

ORDER NO. 18/2024

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 12 August 2024

on taking up the post and employment in the position of
the Director of the Institute of Biology of the University of Szczecin for the term of office
commencing on 1 January 2025.

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(1) 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. A competition for taking up the post and employment in the position of the Director of the Institute of Biology of the University of Szczecin for the term of office commencing on 1 January 2025, hereinafter referred to as competition, is hereby announced.
2. The position to which the competition relates shall commence on 1 January 2025 for a four-year term, subject to provisions of § 77(2) and (3) of the Statute.

§ 2.

1. Competition applications should include information about the candidate and a declaration of 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. The closing date for submitting applications along with all required documents shall be 5 November 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: biuro.rektora@usz.edu.pl. Submissions may also be made electronically to biuro.rektora@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 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 applications submitted via a postal operator.

§ 3.

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

- 1) the candidate's motivation to take up the post of the Director of the Institute of Biology;
- 2) the quality and rationality of the proposed development strategy for the Institute of Biology, 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 important achievements of the candidate presented as part of the competition application, which are significant to holding this post.

§ 4.

Candidates must submit documents specified in § 5(1) and jointly meet the following requirements:

- 1) requirements specified in Article 20(1) of the Law;
- 2) candidates must have at least five years of 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;
- 3) holding an academic degree or an academic title.

§ 5.

1. Candidates must submit the following documents in the competition procedure:

- 1) an application form along with a statement of purpose;
- 2) a proposal for a strategy of development of the Institute of Biology along with a concept for holding the post of the director of the Institute;
- 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, pursuant to the provisions of § 6(1) of annex no. 7 to the Statute;
- 5) CV and questionnaire;
- 6) certified copies of documents evidencing the conferment of the academic degree or academic title; 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 higher education and science units;
- 9) additional information about the candidate's participation in scientific and research grants;

- 10) a declaration about the form of employment at the University after being selected as the successful candidate in the competition and appointment to the position the competition relates to;
 - 11) for persons not currently employed at the University - application letter.
2. The Rector hereby relieves the candidates from the obligation to submit documents referred to in § 7(1)(8) of Annex no. 7 to the Statute.
 3. The candidates may also include in the competition application other documents or information relevant to the competition.
 4. Specimen documents referred to in subsections (1), (3) and (4) are specified in the annex to 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, hereinafter referred to as Ordinance.

§ 6.

1. Candidates are obliged to request at the scientific board of a relevant institute that an opinion on their candidature be drawn up by sending the request to the head of the institute's scientific board. The scanned request must be sent by electronic mail to lidia.skuza@usz.edu.pl and include the candidate's first and second name and attached scanned documents referred to in § 5(1).
2. After the scientific board issues the opinion about the candidate, the head of the board shall forward the opinion to the competition committee and shall immediately send it to the candidate by electronic mail to the email addressed provided by the candidate.

§ 7.

The detailed procedure and rules of conducting the competition procedure are specified in 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.

§ 8.

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

REKTOR

prof. dr hab. Waldemar Tarczyński