

ORDINANCE NO. 101/2024

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 21 May 2024

on establishing the mode of holding competitions for taking up posts of deans at the University of Szczecin and of director of the University of Szczecin Doctoral School for the term of office commencing on 1 September 2024,
on documenting their course and on specimen of documents applied in the competition procedure.

Pursuant to Article 23(2)(6) of the Act of 20 July 2018 Law on higher education and science (Dz. U. (Journal of Laws) of 2023 item 742 as amended), hereinafter referred to as Law, and §3(2) of Annex 7 of the Statute of the University of Szczecin which is an annex to Resolution no. 58/2019 of the Senate of the University of Szczecin of 30 May 2019 on adopting the Statute of the University of Szczecin as amended (hereinafter referred to as Statute) it is agreed as follows:

§ 1.

1. Competitions for posts of deans of faculties at the University of Szczecin and director of the University of Szczecin Doctoral School for the term of office starting on on 1 September 2024, hereinafter referred to as competition, shall be carried out by the committee established pursuant to § 4(1) of Annex to the Statute by Rector's Ordinance.
2. Administrative handling of the work of the competition committee shall be ensured by the Rector's Office to which documents shall be directed, in particular applications and appeals related to the competition procedure.

§ 2.

The competition shall run according to the following schedule:

- 1) the Order of the Rector on announcing the competition is made publically available, pursuant to requirements laid down in Article 119(3) and (4) of the Law - no later than 23 May 2024;
- 2) candidates for the posts of deans file a request with heads of competent scientific boards of institutes that they draw up an opinion on them and they file an application initiating their taking part in the competition – no later than 4 June 2024;
- 3) heads of scientific boards of institutes shall convene sessions of scientific boards to issue opinions on the submitted candidatures for the post of dean - no later than 28 June 2024;

- 4) heads of scientific boards of institutes submit to the competition committee the opinions of scientific boards on candidates that apply to take up the function of dean - no later than 1 July 2024;
- 5) candidates submit their applications along with all required documents in the competition for the post of dean of a specific faculty or in the competition of the director of the University of Szczecin Doctoral School – no later than 2 July 2024;
- 6) the competition committee holds a session to evaluate applications filed in the competitions and to decide on allowing them in the competition procedure - no later than 5 July 2024;
- 7) the competition committee holds a session on deciding the competitions - no later than 15 July 2024.

§ 3.

The competition committee shall select in each competition procedure the successful candidate on the basis of an evaluation referring to:

- 1) candidate's motivation to take up a given function specified in the application,
- 2) the quality and rationality of the proposed development strategy for the faculty or University of Szczecin Doctoral School, in particular in the context of implementation of the strategy of the University of Szczecin;
- 3) the applicant's experience and accomplishments in their holding of organizational posts in higher education and science organizational units;
- 4) the applicant's research or teaching achievements;
- 5) other important achievements of the applicant presented as part of the competition application, which are important for holding this post.

§ 4.

1. The competition application should include the candidate's particulars and an address for correspondence; it is recommended that candidates file a request for having documents served on them electronically and provide their email address.
2. The closing date for submitting applications in the competition for the post of dean of a particular faculty or in the competition for the post of director in the University of Szczecin Doctoral School along with the required documents shall be 2 July 2024.
3. Submissions must be made in person or by post to the following address– Uniwersytet Szczeciński, Biuro Rektora, al. Papieża Jana Pawła II 22a, 70- 453 Szczecin. Documents submitted in paper form must also be sent electronically to: rektorat@usz.edu.pl. Submissions may also be made electronically to rektorat@usz.edu.pl; in this case documents must be authenticated with an electronic or trusted signature.
4. The meeting of the closing date for applications shall be determined by:
 - 1) the date confirming receipt of the application made in person
or
 - 2) the date on the postal stamp if the application is submitted via a postal operator or
 - 3) the date of sending a message through email.

§ 5.

1. Applicants for the post of a faculty dean must submit the following documents:
 - 1) an application form along with a statement of purpose;
 - 2) a proposal for a strategy of development of the faculty along with a concept of holding the function of the dean;
 - 3) a declaration about meeting the requirements specified in Article 20(1) of the Law;
 - 4) a declaration about meeting the requirements on work experience specified in the order of the Rector, pursuant to the provisions of §87 of the Statute and §6(2) of Annex 7 to the Statute;
 - 5) CV and questionnaire;
 - 6) certified copies of documents evidencing the conferment of an academic degree or academic title; for documents in a language other than Polish, also a certified translation of the document into Polish;
 - 7) information about applicant's research or teaching achievements;
 - 8) information on organizational posts the candidate has held in higher education and science units;
 - 9) a declaration about the form of employment at the University of Szczecin after being selected as the successful applicant in the competition and appointment to the position the competition relates to;
 - 10) for persons not currently employed at the University of Szczecin - a request for employment (§87(6) of the Statute).
2. Candidates for the post of dean of the Faculty of Theology shall attach to the application a positive opinion from church authorities competent under separate provisions.
3. Candidates may also attach other documents to the application and provide other information which in their opinion may be useful in deciding the competition.
4. Specimen of documents enumerated in subsection 1(1), (3) and (4) shall be established by the Annex to the Ordinance.
5. Candidates are obliged to file a request at scientific boards of institutes cooperating with the faculty for the position of whose dean they are applying that they draw up an opinion on them no later than 4 June 2024 by sending those applications to competent heads of scientific boards of institutes. The applications may be submitted electronically and must include the first and second name of the candidate and copies of documents referred to in §5(1)(1) and (2) of this ordinance and for candidates not employed at the University of Szczecin also in §5(1)(5) of this ordinance.

