**REGULATIONS**

**on the Conduct of Recruitment Processes for Scientific Positions**
at the **Ludwik Hirszfeld Institute of Immunology and Experimental Therapy, Polish Academy of Sciences**

In order to establish the rules of recruitment processes for scientific positions at the Ludwik Hirszfeld Institute of Immunology and Experimental Therapy of the Polish Academy of Sciences (hereinafter referred to as the "Institute"), pursuant to Article 91(5) of the Act of April 30, 2010, on the Polish Academy of Sciences (Journal of Laws of 2020, item 1796) (hereinafter referred to as the "Act on PAS"), the following provisions are established:

**§ 1**

1. The employment of a scientific employee at the Institute is preceded by a competitive selection (recruitment) process.
2. The recruitment process is not required to be conducted in the case of fixed-term employment of a scientific employee:
3. assigned to work on the basis of an agreement concluded with a foreign scientific institution,
4. for the duration of a project involving scientific research or development work, financed through a competitive process from funds allocated for higher education and science, or from financial resources provided by the European Union budget, non-refundable funds from assistance granted by member states of the European Free Trade Association (EFTA), or other non-refundable foreign sources,
5. in the same position, provided that the previous employment contract was concluded for a period no shorter than three years.
6. **The employment of a scientific employee, as referred to in paragraph 2(b) above, may be preceded by a recruitment process, particularly when required by the conditions for the implementation of a project involving scientific research or development work. The procedure and method for conducting the recruitment process are established in accordance with these regulations, other relevant regulations in force at the Institute, and the conditions for implementing the projects under which the scientific employee is employed. If the conditions for implementing the project under which the employee is to be employed require a different procedure and method for conducting the recruitment process, deviations from the rules outlined in these regulations are permitted.**

§ 2

1. Scientific employees are employed at the Institute upon meeting the criteria specified in Article 89 of the Polish Academy of Sciences Act.
2. Scientific employees may be employed at the Institute in the following positions:
	1. Professor,
	2. Institute Professor,
	3. Adjunct,
	4. Assistant.

§ 3

1. The recruitment process for a scientific position at the Institute may be initiated:
2. at the initiative of the Director of the Institute.
3. as a result of a request submitted to the Director of the Institute by:
	* the head of an organizational unit of the Institute,
	* the head of a research project in which a scientific employee is to be employed, after obtaining an opinion on the proposed scientific position from the head of the organizational unit of the Institute where the scientific employee will be employed.
4. The request for initiating the recruitment process, referred to in paragraph 1(b) above, should include:
5. the title of the scientific position to which the application relates,
6. the organizational unit of the Institute where the scientific employee is to be employed,
7. source of funding,
8. gross salary,
9. type of contract,
10. amount of working time,
11. proposed period of employment,
12. the expected start date of employment,
13. at least two proposed members of the recruitment committee, as referred to in § 5 of these regulations,
14. justification for the need to employ a scientific employee.
15. The decision to initiate any recruitment process for a scientific position is made by the Director of the Institute, after obtaining a written opinion from the Deputy Director for Scientific Affairs.
16. After the decision has been made to announce a recruitment process for a scientific position, the Director of the Institute appoints a recruitment committee (hereinafter referred to as the "Committee").
17. The Director of the Institute has the right to cancel the recruitment process for a scientific position at any stage. Written notice of cancellation shall be made public on the Institute’s website and sent to the candidates.

