

Resolution

on the principles of employment on scientific positions at the Institute of Fundamental Technological Research of the Polish Academy of Sciences

adopted at the meeting of the Scientific Council on 26 May 2022

Under § 18(2)(7), (12) and (13) of the Statutes of the Institute of Fundamental Technological Research of the Polish Academy of Sciences (IPPT PAN) in conjunction with Article 91(5) of the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws No. 96, item 619, as amended), it is hereby resolved as follows.

§ 1

1. This resolution determines the principles of employment on scientific positions at IPPT PAN.
2. When employing researchers on scientific positions, IPPT PAN follows the below principles:
 - a. openness and equal opportunities - ensuring public access to the job offers as well as equal opportunities in terms of participation in the contest by all participants, including foreigners,
 - b. adequacy - the requirements set for the candidates must be adjusted to the real needs of the position,
 - c. transparency - every job offer must contain information on the requirements set for the candidates, number of vacancies, perspectives for professional development as well as criteria of selection, and the candidates must be informed about the course and result of the contest procedure, with specification of strengths and weaknesses of their application and appeal procedure,
 - d. assessment of competences for the given position (substantive assessment) - the assessment requires consideration of the entire professional experience of the candidate, both in quantitative and qualitative terms, and bibliometric data are considered equally to other competences,
 - e. assessment of the entire career, including professional mobility - the assessment requires consideration of each stage of the candidate's career, irrespective of potential breaks or deviations in the chronological order of the resume, and experience in other industries or other activities of the candidate are considered as a valuable contribution to career development, placing specific emphasis on experience gained in another country, in another scientific community, change of scientific discipline or work in various institutions,
 - f. recognition of qualifications and seniority - official confirmation of academic and professional qualifications, including those gained abroad, at the level required for the given position, must be reviewed taking into consideration the principles of award of such qualifications by the relevant institutions and countries, while the seniority cannot have a negative effect on the candidate's assessment, bearing in mind that the required experience can be gained both at an early stage of scientific career as well as during long professional development over the course of many years,
 - g. when employing researchers having a PhD, including on the "post-doc" type position, the objective of the scientific task the researcher is to pursue or the objective of the project and its duration are taken into consideration to ensure the best opportunities for scientific career development possible, for its various stages.

3. Employment of new researchers on scientific positions shall take place by way of a contest the method and mode of holding of which are determined in a separate resolution of the Scientific Council of IPPT PAN.
4. The contest is not required:
 - a. in the case of promotion procedures, subject to the principles specified in § 3-5 below,
 - b. if the researcher is delegated for work under a contract concluded with a foreign scientific institution,
 - c. if the researcher is employed for the period of implementation of a project involving scientific research or development works financed in a contest mode with public funds intended for higher education and science or EU funds, originating from non-refundable funds from the aid granted by the member states of the European Free Trade Association (EFTA) or non-refundable funds from other foreign sources.

§ 2

Assistant position

1. The position of an assistant can be held by a person holding the professional title of a master or equivalent and having publication-related scientific accomplishments.
2. The candidate employed on the position of an assistant is expected to achieve the PhD degree.
3. The period of employment on the position of an assistant under trial period contracts and contracts for a definite period of time cannot exceed 36 months.
4. No later than three months prior to expiry of the contract of employment regarding the position of an assistant and concluded for a definite period of time, the immediate superior of the employee shall request the Director of the Institute to extend the contract. The request must be accompanied with an opinion of the Head of the basic scientific and research unit (department, independent laboratory) where the assistant is employed, in accordance with the organisational structure of the Institute and in compliance with the chain of superiority. Based on the request, the scientific accomplishments of the researcher shall be assessed by the Director of IPPT PAN and Commission for Organisational Structure and Employment according to the criteria effective for periodical assessment of the scientific activity of researchers of IPPT PAN. In the case of a positive assessment, the contract can be extended for an indefinite period of time.
5. In the case of a negative assessment of the scientific accomplishments of the assistant by the superiors or the Commission for Organisational Structure and Employment, the contract of employment can be terminated by the employer, subject to the statutory time limits, or the researcher can be proposed a change to a position in the group of research and technical or engineering and technical employees.

