



UNIwersytet
Warszawski

MONITOR
UNIwersytetu Warszawskiego

Item 246

**ANNOUNCEMENT NO 11
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 6 September 2017

**on guidelines pertaining to the rules of employment in positions of academic
teachers at the University of Warsaw**

The guidelines pertaining to the rules of employment in positions of academic teachers at the University of Warsaw are announced in the appendix to this announcement.

Rector of the University of Warsaw:
M. Pałys

GUIDELINES PERTAINING TO THE RULES OF EMPLOYMENT IN POSITIONS OF ACADEMIC TEACHERS AT THE UNIVERSITY OF WARSAW

I. General principles

1. The guidelines shall supplement the criteria and rules of employment in positions of academic teachers set out in the Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2016, item 1842, as amended), and in the Statute of the University of Warsaw (consolidated text: UW Monitor, 2015, item 150, as amended).

2. The guidelines pertain to employment in positions of academic teachers, in the group of teachers-researchers, researchers and teachers.

3. A deviation from terms and conditions of employment specified herein, justified by special circumstances, including the ones arising from generally applicable legal regulations, shall not be considered a breach of these guidelines.

4. The contest procedure, promotion procedure and the procedure for extension of employment, referred to in these guidelines, are based on the rules set out in:

- 1) ordinance no 52 of the Rector of the University of Warsaw of 14 June 2017 on setting out detailed rules and the procedure for promotion to the position of a full professor and extension of employment of academic teachers at the University of Warsaw (UW Monitor, 2017, item 199), hereinafter referred to as “ordinance no 52 of the UW Rector;”
- 2) ordinance no 18 of the Rector of the University of Warsaw of 7 March 2016 on setting out the procedure as well as terms and conditions of conducting the contests for the positions of academic teachers at the University of Warsaw (consolidated text: UW Monitor, 2017, item 203), hereinafter referred to as “ordinance no 18 of the UW Rector.”

II. Teachers-researchers employed as: an assistant, adjunct, associate professor, full professor, visiting professor

1. Assistant:

- 1) a beginning teacher-researcher shall be employed in the position of an assistant as a result of an open contest, subject to exclusions set out in the Act – Law on Higher Education, for a fixed period of no more than five semesters; the doctoral degree held by the candidate or submitting the doctoral thesis with a positive opinion of the promoter shall be the conditions for employment;
- 2) persons employed in the position of an assistant:
 - a) holding the doctoral degree – shall be subject to periodic assessment, with special consideration of prospects to meet the requirements for employment

- in the position of an adjunct; lack of prospects to meet these requirements shall provide a basis for a negative periodic assessment;
- b) holding a master's degree – the maximum period of employment in the position of an assistant without the doctoral degree shall apply (rotation periods shall comply with provisions of resolution no 483 of the Senate of the University of Warsaw of 14 March 2012 on amendments to the Senate of the University of Warsaw (UW Monitor, 2012, item 58, as amended), hereinafter referred to as “resolution no 483 of the UW Senate”).
2. Adjunct:
- 1) an experienced teacher-researcher shall be employed in the position of an adjunct as a result of an open contest, subject to exclusions set out in the Act – Law on Higher Education, for an indefinite period, provided that:
 - a) in the fourth year of employment, the periodic assessment shall be carried out – the assessment of current research achievements and plans, with special consideration of prospects to the award of doktor habilitowany [full doctor] degree; lack of progress in research activity justifying the actual possibility to be awarded the full doctor degree shall provide a basis for a negative periodic assessment; the assessment shall also cover the achievement of other goals and tasks that could have been identified upon employment in the position of an adjunct; a negative assessment shall result in termination of employment;
 - b) the maximum period of employment in the position of an adjunct without the full doctor degree shall apply (rotation periods are specified in resolution no 483 of the UW Senate);
 - 2) requirements and conditions for employment in the position of an adjunct:
 - a) doctoral degree and research achievements,
 - b) plan of further research activities,
 - c) teaching experience,
 - d) international experience (recommended: internship abroad or noticeable research activities on an international level, e.g. participation in international conferences, publications in recognised global journals, participation in the implementation of international projects, cooperation with foreign partners documented with joint publications),
 - e) additional requirements (specific research, teaching or organisational goals and tasks) specified in the contest terms and conditions or in the job description;
 - 3) persons employed in the position of an adjunct:
 - a) holding the full doctor degree – shall be subject to periodic assessment, with special consideration of activities (including research activities and activities involving taking care of young employees) after being awarded the full doctor degree, and prospect to meet the requirements for the promotion to the position of an associate professor, and if there are no such prospects – the assessment of grounds for continued employment in the teaching and research position;
 - b) holding the doctoral degree – the maximum period of employment in the position of an adjunct without full doctor degree shall apply (rotation periods shall comply with provisions of resolution no 483 of the UW Senate); these persons shall be subject to periodic assessment, and lack of progress in research activities justifying the actual possibility to be awarded the full doctor degree before the expiry of the maximum employment period, shall provide a basis for a negative periodic assessment.

