academic teacher was employed without the proceeding competition procedures.
3. The competition procedures should follow the principles in 'Guidelines to good practices in the recruitment and employment process', attached to Appendix No 1 to the Regulations.
4. The competition is announced by the dean after Rector's approval for the position of academic teachers in the units allocated to the faculties, or by the head of the unit applying for a new employee with Rector's approval for the position of academic teachers in the interdepartmental units.
5. In this Regulations the following words shall have the meanings set out below:
  - 1) The University means The Medical University of Lodz;
  - 2) The Act means the Act of 20 July 2018 on Law on higher education and science (Journal of Laws (Dz. U.) 2020 item 85).

### **II. Stages in the competition**

#### **Section 2**

The competition process is composed of the following stages:

- 1) preparation of the description of the position;
- 2) appointment of the selection board;
- 3) competition announcement;
- 4) initial verification of applications according to formal consistence;
- 5) final verification: interview (in person or online);
- 6) compiling a report on the competition procedures;
- 7) announcement of the results;
- 8) decision on the employment of the successful applicant.

## **1. Job description**

### **Section 3**

1. The academic teacher can be employed on the position of:
  - 1) a professor;
  - 2) a University professor;
  - 3) an assistant professor;
  
  - 4) a research and teaching assistant;
  - 5) a senior lecturer;
  - 6) a lecturer;
  - 7) a senior instructor;
  - 8) an instructor.
2. The academic teacher can be employed in the following employee groups:
  - 1) teachers;
  - 2) researchers;
  - 3) teaching and research.
3. Qualifications required for specific positions are specified in the Act and the Regulations of the qualifying requirements for academic teachers in the Medical University of Lodz, issued by the Rector in a separate order.
4. Basic tasks and goals of the individuals employed:
  - 1) as teachers include teaching and education of students or participation in the education of PhD students;
  - 2) as researchers include conducting research or participation in the education of PhD students;
  - 3) at teaching and research posts include conducting research, teaching and education of students or participation in the education of PhD students.

## **2. Appointment of the selection board**

### **Section 4**

1. The job competition for the position in a unit allocated in the faculty is announced by the dean of the faculty in accordance with the principles specified in (8) of Appendix 7 of the University Statute.
2. The job competition for the position in an interdepartmental University unit is announced by the head of the unit applying for a new employee after receiving Rector's approval in accordance with the principles specified in (10) of Appendix 7 of the University Statute.
3. The selection board members should represent various experience and qualifications compliant with the specificity of the unit and, if necessary and possible, they should represent a variety of trades.
4. When appointing the competition board members, gender balance should be kept.

## **3. Competition notice**

### **Section 5**

1. The competition notice should include the following:
  - 1) Name and address of the unit (clinic, department etc.);
  - 2) The position and the employee group;
  - 3) Tasks and duties to be performed at the position;

- 4) Qualifications required for the position;
  - 5) A list of required documents;
  - 6) Application deadline;
  - 7) Form of application submission.
2. The competition notice is made public:
    - 1) on the University webpage: [www.kariera.umed.pl](http://www.kariera.umed.pl);
    - 2) on the website of EURAXESS, which belongs to the European network supporting international mobility and career of researchers in Europe: -[www.euraxess.pl](http://www.euraxess.pl);
    - 3) in Public Information Bulletin on the University main (BIP);
    - 4) in Academic Careers Office;
    - 5) in the internet social media: Facebook, LinkedIn;
    - 6) in the advertisement database of the Ministry of Science and Higher Education.
  - 7) The notice can also be placed on chargeable and free-of-charge portals for job-seekers.
3. The template of the job competition notice is included in Appendix No 2 to the Regulations.
  4. The application documents can be submitted within the timespan specified in the competition notice, not shorter than 30 days.