§ 3

Assistant professor position

1. The position of an assistant professor can be held by a person having at least a PhD degree, having scientific accomplishments in the form of:
 - a. at least four publications in JCR database journals, where he/she is the leading co-author,
 - b. active participation in international conferences.
2. When assessing the scientific accomplishments of a candidate, the reference shall be the average accomplishments of the group of assistant professors in the similar field of specialty at IPPT PAN.
3. The candidate employed on the position of an assistant professor is expected to achieve the degree of a habilitated doctor.
4. In the case of a promotion (an assistant holding a PhD degree), the request shall be submitted by the immediate superior. The request must be accompanied by an opinion of the Head of the basic scientific and research unit, according to the organisational structure of the Institute, and of the Commission for Organisational Structure and Employment. The decision on employment shall be made by the Director.
5. The period of employment on the position of an assistant professor under trial period contracts and contracts for a definite period of time cannot exceed 36 months.
6. No later than three months prior to expiry of the contract of employment regarding the position of an assistant professor and concluded for a definite period of time, the immediate superior of the employee shall request the Director of the Institute to extend the contract. The request must be accompanied with an opinion of the Head of the basic scientific and research unit, in accordance with the organisational structure of the Institute and in compliance with the chain of superiority. Based on the request, the scientific accomplishments of the researcher shall be assessed by the Director of IPPT PAN and Commission for Organisational Structure and Employment according to the principles effective for periodical assessment of the scientific activity of researchers of IPPT PAN, with special consideration given to the development in terms of scientific accomplishments. In the case of a positive assessment, the contract can be extended for an indefinite period of time.
7. In the case of a negative assessment of the scientific accomplishments of the assistant professor by the superiors or the Commission for Organisational Structure and Employment, the contract of employment can be terminated by the employer, subject to the statutory time limits, or the researcher can be proposed a change to a position in the group of research and technical or engineering and technical employees.
8. When assessing legitimacy of employment of the candidate on the position of an assistant professor or when extending the contract, any post-doctoral internship in a foreign or domestic scientific institution shall be taken into consideration.

§ 4

Position of an associate professor

1. The candidate employed on the position of an associate professor is expected to create a research team. Furthermore, the scientific accomplishments of the candidate should exceed the average accomplishments of habilitated doctors employed by the Institute.

2. The request for employment on the position of an associate professor shall be submitted by the head of the relevant organisation unit, Director of the Institute or Scientific Council. The condition for employment on the position of an associate professor is obtaining of a positive opinion of the Scientific Council by the candidate, on the basis of the materials supplied by the candidate, accompanied by a preliminary opinion of the Scientific Council's Commission for Organisational Structure and Employment, and the research and organisational plans presented at the meeting of the Scientific Council.
3. In particular, the criteria to be assessed are as follows:
 - a. publication accomplishments in JCR database journals, including but not limited to renowned scientific journals (high IF, number of points in ministry lists):
 - i. upon commencement of the habilitation procedure (i.e. publications not taken into consideration in the dissertation review procedure),
 - ii. total number of publications in HCR database journals,
 - iii. number of points for publications from the last three years - this indicator of the candidate's scientific activity should be comparable with the weighted average for persons employed by IPPT PAN on the position of an associate professor,
 - b. number of citations calculated on the basis of the ISI Web of Science and Scopus databases;
 - c. Hirsch index (h-index) determined on the basis of the ISI Web of Science and Scopus databases;
 - d. possession of a research team - the minimum requirement is, for example, documented supervision over one PhD candidate;
 - e. participation in acquisition of grants, acquisition and implementation of research projects in the last five years, including but not limited to team projects;
 - f. organisational accomplishments (conferences, scientific schools, position in scientific organisations);
 - g. didactic accomplishments.
4. The period of employment on the position of an associate professor under trial period contracts and contracts for a definite period of time cannot exceed 36 months. Six months prior to expiry of the said period, the immediate superior of the employee shall request the Director of the Institute to extend the contract. The request must be accompanied with an opinion of the Head of the basic scientific and research unit, in accordance with the organisational structure of the Institute and in compliance with the chain of superiority. Based on the request, the scientific accomplishments of the researcher and progress in building of the research team shall be assessed by the Director of the Institute and Commission for Organisational Structure and Employment. The basis for assessment shall be the external opinion on predispositions of the candidate to conduct research and direct a team independently. The Commission shall send the CV and professional accomplishments to two reviewers from outside the Institute, requesting the opinion. Upon receipt of the external opinion and opinion of the Commission for Organisational Structure and Employment, the request for employment on the position for an indefinite period of time is submitted to the Scientific Council. Lack of recommendation of the Scientific Council results in termination of the employment relationship or employment on the position of an assistant professor under a contract for an indefinite period of time.