3. Associate professor:
- 1) a teacher-researcher with long-term experience shall be employed in the position of an associate professor:
 - a) as a result of an open contest, subject to exclusions set out in the Act – Law on Higher Education,
 - b) after seeking an opinion of the Rector's Committee for Employment in the Positions of Professors at the University of Warsaw, and subject to obtaining a positive opinion of the UW Senate,
 - c) for an indefinite period, based on a contract of employment, and in case of persons holding a degree – based on appointment (also in case of persons, who obtained the academic title of professor during the period of employment in the position of an associate professor based on a contract of employment, by the transformation of employment based on a contract into appointment),
 - d) for a fixed period – at the request of the Dean of the faculty/head of another organisational unit or based on the decision of the UW Senate, for up to 33 months, or until the expiry of the maximum period of employment based on a contract of employment for a fixed period in line with the principles specified in the Labour Code, while maintaining the same requirements as for employment for an indefinite period; after the expiry of employment for a fixed period – extension of employment to an indefinite period, based on the assessment procedure (procedure for extension of employment for an indefinite period in the position occupied until that moment), referred to in ordinance no. 52 of the UW Rector.
 - 2) requirements and conditions for employment in the position of an assistant professor:
 - a) full doctor degree or the academic title of professor,
 - b) plan of further research activities,
 - c) significant research achievements after being awarded the full doctor degree, recognised in the international environment,
 - d) significant organisational achievements, including management of or participation in the implementation of research projects,
 - e) experience and teaching achievements (quality of teaching classes conducted, author of text books and other teaching aids),
 - f) significant achievements in taking care of young employees – acting as a promoter of at least one doctoral student or acting as a promoter in at least two proceedings aimed at awarding the doctoral degree pending with doctoral thesis submitted, or acting as a promoter in one such proceedings, and as an auxiliary promoter for at least one doctoral student; in exceptional cases, it is possible to waive the aforementioned requirements with respect to taking care of young employees, and instead take into account outstanding research and organisational achievements (outstanding research achievements confirmed, e.g. with international awards for research achievements, management of large international projects, e.g. within the framework of H2020, management of large research groups generating outstanding research results, etc.),
 - g) additional requirements (specific research, teaching or organisational goals and tasks) specified in the contest terms and conditions or in the job description;

- 3) persons employed in the position of an assistant professor for a fixed period:
 - a) based on a contract of employment for a fixed period – for a period starting before 22 February 2016, and ending after 21 November 2018 – these contracts shall be transformed by the virtue of the law into contracts for an indefinite period, subject to s. 3 point 1 letter c,
 - b) for a total period of at least five years – employment extension (including for an indefinite period) can take place based on an open contest or assessment (procedure for extension of employment for an indefinite period in the position occupied until that moment), referred to in ordinance no. 52 of the UW Rector, but taking into consideration requirements applicable in case of the first employment of the particular person in the position of an assistant professor; in particular, in case of intensive organisational activities, teaching achievements and research achievements recognised on an international level, the requirement pertaining to achievements with respect to taking care of young employees can be considered as fulfilled by acting as a promoter in an open doctoral thesis, subject to s. 3 point 1 letter c,
 - c) in case of employment for a fixed period, less than five years in total – employment extension (including for an indefinite period) should take place based on the rules specified in these guidelines for the first employment in this position, based on an open contest or assessment (procedure for extension of employment for an indefinite period in the position occupied until that moment), referred to in ordinance no. 52 of the UW Rector, subject to s. 3 point 1 letter c.

4. Full professor:

- 1) a teacher-researcher with outstanding achievements and top successes shall be employed in the position of a full professor, which is an expression of exceptional recognition:
 - a) as a result of promotion – after the implementation of the promotion procedure in keeping with the rules set out in ordinance no. 52 of the UW Rector, provided that only an academic teacher employed at the University in the position of an associate professor for an indefinite period or after an open contest conducted in keeping with the rules specified in ordinance no 18 of the UW Rector can be employed in the position of a full professor in the promotion procedure;
 - b) subject to obtaining a positive opinion of the UW Senate,
 - c) for an indefinite period based on an appointment, and in special cases based on a contract of employment;
- 2) requirements and conditions for employment in the position of a full professor:
 - a) academic title of professor,
 - b) outstanding research achievements and successes in academic work (globally recognised research achievements of the candidate are taken into account in the assessment, significant impact on the development of the particular field, position of a leader of a research group, position of a leader of the discipline on a national level, teaching achievements, significant contribution in education of young employees, organisational achievements, etc.).