**§ 4**

1. The recruitment process requirements of candidates for a scientific position at the Institute [hereinafter referred to as the "Candidate" or "Candidates"] are to be included in each recruitment announcement.
2. The content of the recruitment announcement is prepared by the Chairperson of the Committee in consultation with its members.
3. The recruitment announcement should contain basic information regarding the position that the recruitment process applies to and the requirements for Candidates, and in particular it is to specify:
	1. the name of the position being recruited for,
	2. the number of positions being recruited for,
	3. the organizational unit of the Institute where the scientific employee is to be employed,
	4. source of funding,
	5. gross salary,
	6. type of contract,
	7. amount of working time,
	8. proposed period of employment,
	9. the expected start date of work,
	10. description of responsibilities for the position,
	11. formal and merit-based requirements that the Candidate should meet,
	12. additional requirements that the Candidate may meet,
	13. list of required documents from Candidates,
	14. the procedure for submitting documents,
	15. an address to which documents should be sent,
	16. the deadline for submitting documents, not less than thirty days from the date of announcement of the recruitment process, with the exception of recruitment processes conducted for research projects, in which this period can be shortened to 14 days,
	17. method of contact with Candidates for the purposes of the recruitment process,
	18. the end date of the recruitment process and announcement of its results, no longer than 60 days from the date of announcement of the recruitment process, subject to § 9(2) and § 10(a),
	19. GDPR form,
	20. an address where all the necessary recruitment documentation is available.
4. The minimum formal requirements for Candidates applying to the scientific position at the Institute that the recruitment process applies to are specified in Appendix No. 1 to these regulations.
5. Announcement of the recruitment process consists of making information about the recruitment process public by placing a notice:
	1. on the website of the minister responsible for higher education and science in the Public Information Bulletin,
	2. on the European Commission website in the European portal for mobile researchers dedicated to publishing job offers for researchers,
	3. on the Institute's website,
	4. On **portals specified in the conditions of a project’s implementation,** if the announcement concerns the employment of a scientific employee from research project funds.
6. The recruitment process announcement date is the date on which the announcement appears on the website of the minister responsible for higher education and science in the Public Information Bulletin, as well as on the European Commission website in the European portal for mobile researchers dedicated to publishing job offers for scientists.

**§ 5**

1. The Committee referred to in § 3(4) of these regulations consists of at least 5 members, and the number of Committee members should be odd.
2. The Committee must include, subject to § 10(b) of these regulations:
	1. the Chairperson of the Committee, who is the person requesting employment in accordance with § 3(1) of these regulations or a representative designated by them from among the Institute's employees,
	2. the Director of the Institute or the Deputy Director for scientific affairs,
	3. the Chairperson of the Scientific Council of the Institute or a representative designated by them from among the Institute's employees who are members of the Scientific Council of the Institute,
	4. at least two members proposed in the request initiating the recruitment process for a scientific position at the Institute (in accordance with § 3(2)(i) of these regulations), who possess scientific qualifications enabling them to assess candidates for scientific positions in accordance with the requirements of the recruitment process.
3. No member of the recruitment committee may be a person who is a spouse, relative, or in-law of a person to whom the recruitment process pertains, or remains in such a legal or factual relationship with them that may raise reasonable doubts as to their impartiality. If such circumstances are revealed after the appointment of the Committee, the Director shall execute changes to the composition of the Committee in accordance with § 6(2).
4. The work of the Committee is directed by the Chairperson of the Committee.
5. In justified cases, the Chairperson of the Committee may request the Director of the Institute to modify or supplement the composition of the Committee. If circumstances arise that prevent or significantly hinder the Chairperson of the Committee from performing their function and related duties, the Director may change the Chairperson on their own initiative.
6. The Committee carries out its tasks at in-person meetings, remote meetings, or by circulation using telecommunications means.
7. The Committee makes decisions via voting, with the outcome of the vote determined by an absolute majority. The results of open voting should be recorded in the minutes of the recruitment process referred to in § 7(1). **Protocols of secret ballots**, as specified in **§ 6(12) and (15),** must be prepared and attached to the **employment recommendation of candidates**, as referred to in **§ 7(3).**
8. The Committee may seek assistance at any stage of its work from:
	1. the Documentation and Scientific Information Department of the Institute in the field of scientometric and bibliometric evaluation of a Candidates' achievements,
	2. the IT Department of the Institute in the field of telecommunication support,
	3. the Human Resources and Payroll Department in matters related to the recruitment process.