#### **4. Preliminary and final verification**

##### **Section 6**

1. After the application deadline defined in the competition notice, the submitted applications are initially analysed and verified against the job-related requirements by the appropriate person: an officer at the Dean's office, the head of the interdepartmental unit or a the person appointed by the head.
2. Final verification involves the interview of the competition board with the applicant which can also be held via electronic communication facilities.
3. The object of the interview specifically includes:
  - 1) verification of the application file content;
  - 2) assessment of the candidate's skills and qualifications;
  - 3) evaluation of the candidate's knowledge;
  - 4) establishing the candidate's career;
  - 5) checking the compliance of the applicant's competence with the job;
  - 6) defining the candidate's expectations of the job and its conditions.

#### **5. Drafting the report on the competition proceedings**

##### **Section 7**

1. Once the competition procedure has been completed, the recording secretary drafts the report on the competition proceedings.
2. The competition report includes the following details:
  - 1) the position and group the competition was announced for;
  - 2) the name of the relevant organisational unit;
  - 3) the number of submitted applications;
  - 4) the members of the selection board
  - 5) name and surname of the selected candidate
  - 6) statement of reasons for the choice made.

3. The template of the report is included in Appendix No 3 to the Regulations.

## **6. Announcement of the competition results**

### **Section 8**

1. The information of the competition process completion and its results with argumentation is made public on the University website:  
[www.kariera.umed.pl](http://www.kariera.umed.pl) and in Public Information Bulletin (BIP).
2. Directly after the qualification interview, each applicant is informed about its outcome with a list of the candidate's strengths and weaknesses.
3. The selection of the successful applicant is not tantamount to their employment.

## **7. Decision on the candidate employment**

### **Section 9**

1. The Report on Competition Proceedings along with the successful candidate's application documents and the application for the new candidate's employment with specified date and employment period compiled by the head of the unit is presented to the Rector via the human resources or personnel selection unit.
2. On the basis of the submitted documents referred to in clause 1, the Rector takes the decision on the candidate's employment.
3. The successful candidate's application files are included in their personal records.
4. The application files of the remaining applicants participating in the competition are permanently deleted directly after the recruitment process termination.

## **III. Employing the academic teacher**

### **Section 10**

1. After the Rector's approval the human resources or personnel selection unit presents the employment and remuneration conditions to the successful candidate and refers the candidate to pre-employment medical assessment.
2. On the first day of employment, the newly-employed person attends the required training and receives an information booklet with the crucial details concerning the University and its structure as well as the position-related instructions.

### **Guidelines for good practices in recruitment and employment**

1. The actions of the selection board should:
  - 1) be guided by the truth, justice and objectivity;
  - 2) ensure open and transparent recruitment and equal treatment of all the applicants;
  - 3) reject any direct and indirect discrimination, particularly with regard to gender, age, disabilities, race, religion, nationality, political persuasion, ethnicity, religious denomination, sexual orientation, and social or economic status.
2. The selection board members should represent a variety of qualifications and experience as well as gender equity and, if necessary and possible, diverse trades.
3. When selecting the candidate, the selection board should:
  - 1) analyse the candidate's overall potential as a researcher or teacher, including their creativity and independence level;
  - 2) take into account the whole range of the candidate's experience and perceive any gaps in the career as its evolvement and treat them as a potential contribution to professional development and multidimensional career path;
  - 3) interpret the candidate's mobility i.e., their stay in another country/region or scientific environment, (public or private) or the candidate's intersectoral or interdisciplinary mobility as a valuable contribution to their professional development;
  - 4) focus the assessment more on the candidate's accomplishments than background and reputation; bearing in mind that some qualifications can be acquired at early stages of a long career, the board should consider a life-long professional development.
4. The selection board cannot ask any questions which would discriminate the candidate or interfere with their privacy.

**Dean of the Faculty .../ Head of Interdepartmental University Unit...**  
**announces the competition for the position of ... group:....**  
**in the organisational unit: ...**

**1. Job description** (*list the duties and responsibilities of a position*):

- 1) ....
- 2) ....
- 3) .....
- 4) Others resulting from the unit profile and specificity

**2. Requirements for the candidate** (*statutory requirements and the requirements set out in 'Regulations of qualifying requirements for the position of academic teachers in Medical University of Lodz' must be taken into account*):

- 1) ....
- 2) ....
- 3) ....