§ 6.

1. Heads of scientific boards of relevant institutes shall convene sessions of scientific boards in order for the scientific boards to express their opinions on candidates in the competition for deans of particular faculties in the time that allows passing these opinions to the competition committee before the lapse of the closing date for submission of applications in the competition, no later than 28 June 2024.

2. After the scientific board expresses their opinion on the candidate, the head shall pass this opinion without delay to the competition committee, no later than 1 July 2024.
3. The scientific boards issue opinions on submitted candidates for the position of dean of the faculty by expressing a positive or negative opinion. The board may also state that it does not express an opinion due to the lack of sufficient information about the candidate and their development strategy for the faculty.
4. The head of the scientific board shall draw up reasoning to the resolution on expressing opinions, providing the number of votes of board members in favour and the number of votes of board members against a given decision. The head of the scientific board shall present in the reasoning major arguments offered in the discussion by members of the board that were in favour of a given decision or against it, while it may provide their own opinion only in the scope presented during the session of the board.
5. Each member of the scientific board may take a position in the process of the board giving opinion on council for taking the post of dean also by sending their stance to the head of the scientific board by means on electronic mail from their email address in the usz.edu.pl domain, before the session of the board, expressing their position as a positive or negative opinion. Members of the scientific board may support their position with relevant arguments. Such opinion sent within the time limit shall be deemed as opinion expressed during the session of the board.

§ 7.

1. Applicants for the post of director of the University of Szczecin Doctoral School must submit the following documents:
 - 1) an application form along with a statement of purpose;
 - 2) a proposal for a strategy of development of the Doctoral School along with a concept for holding the post of director of the school;
 - 3) a declaration about meeting the requirements specified in Article 20(1) of the Law;
 - 4) a declaration about meeting the requirements on work experience specified in the Order of the Rector, pursuant to the provisions of §98 of the Statute and §6(1) of Annex 7 to the Statute;
 - 5) CV and questionnaire;
 - 6) certified copies of documents evidencing the conferment of an academic degree or academic title; for documents in a language other than Polish, also a certified translation of the document into Polish;
 - 7) information about applicant's research or teaching achievements, including the list of scholarly publications;
 - 8) information on scholarly grants implemented so far;
 - 9) information on organizational posts the candidate has held in higher education and science units;
 - 10) a declaration about the form of employment at the University of Szczecin after being selected as the successful applicant in the competition and appointment to the position the competition relates to (§98(4) of the Statute);

- 11) for persons not currently employed at the University of Szczecin - a request for employment (§98(5) of the Statute).
2. Candidates may also attach other documents to the application and provide other information which in their opinion may be useful in deciding the competition.
3. Specimen of documents enumerated in subsection 1(1), (3) and (4) shall be established by the Annex to the Ordinance.

§ 8.

1. The session of the competition committee may be held in a procedure involving direct participation of members or in a procedure than uses IT technologies. The decision on the procedure for holding sessions of the committee shall be done by the head.
2. Minutes from sessions of the competition committee shall be made. In the case of sessions held in a procedure that uses IT technologies the session shall be recorded and the minutes shall be made based on the recording. The head of the committee may order that the entire session held with direct participation or specific parts thereof be recorded.
3. The minutes shall cover all statements by committee members delivered during the committee session that reflect the course of the session. Committee members shall have the right to correct and supplement their statements covered in the minutes; the corrections shall be an integral part of the minutes.
4. The provision of subsection 3 shall apply to statements of the candidate in the competition as long as they have been invited by the committee to the session in a procedure laid down in §10(1) of Annex 7 to the Statute.

§ 9.

1. The competition committee shall take a decision for each candidate on them being admitted to the competition.
2. The competition committee shall take a decision about the result of the competition for each candidate admitted to the competition.

§ 10.

1. The decisions of the competition committee shall have the form of resolutions taken in open voting by a simple majority vote with the presence of at least four committee members. In the event of uneven number of votes, the vote of the head shall decide.
2. The resolution of the committee that settles the competition shall be done in writing with signatures from all committee members that participate in passing it.
3. Committee members shall be allowed to present a separate opinion to the resolution establishing the result of the competition by placing it in the minutes.
4. The resolution of the Committee given in the competition and concerning the selection or refusal to select a candidate for a specific post shall require justification that takes into account assessment relating to the criteria laid down in §3. The committee shall have the

right to adopt specific point values for the assessment made for each of the criteria stipulated in this provision, applying these values for all applying candidates.

§ 11.

The documentation of committee sessions shall include:

- 1) resolutions passed;
- 2) minutes from sessions;
- 3) documents submitted by candidates applying in the competition;
- 4) documents in traditional form and those sent by email to candidates and such documents received from candidates.

§ 12.

The ordinance shall enter into force on the date it is signed.

REKTOR
prof. dr hab. Waldemar Wajcziński