**§ 6**

1. The Committee is to review the documents submitted by Candidates and check their completeness in accordance with the Candidate Assessment Form, which constitutes Appendix No. 2 to these regulations.
2. Before proceeding to further stages of candidate assessment, Committee members declare in writing that, in accordance with § 5(3), there are no circumstances that would exclude them from further work of the Committee. Declarations are collected by the Chairperson of the Committee and stored with the recruitment documentation as provided for in § 11. If it is necessary to change the composition of the Committee due to the circumstances mentioned in § 5(3), the Director, at the request of the Chairperson, appoints new Committee members to replace the member or members of the Committee who do not meet the conditions of § 5 (3). The newly composed Committee decides by open vote whether to recognize the validity of any previous stages of the recruitment process or to announce a new recruitment process.
3. In particularly justified cases, the Committee may require Candidates to supplement formal deficiencies regarding the requirements specified in the announcement. The Candidate Assessment Form should include an annotation about which Candidates, for what reason, and to what extent were required to supplement their applications.
4. The request for a Candidate to supplement documents is made electronically using the e-mail address provided by them in the application. The Candidate should supplement the documents within the time limit specified by the Committee, no less than 7 calendar days from the request, under the penalty of rejection of the application.
5. The Committee, no later than 10 days after the deadline for submitting documents, develops a list of Candidates who meet the requirements specified in the announcement.
6. The Committee evaluates Candidates based on the criteria adopted in the Candidate Assessment Form, which constitutes Appendix No. 2 to these regulations.
7. After completing the activities referred to in paragraphs 1-6 above, the Committee decides by open vote to conduct interviews with Candidates to verify candidate skills and their fit to the requirements of the position that is the subject of the recruitment process.
8. The Committee may conduct interviews only with selected Candidates. If two or more Candidates who meet the requirements specified in the announcement have applied for the recruitment process, an interview should be conducted with at least two Candidates. If the Committee conducts an interview only with selected Candidates, the minutes should indicate the reasons behind such a decision.
9. **In the recruitment process for the positions of Professor and Institute Professor, the Committee may decide, by open vote, to invite selected Candidates to present their previous scientific and organizational achievements, specifically at a scientific seminar of the organizational unit of the Institute where the employee is to be employed, an Institute seminar, or before the Scientific Council of the Institute.** The seminar may be open to the public and conducted using telecommunication technologies.
10. If the Committee decides to invite a Candidate to deliver a seminar, the date of the seminar is each time agreed upon by the Committee with the Candidate or Candidates, unless it was specified in the recruitment announcement. The seminar date should be set for a day occurring no later than 30 days from the day the Committee decides to invite the Candidate. The Candidate must be notified of the invitation to deliver a seminar **no later than 7 days** before the scheduled presentation date.
11. The Committee evaluates interviews with Candidates and, if they took place, the presentations of Candidates at a seminar in the organizational unit of the Institute or at an Institute seminar, in accordance with the Candidate Assessment Form (Appendix No. 2).
12. In the case of delivering a seminar before the Scientific Council of the Institute, after the seminar, a secret ballot is conducted among the members of the Scientific Council of the Institute on a positive or negative opinion of the seminar delivered by the Candidate in accordance with the Candidate Assessment Form (Appendix No. 2).
13. The Committee makes its final evaluation of the Candidates based on the documents submitted and, where applicable, the interview referred to in paragraphs 7 and 8 above, as well as the seminar delivered, as mentioned in paragraphs 9-12 above.
14. The evaluation of Candidates is ultimately expressed in the form of a candidate ranking list for the scientific position declared, along with the grade awarded in the evaluation process in accordance with the Candidate Assessment Form (Appendix No. 2).
15. After conducting the activities described in paragraphs 1-14 above, the Committee decides by secret ballot to recommend a maximum of 3 selected individuals from the candidate ranking list. Voting takes place on each candidacy separately, and an absolute majority of votes decides on the support for a given candidacy.

