

# **RECRUITMENT RULES FOR RESEARCH POSITIONS AT THE NATIONAL VETERINARY RESEARCH INSTITUTE (NVRI) IN PUŁAWY**

## **I. General information.**

This document sets out the recruitment rules for research positions at the National Veterinary Research Institute (NVRI). It was established on the basis of Articles 42-44 of the Act on Research Institutes of 30<sup>th</sup> April 2010 (Journal of Laws of 2019, item 1350), and the NVRI Statute.

1. A scientific researcher may be a person employed at the following position:

- 1) Professor;
- 2) Institute's Professor;
- 3) Assistant Professor;
- 4) Research Assistant.

The employment of a scientific researcher is preceded by a competition. The criteria and procedures for conducting and announcing the competition shall be laid down in the Institutes's Statute.

## **II. OTM-R**

The recruitment process for research positions consists of 3 stages.

### **Stage 1. Competition notice and application:**

Recruitment procedures at the NVRI are initiated by the Director at the request of the heads of individual scientific departments.

The HR Department is responsible for the proper preparation of the content of the competition notice.

1) The competition notice shall contain:

- the position to which the competition relates,
- the organisational unit to which the recruitment is conducted,
- requirements and qualifications that should be met by the candidate,
- work time,
- list of required documents,
- place of submitting the documents,
- deadlines for the submission of documents and completion of the competition process (the deadline for submission of documents should be at least 14 days from the date of publication of the competition notice).

The candidates for research posts through competition must meet the requirements and have the following qualifications:

a) Basic requirements for the position of a **Research Assistant:**

- master's degree [mgr] or equivalent,
- to be in the process of writing a PhD thesis,
- a certificate or document confirming knowledge of modern language,
- other requirements resulting from the specific nature of the position as set out in the competition notice

a) Basic requirements for the position of an **Assistant Professor:**

- doctor's degree,
- publication of the results of the PhD thesis in a journal from the current list of the Ministry of Science and Higher Education journals,
- scientific output, minimum 140 points, from the publication of scientific papers in journals from the list of the Philadelphia Institute for Scientific Information or the current list of the Ministry of Science and Higher Education journals, calculated according to the scoring applicable at the time of publication,
- other requirements resulting from the specific nature of the position as set out in the competition notice

c) Basic requirements for the position of the **Institute's Professor:**

- a doctor's or post-doctoral degree or academic title,
- supervising or acting as an adviser in at least one doctoral degree program,
- managing a research project financed from external sources (other than statutory activities),
- as part of the scientific output, counted from the period after obtaining the post-doctoral degree, publications in journals from the Philadelphia Institute for Scientific Information.

c) Basic requirements for the position of a **Professor:**

- title of a professor
- having an established, significant position in the scientific and professional community and being a reviewer of at least one PhD thesis, post-doctoral thesis, publication or research project.

2) The competition notice shall be placed:

- on the Institutes's website,

- on the website of the minister of science and higher education in the Public Information Bulletin
- on the European Commission's website on the European portal for mobile researchers which publishes job offers for scientists.

3) The application may be submitted in person, sent by e-mail or by post. All documents submitted by candidates are forwarded to the HR Department and kept confidential and in accordance with applicable regulations.

## **Stage 2. Evaluation and selection of candidates**

1. The evaluation of applications for research posts is carried out by the Competition Committee.

In the NVRI, two Competition Committees were appointed by Order of the Director No 14/2018 of 11<sup>th</sup> April 2018:

a) a committee for competitions for a research assistant and assistant professor posts

b) a committee for competitions for a professor and Institutes's professor posts

All members of the Recruitment Committee, as well as other persons participating in the Committee's work, are required to comply with the rules on the protection of personal data, confidentiality and non-disclosure of information acquired in connection with the Committee's work.

2. At first, the Competition Committee makes a formal selection of the candidates.

The offers without the required documents are rejected and destroyed upon the completion of the competition. In justified cases, the Committee may ask the candidate to supplement the missing documents.