**3. We offer:**

- 1) full-/part-time employment (*select the applicable*);
- 2) remuneration, composed of base remuneration, seniority allowance and incentive scheme;
- 3) opportunities for professional development;
- 4) attractive research/teaching environment;
- 5) attractive benefits package: 'self-arranged countryside holiday allowance', '13<sup>th</sup> salary', financial support for sports activities etc.

**4. Full application file required:**

- 1) research resume;

- 2) personal data form for job applicants (**download File No 1**);
  - 3) list of publications with the score confirmed by the Centre for Information and Library: [punktacja@umed.lodz.pl](mailto:punktacja@umed.lodz.pl) ;
  - 4) achievements in the career so far: the candidate's mobility, grants obtained, research conducted, innovative activities, openness to entrepreneurship and practical aspect of scientific research;
  - 5) scanned diplomas confirming education;
  - 6) scanned certificates confirming command of a foreign language, providing the language level and certificate validity date;
  - 7) clean criminal record statement (**download File No. 2**);
  - 8) statement of employment in the University (**download File No. 2**);
  - 9) declaration of the need to complete the training on methodology of teaching (**download File No. 2**)
5. Please send the full application file to (*select the address*):  
[praca.nauczyciel.farm@umed.lodz.pl](mailto:praca.nauczyciel.farm@umed.lodz.pl),  
[praca.nauczyciel.lek@umed.lodz.pl](mailto:praca.nauczyciel.lek@umed.lodz.pl),  
[praca.nauczyciel.noz@umed.lodz.pl](mailto:praca.nauczyciel.noz@umed.lodz.pl),  
[praca.nauczyciel.ogolnucz@umed.lodz.pl](mailto:praca.nauczyciel.ogolnucz@umed.lodz.pl)  
**on or before:** (date) .....
6. The full application file should include:
- 1) information stipulated in Art. 22<sup>1</sup> § 1 of the Act of 26 June, 1974 in Labour Code (Journal of Laws (Dz. U.) of 2018., item 917, as amended), i.e. name (names) and surname, date of birth, place of residence (corresponding address), education, previous employment;
  - 2) the following consent clause: I consent to the processing of my personal data provided in the documents attached hereto by the Medical University of Lodz for the purpose of the ongoing recruitment procedures.

7. For your information:

Pursuant to Art. 13, item 1 and item 2 of Regulation (UE) 2016/679 of the European Parliament and of the Council of 27 April, 2016 on the protection of natural persons with regard to processing of personal data and on the free movement of such data and repealing Directive 95/46/WE (General Data Protection Regulation):

- 1) the administrator of your personal data processed for the purpose of the recruitment procedures is The Medical University of Lodz, Kościuszki 4, 90-419 Lodz;
- 2) you can contact Data Protection Officer by phone: 42 272 52 11 or by mail: [iod@umed.lodz.pl](mailto:iod@umed.lodz.pl) ;
- 3) the data you provided will be processed in the ongoing recruitment procedures;
- 4) your personal data collected in the recruitment process shall not be shared with other data recipients;
- 5) your personal data shall not be transferred to any third country or international organisation;
- 6) your personal data collected in the recruitment process shall be stored for no longer than it is required for the recruitment purposes;
- 7) You have the right:
  - a) to access your personal data, to require for your personal data to be clarified or deleted; your request to delete your personal data is construed as your resignation from the recruitment process carried out by Medical University of Lodz.;
  - b) to request restriction of processing your personal data in the cases specified in Art. 18 of general regulations on personal data protection;
  - c) to withdraw your consent at any time with no impact on the lawfulness of processing based on consent before its withdrawal;
  - d) to lodge a complaint to President of the Personal Data Protection Office (or another supervisory authority competent to consider the case) on unlawful processing of personal data by the Medical University of Lodz, and the right to lodge a complaint refers only to the lawfulness of personal data processing and not the course of the recruitment process;