**§ 7**

1. The Committee prepares minutes from the recruitment process, which should contain the most important information about the course of the recruitment process, the results of open voting, and the evaluation of candidacies prepared in accordance with the Candidate Assessment Form. The content of the aforementioned minutes should also include information regarding the fulfillment by Candidates of the minimum requirements referred to in § 4(4) of these regulations.
2. The minutes should be accepted by all Committee members in an open vote and signed by the Chairperson of the Committee.
3. After conducting the recruitment process, the Committee prepares and presents to the Director of the Institute a recommendation for employment of selected individuals for the scientific position in the order indicated on the ranking list, or for not employing any of the Candidates. The recommendation shall be accompanied by the minutes referred to in paragraph 1 above and the complete recruitment documentation, in particular documents sent by the Candidate, declarations of Committee members referred to in § 6(2), Candidate Assessment Forms, minutes of secret ballots referred to in § 6 (12 & 15).

**§ 8**

1. The recruitment process is concluded by the Director of the Institute by making a decision to employ a Candidate for a scientific position based on a positive recommendation from the Committee. The Director of the Institute may also decide not to employ any of the Candidates.
2. In the event of resignation of a Candidate for whom the Director of the Institute has made a decision to employ, the Director may offer the position to the next Candidate from the ranking list, provided that their candidacy received a recommendation from the Committee in the recruitment process, and no more than 2 months have passed since the day the recruitment process was concluded.
3. The Director notifies all Candidates of the results of the recruitment process via the method specified in the recruitment announcement.
4. The results of the recruitment process are announced by publishing information on the Institute's website. The results of the recruitment process may also be announced on other websites, if such an obligation arises from separate regulations or bylaws.
5. Candidates have the right to request the Director to provide information about the strengths and weaknesses of their candidacy and to access the Candidate Assessment Form in the scope of their evaluation.
6. The Director of the Institute may employ a Candidate selected in the recruitment process for the position of professor or Institute professor on the basis of an employment contract or direct a request for appointment to the President of the Polish Academy of Sciences, in accordance with Article 91(1) of the Act on PAS.
7. To the extent possible, the first contract with a newly employed employee should be concluded for a fixed term. The conclusion of each subsequent contract should be preceded by obtaining a positive opinion from the head of the organizational unit of the Institute in which the scientific employee was employed and, in instances where the salary of the employee is financed via research project funds, a positive opinion from the head of this research project.

**§ 9**

1. In the event that the recruitment process is not concluded by the employment of a Candidate, the Director of the Institute may declare a new recruitment process, in the manner provided for in these Regulations. Candidates who participated in the previous recruitment process may participate in the new recruitment process.
2. In the case of announcing a new recruitment process pursuant to paragraph 1 above, the date of conclusion of the recruitment process does not need to be specified, with the provision that the recruitment process continues until a suitable Candidate for the scientific position is found.
3. In the case of conducting a recruitment process in the manner provided for in paragraph 1 above, the Committee evaluates submitted candidacies as applications to the recruitment process are received, until an appropriate Candidate is selected or the recruitment process is concluded by the Director without selecting a Candidate.

**§ 10**

For recruitment processes for the positions of professor and Institute professor, the provisions of these regulations apply, with the reservation that:

1. the deadline for concluding the recruitment process, specified in the information on the recruitment process, may be extended to a maximum of 90 days from the date of announcing recruitment,
2. the chairperson and members of the Committee may only be persons with the title of professor or the degree of habilitated doctor.

**§ 11**

1. The recruitment process documentation will be kept until the recruitment process is completed, and then for 12 months from the end of the competition or until the claims expire (based on Article 6(1)(f) GDPR), unless a complaint has been filed with the administrative court regarding the decision of the recruitment process, and the proceedings have not been concluded with a final judgment.
2. Applications of negatively considered candidates will be destroyed by the Committee after the recruitment is completed, excluding applications of persons who have agreed to their use in subsequent recruitment, conducted for a period of 12 months from the end of the recruitment process.

**§ 12**

These regulations shall enter into force on XX.YY.2024.