The offers of the candidates who do not meet the requirements of the competition shall be rejected and destroyed upon the completion of the competition.

The candidates, whose documents are verified and approved, are invited to a job interview, which shall be held at the Institute.

The Commission shall do an evaluation on the basis of the Candidate Assessment Sheet. (Appendix No 1).

Upon each job interview, the minutes of the competition for the research position are drawn up, in which the Competition Committee recommends or advises against employing a given candidate. (Appendix No 2).

The minutes shall be forwarded to the Director of the NVRI for acceptance or rejection of the given application.

3) The results of the competition are published on the website of the Institute. The candidates applying for the post shall also be informed about the pros and cons of their application. Each candidate has the right to appeal against the results of the competition within 7 days from the date of their publication on the website of the Institute. The appeal shall be lodged with the Director of the Institute.

4. The offers of the candidates who have not been selected are to be destroyed after 3 months. At the written request of the candidate, offers shall be destroyed properly in advance.

5) The Director may cancel a competition in the case if circumstances arise which prevent recruitment to the post concerned.

### **Stage 3. Signing the Employment Contract**

The candidate selected for a research position must obtain the approval of the Scientific Board of the NVRI before signing an employment contract, in accordance with the Act on Research Institutes. The candidate is obliged to provide the HR Department of the Institute with documents confirming his/her qualifications and scientific achievements.

The employment contract is signed with the selected temporary candidate. The maximum number of contracts and the duration of the contract are determined by labour law. Based on the opinion of the head of the department for outstanding young scientists, the duration of work on a fixed-term contract may be shortened.

In the case of refusal to sign the employment contract, the Competition Committee has the right to propose a position to the person who received the next position in the competition without announcing a new competition.

### **III. Quality control system**

The HR Department shall bear responsibility for the recruitment process. The Director of the NVRI appoints a committee which reviews and evaluates the recruitment processes once a year.

## Candidate Assessment Sheet for the position

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Full name of a candidate

	<b>SCOPE OF THE ASSESSMENT (in relation to the criteria in the competition notice)</b>	<b>Maximum number</b>	<b>Number of points awarded</b>
<b>1</b> .	General presentation of a candidate (brief and clear speech, personal culture)	<i>Maximum 5</i>	
<b>2</b> .	Level of subject-area knowledge	<i>Maximum 10</i>	
<b>3</b> .	Education, professional experience of the candidate (e.g. scientific internships)	<i>Maximum 10</i>	
<b>4</b> .	Scientific achievements (publications, participation in research grants)	<i>Maximum 10</i>	
<b>5</b> .	Educational achievements (experience in conducting trainings, workshops, lectures, obtaining funds for projects)	<i>Max10</i>	
<b>6</b> .	Distinctions and awards	<i>Maximum 5</i>	

**Total score:**

Date and signature of the Committee's members:

Appendix No 2

Puławy,

dated.....

**Minutes of the Competition Committee**

The Recruitment Committee appointed in the NVRI by the Director's Order No 14/2018 of 11<sup>th</sup> April 2018 and acting in the following composition:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Conducted the recruitment procedure in accordance with the adopted recruitment rules for research positions at the NVRI.

There were ..... offers of the persons interested in the research position within the specified deadline:

- 1.
- 2.
- 3.

The Recruitment Committee examined all the offers in terms of completeness of the documents submitted and meeting the requirements set out in the competition notice.

Upon the initial verification of the documents, the formal requirements were met by ..... candidates.

The job interview was held at the Institute on .....

The Competition Commission selected the following candidates, ranked according to their fulfilment of the criteria set out in the competition notice expressed in the number of points:

No	Full name	Place of residence	Total score (number of points)
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After having analysed the whole recruitment process, the Competition Commission proposes to employ the following person:

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Justification:

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Committee's signatures:

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