5. Visiting professor:
- 1) a person, who is an employee of another university and has outstanding research achievements and significant professional achievements in the respect to the field of study, in which he/she is going to conduct teaching classes, shall be employed in the position of a visiting professor:
 - a) as a result of an open contest, subject to exclusions set out in the Act – Law on Higher Education,
 - b) for a fixed period;
 - 2) requirements and conditions for employment in the position of a visiting professor:
 - a) degree of full doctor or the academic title of professor, or doctoral degree, provided that the employment of a person holding a doctoral degree in the position of a visiting professor shall require confirming his/her research and professional achievements by the council of the faculty/another organisational unit that is going to employ this person, and obtaining a positive opinion of the UW Senate; the council shall issue such a confirmation in the procedure specified in the rules of the unit,
 - b) research achievements and significant teaching achievements on the level expected with respect to the position of an associate professor.

III. Researchers employed in positions of: an assistant, adjunct, associate professor, visiting professor, full professor

1. Research positions, which are financed mainly from external resources, are established for the period of financing. Terms and conditions, as well as the procedure for and period of employment in research positions are set out by provisions of the Act – Law on Higher Education as well as requirements of the financing entity and agreements concluded with the financing entity.

2. Employment of researchers in post-doctoral positions in research projects involves employment in the position of an assistant (research assistant), and in case of persons with significant research achievements – in the position of an adjunct (research adjuncts) or in exceptional cases – in the position of an associate professor (research associate professor), based on a contract of employment for a fixed period (unlimited contract).

3. In special cases, employment in research positions financed from the subsidy granted by the minister in charge of science (e.g. funds for statutory research) or from internal resources is possible. Employment in research positions takes place in keeping with the principles specified in the UW Statute and implementation ordinances. Conditions of employment in research and teaching positions set out in these guidelines, except for requirements pertaining to teaching experience and achievements, shall apply to employment in research positions.

IV. Teachers employed in positions of: a language teacher, instructor, lecturer, senior lecturer

1. Language teacher or instructor:
- 1) employment in these positions in units conducting language classes (foreign language courses, etc.) and other special classes (e.g. physical education classes) shall take place:

- a) as a result of an open contest, subject to exclusions set out in the Act – Law on Higher Education,
- b) for a fixed or indefinite period;
- 2) requirements and conditions for employment in the position of a language teacher or instructor:
 - a) master's or an equivalent degree,
 - b) skills required with respect to planned classes,
 - c) additional requirements (specific teaching or organisational goals and tasks) specified in the contest terms and conditions or in the job description.

2. Lecturer:

- 1) a beginning teacher shall be employed in the position of a lecturer:
 - a) as a result of an open contest, subject to exclusions set out in the Act – Law on Higher Education,
 - b) for a fixed or indefinite period;
- 2) requirements and conditions for employment in the position of a lecturer:
 - a) master's or an equivalent degree,
 - b) skills required with respect to planned classes,
 - c) additional requirements (specific teaching or organisational goals and tasks) specified in the contest terms and conditions or in the job description;
- 3) persons employed in the position of a lecturer are subject to periodic assessment, taking into account the following basic criteria: quality of and innovative approach to teaching, organisational activities, achievement of specified teaching or organisational goals and tasks, prospects to meet the requirements for the promotion to the position of a senior lecturer.

3. Senior lecturer:

- 1) a teacher with a few years of experience shall be employed in the position of a senior lecturer:
 - a) as a result of an open contest, subject to exclusions set out in the Act – Law on Higher Education,
 - b) for a fixed or indefinite period;
- 2) requirements and conditions for employment in the position of a senior lecturer:
 - a) doctoral degree or full doctor degree, provided that it is possible to waive this requirement in general university units carrying out teaching activities for units conducting studies (Foreign Language School, Physical Education and Sport College) with respect to persons with at least 10 years of teaching experience,
 - b) teaching experience: teaching job at an institution of higher education, involving performance of teaching duties, for at least five years,
 - c) teaching skills confirmed, e.g. by student surveys, awards or distinctions for teaching activities,
 - d) additional requirements (specific teaching or organisational goals and tasks) specified in the contest terms and conditions or in the job description;
- 3) persons employed in the position of a senior lecturer are subject to periodic assessment, taking into account the following basic criteria: quality of and innovative approach to teaching, support with respect to teaching methodology for other academic teachers and doctoral students, organisational activities, science popularisation activities, active involvement in acquiring and performance of organisational and teaching projects, as well as achievement of specified teaching or organisational goals and tasks.