5. The procedure in the case of promotion to the position of an associate professor shall be as follows:
 - a. request of the head of the organisational unit, Director or Scientific Council;
 - b. opinion of the head of the department or independent laboratory;
 - c. opinion of the Commission for Organisational Structure and Employment:
 - i. a negative opinion of the Commission for Organisational Structure and Employment requires approval by the Scientific Council (at this stage, the request can be withdrawn by the party interested - in such a case, the matter is not referred for opinion to the Scientific Council);
 - ii. in the case of a positive opinion of the Commission for Organisational Structure and Employment, the request is presented and discussed at the meeting of the Scientific Council at which the candidate presents his/her research plans (subject matter, projects, cooperation within the Institute, in the country and abroad);
 - d. opinion of the Scientific Council presented in the form of a resolution;
 - e. decision of the Director.
6. Prior to expiry of 5 years from the promotion to the position of an associate professor, the scientific accomplishments of the researcher and progress in building of the research team shall be assessed in compliance with the procedure described in § 5(5). Lack of recommendation of the Scientific Council results in transfer of the research to the position of an assistant professor.

§ 5

Position of a professor

1. The position of a professor can be held by a person holding the scientific title of a professor, having documented scientific accomplishments in the scope of the research directions preferred by the Institute, who continues his/her scientific work at an international level and is involved in development of the young scientific staff.
2. The candidate can be employed on the position of a professor under a contract of employment or appointment, on a full-time basis only. If the worktime is reduced, the position shall be changed to an associate professor.
3. Employment on the position of a professor should be connected with creation and management of a research group.
4. The condition for employment on the position of a professor is obtaining of a positive opinion of the Scientific Council by the candidate. The candidacy shall be presented at the meeting of the Scientific Council by the Scientific Council's Commission for Employment on Professor Positions, including presentation of its opinion. The candidate shall present his/her research and organisational plans. The Scientific Council shall adopt a resolution presenting an opinion on the candidate.
5. The Scientific Council's Commission for Employment on Professor Positions is a permanent commission, composed of 7 members elected by the Scientific Council from among its members. The Commission shall be composed of persons holding the scientific degree of a professor.
6. The procedure in the case of promotion to the position of a professor shall be as follows:
 - a. Request of the head of the organisational unit where the candidate is to be employed or of the Scientific Council is submitted to the Director, including the opinion of the head of the department. The Director can initiate the procedure by himself/herself as well. If the

Director refuses to initiate the procedure, the party requesting it, in agreement with the candidate, can request presentation of a substantiation at the meeting of the Scientific Council.

- b. The Commission for Employment on Professor Positions issues an opinion on the request on the basis of the materials supplied by the candidate and the opinion of the reviewer appointed from outside the Institute on the Commission's request, and presents it to the Scientific Council for approval. When assessing the scientific accomplishments of a candidate, the reference shall be the average accomplishments of the group of persons employed by the Institute on the position of a professor. In the case of a positive opinion of the Commission, the request is presented and discussed at the meeting of the Scientific Council at which the candidate presents his/her research plans (research group, subject matter, projects, cooperation within the Institute, in the country and abroad).
- c. opinion of the Scientific Council presented in the form of a resolution,
- d. decision of the Director.

§ 6

Final Provisions

1. In all matters not regulated by this Resolution, the provisions of the Polish Labour Code and Act on the Polish Academy of Sciences shall apply.
2. The Resolution enters into force on the day of its adoption by the Scientific Council of the Institute of Fundamental Technological Research of the Polish Academy of Sciences.
3. The Resolution of the Scientific Council of 28 February 2019 on the principles of employment on scientific positions at the Institute of Fundamental Technological Research of the Polish Academy of Sciences expires.