- 8) personal data processing for the purpose of recruitment conducted by the Medical University of Lodz does not rely only on automated decision-making and profiling referred to in Article 44 (1) and (4) of general regulations on personal data protection, i.e., candidates are not subject to a decision based solely on automated processing and candidates' profiles are not built;
  - 9) the data you provide in the recruitment documents are not mandatory, however, they are a prerequisite for participation in the recruitment for the vacancy in the Medical University of Lodz.
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8. We respond to applications which meet formal requirements.
  9. The recruitment results will be available on the University website: [www.kariera.umed.pl](http://www.kariera.umed.pl) and in BIP (Public Information Bulletin).

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(Dean/ Head of interdepartmental University unit)

**The Report on the Competition Proceedings**  
**for the position of ..... , group..... in Clinic/Department .....**

1. Date of competition announcement: \_\_\_\_\_
2. Application deadline: \_\_\_\_\_
3. Date of the winning candidate determination: \_\_\_\_\_
4. Number of submitted applications: \_\_\_\_\_
5. Selection Board, pursuant to point 8 and 10 of Appendix No 7 to the University Statute:
  - 1) name and surname:...
  - 2) name and surname: ...
  - 3) .....
6. After completing the competition procedures, the following applicant has been selected:

\_\_\_\_\_

(title, name and surname)

7. Statement of reasons for the candidate selection (*indicate qualifications and skills taken into account e.g.*):

The candidate satisfies all the formal requirements.

The candidate has the substantive competences for the post.

The candidate demonstrates research/teaching activity appropriate for the post.

The candidate shows potential for development and directions of development consistent with the profile and activities of the University unit.

The candidate demonstrates the knowledge of a foreign language at the level required by the superior.

8. Signatures of the Selection Board members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## File No 1 Personal data form for job applicants

1. Name(s) and surname				
2. Date of birth				
3. Phone number			4. e-mail address	
5. Education (higher, post-secondary, secondary, secondary vocational, lower-secondary, primary) - name of the school, year of graduation				
Occupational title (BA, Eng. MA, MSc doctor, dentist...)		Academic degree (PhD., PhD.hab.)		Academic title
6. Supplemental/follow-up education (post-graduate studies, courses, date of graduation or date of commencement for ongoing education)				
7. Other qualifications /competences (e.g., driving licence, laboratory diagnostician licence, competence in radiology)				
8. Foreign languages and the level of proficiency				
9. Previous employment				
Period of time		The employer	Type of employment contract (employment contract, civil-law contract, self-employment)	Position
from	to			

Place : \_\_\_\_\_

Job applicant's signature: \_\_\_\_\_

**FILE No 2 Clean criminal record statement / statement of employment in the University  
/Declaration of the need to complete the training on methodology of teaching**

Lodz, date: \_\_\_\_\_

Name and surname

**OŚWIADCZENIA**

I Pursuant to the provision of Art. 113 (2 – 3) of the Act of 20 July 2018 Law on higher education and science (Journal of Laws (Dz. U.) 2020, item 85) I hereby represent that:

- I have not been punished with a disciplinary penalty of dismissal from work in the university with a ban on work in universities for a period of 6 months to 5 years or a penalty of my right to practice as an academic teacher revoked for a period of 10 years,
- I have full capacity for legal acts,
- I have the exercise of all public rights,
- I have not been convicted by a legally-binding decision for an intentional crime or wilful tax evasion

II I declare that The Medical University of Lodz will be my primary place of employment construed according to the Act of 20 July 2018 Law on higher education and science (i.e., Journal of Laws (Dz. U.) 2020, item 85).

Pursuant to Art.120 (2) of the said Act, full-time employment in the university is necessary for the university to be designated as the primary place of employment. Academic teachers can have only one primary place of employment at a time.

YES  NO

(the employee's signature)

**DECLARATION**

I hereby declare that if I am the winning applicant in the job competition for the position  
of \_\_\_\_\_

In \_\_\_\_\_,

I will participate in the training on the methodology of teaching.

\_\_\_\_\_  
(the employee's signature)