

ORDINANCE NO. 140/2024

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 12 August 2024

on establishing the procedure for holding competitions for taking up the post and employment in the positions of directors of institutes at the University of Szczecin for the term of office commencing on 1 January 2025, on documenting their course and on specimen 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 no. 7 to 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 (hereinafter referred to as Statute) it is agreed as follows:

**§ 1.**

1. Competitions for taking up posts and employment as directors of institutes at the University of Szczecin for the term of office commencing on 1 January 2025, hereinafter referred to as competitions, shall be carried out by competition committees appointed by Rector's ordinance pursuant to § 4(1) of Annex no. 7 to the Statute.
2. The administrative handling of the work of the committees shall be done by the Rector's Office.

**§ 2.**

The competitions shall be held according to the following schedule:

- 1) orders on the announcement of the competitions, pursuant to requirements laid down in Article 119(3) and (4) of the Law, shall be made public - no later than 26 September 2024;
- 2) candidates entering the competition for taking up the post and employment in the position of directors of institutes, hereinafter referred to as candidates, shall request at a competent scientific board of the institute that an opinion on their entering the competition be drafted - no later than 8 October 2024;
- 3) heads of scientific boards shall convene sessions of those boards to receive the opinions pertaining to candidates who have submitted their applications specified in subsection 2 and shall receive these opinions - no later than 31 October 2024;
- 4) heads of competition committees shall submit to the competition committees scientific boards' opinions on the candidates - no later than 4 November 2024;
- 5) candidates shall submit their applications in the competition along with the required documents, save for the opinion laid down in subsection 4 - no later than 5 November 2024;

- 6) sessions of the competition committees shall be convened to evaluate the applications and to settle whether individual candidates may be admitted to the competition or denied entry to the competition - no later than 8 November 2024;
- 7) sessions of competition committees shall be convened to settle the competitions and to adopt resolutions on closing the competitions - no later than 15 November 2024;

### § 3.

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

- 1) the candidate's motivation to hold the function specified in the application,
- 2) the quality and rationality of the proposed development strategy for the institute, in particular in the context of implementation of the strategy of the University of Szczecin;
- 3) the candidate's experience and accomplishments in holding organizational posts in organizational units in higher education and science;
- 4) the candidate's research and teaching achievements;
- 5) other special achievements of the candidate, presented as part of the competition application, which are significant to holding this post.

### § 4.

1. Competition applications should include information about the candidate and a declaration on their consent to be served documents electronically, in particular they should include an email address to which all correspondence related to the competition will be delivered.
2. 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: [biuro.rektora@usz.edu.pl](mailto:biuro.rektora@usz.edu.pl). Submissions may also be made electronically to [biuro.rektora@usz.edu.pl](mailto:biuro.rektora@usz.edu.pl); in this case documents must be authenticated with an electronic or trusted signature.
3. The meeting of the closing date for applications shall be determined by:
  - 1) the date of sending the message in the electronic mail's IT system, or
  - 2) the date of bringing the documents in person, or
  - 3) the date on the postal stamp for application submitted via a postal operator.

### § 5.

1. Candidates for the posts of directors of institutes 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 institute along with a concept for holding the post of the director of the institute;
  - 3) a declaration about meeting requirements specified in Article 20(1) of the Law;
  - 4) a declaration about meeting requirements pertaining to having at least five years of work experience in the post of an academic teacher employed in a group of research staff or research and teaching staff or in the post of a research fellow at an institute of the Polish Academy of Sciences or another state research institute;

- 5) CV and questionnaire;
  - 6) certified copies of documents evidencing the conferment of the academic title or academic degree; for documents in a language other than Polish, also certified translations of such documents into Polish;
  - 7) information about candidate's research and teaching achievements, including the list of scholarly publications;
  - 8) information on organizational posts the candidate has held in organizational units in higher education and science;
  - 9) documents confirming experience in managing a research team in a research project financed through a competition by foreign or international institutions, domestic institutions, such as NCN, NCBiR, NPRH, involving funds from the budget of the European Union and the EFTA, subject to § 7(2) of Annex no. 7 to the Statute;
  - 10) additional information about the candidate's participation in scientific and research grants;
  - 11) a declaration about the form of employment at the University after being appointed to the post of the director of the institute that the competition relates to;
  - 12) application letter - for persons who are not University employees.
2. Candidates may also include in their competition applications other documents or information relevant to the competition.
  3. Specimen documents enumerated in subsection 1(1), (3) and (4) shall be established by an Annex to the Ordinance.
  4. Candidates are obliged to request at the scientific board of a relevant institute that an opinion on their candidature be drawn up by sending a request to the head of the institute's scientific board. The scanned request must be sent by electronic mail and include the first and second name of the candidate and attached scanned documents referred to in § 5(1) of this Ordinance.

## § 6.

1. The head of the scientific board of a relevant institute shall convene a session of the scientific board for the board to express their opinion on the candidate or candidates who submitted their requests specified in § 2(2) of the ordinance.
2. After the scientific board issues the opinion about the candidate, the head of the board shall forward this opinion to the competition committee and shall immediately send it to the candidate by electronic mail to the email addressed provided by the candidate.
3. The institute's scientific board's giving opinion on the candidate who have submitted their requests referred to in § 2(2) of the Ordinance shall involve issuing a positive or a negative opinion. The opinion shall take the form of a separate resolution for each candidate. The scientific board may also conclude, by way of resolution, that they shall not express their opinion due to absence of sufficient information on the candidate.
4. The head of the scientific board of the institute shall transfer to the competition committee the resolution and information on the number of votes of board members cast in favour of each decision and about the number of votes against and withheld votes. The head of the scientific board shall draft a reasoning to the resolution in which they shall present major

arguments offered in the discussion by members of the board that were in favour of a given decision or against it, while he/she may provide their own opinion only in the scope presented during the session of the board.

#### **§ 7.**

1. Sessions of the competition committee may be held through direct participation or remotely. The decision on the procedure for holding sessions of the committee shall be made by the head.
2. Minutes for the sessions of the competition committee shall be made.
3. The minutes shall cover all statements by committee members delivered during the committee 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 no. 7 to the Statute.

#### **§ 8.**

1. The competition committee shall take a decision for each candidate on them being admitted or not 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.

#### **§ 9.**

1. Decisions of the competition committee shall have the form of resolutions and shall be made in secret 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 be decisive.
2. The resolution of the committee that decides the competition shall be done in writing and signed by the committee head or deputy head.
3. Committee members shall be allowed to present a separate opinion to the resolution that includes the decision on the result of the competition by placing it in the minutes.
4. The committee's decision taken in the competition that concerns the selection or refusal to select a candidate to take up the post and employment in the position of the director of an institute, shall require reasoning.

#### **§ 10.**

The documentation of the committee sessions shall include:

- 1) resolutions;
- 2) minutes from sessions;
- 3) documents submitted by heads of scientific boards of institutes and candidates entering the competition;

4) documents in traditional form and those sent by email to candidates and documents received from candidates.

§ 11.

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

REKTOR  
  
prof. dr hab. Waldemar Tarczyński