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| **The Recruitment for research positions**PROCEDURE No.: **PIII;QP3** |

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**I**. **THE PURPOSE OF THE PROCEDURE**

The purpose of this procedure is to define open and transparent recruitment rules for research positions at the Children’s Memorial Health Institute. The recruitment for research positions concerns the candidates employed and not employed at the Children’s Memorial Health Institute.

**II. THE SCOPE OF THE PROCEDURE**

The scope of the procedure includes: the Director of the Children’s Memorial Health Institute; the Deputy Director for Scientific Affairs; the members of the Scientific Council, the Head of the Personnel Policy and Remuneration Department, Heads of organisational units, the Secretariat of Deputy Director for Scientific Affairs, the members of the Competition Commission.

**III. RESPONSIBILITIES**

1. **The Director of the Institute is responsible for:**

A. announcing a competition for a research position,

B. accepting the required qualifications regarding the candidates for a scientific position, including the specification of the temporal scope of evaluation of a candidate's scientific achievements,

C. appointing the Competition Commission,

D. approving the agreed remuneration conditions and other conditions of employment

E. making a decision about employing a candidate for a research position

1. **The Deputy Director for Scientific Affairs is responsible for:**

A. determining the number of research positions to be filled as a result of competitive proceedings (creation of new research positions according to identified needs and relocation of research positions between organisational units of the Children’s Memorial Health Institute according to identified needs),

B. formulating opinions on applications regarding the recruitment of research workers,

C. determining the required qualifications for a research position, including the specification of the temporal scope of the candidate's scientific achievements, by indicating appropriate records of the recruitment announcement

D. accepting the content of the competition notice.

1. **The Scientific Council is responsible for:**

A. issuing an opinion in writing about a candidate for a research position, selected in the competition procedure,

1. **The head of the Personnel Policy and Remuneration Department is responsible for:**
2. providing an opinion on the employment application
3. **The head of the unit is responsible for:**
4. reporting the need to hire an employee for a research position.
5. **The Secretariat of Deputy Director for Scientific Affairs is responsible for:**

A. editing and publishing the recruitment announcement in accordance with the PIII; QP3; FP1 form,

B. collecting documents from candidates,

C. contacting candidates for a scientific position,

D. setting the schedule of candidate appointments with the Competition Commission,

E. destroying application documents of candidates for a research position

1. **The Competition Commission is responsible for:**

A. formal evaluation of the submitted documents,

B. establishing a list of candidates admitted to participate in the competition,

C. assessing the scientific activity and scientific achievements of candidates for a research position,

D. conducting recruitment interviews with candidates for a research position,

E. selecting the candidate for the research position,

F. informing candidates and the Director about the competition result.

G. making a recruitment note and the minutes of the meeting of the Competition Commission

1. **The Personnel Policy and Remuneration Department employee is responsible for:**

A. updating data on the employed research worker in the POLON system

B. obtaining a statement on the Compliance with the Researcher’s Code from the newly hired researcher

**IV. THE RULES AND RECRUITMENT CRITERIA FOR RESEARCH POSITIONS AT THE CHILDREN’S MEMORIAL HEALTH INSTITUTE**

1. All persons who participate in the recruitment procedure are required to apply the rules set out in the aforementioned recruitment procedure.
2. The selection of candidates for a research position takes place through a competition for research positions, announced by the Director of the Children’s Memorial Health Institute.
3. The procedure for conducting the competition should be in accordance with the international assumptions of the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers and the Statute of the Children’s Memorial Health Institute.
4. Candidates shall not be discriminated against on grounds of their sex, disability, age, political views, religion, social/national origin, sexual orientation or material and social status.
5. In order to ensure equal treatment, the aim is to maintain a gender balance both among the staff and in the Competition Commission composition.
6. The candidates for academic positions are guaranteed equal treatment regardless of breaks in their career, which should be seen as an important element in the lives of the candidates.
7. The recruitment procedure should respect the principle of transparency by providing early notice of the announcement of the competition, ensuring adequate time for submitting applications and providing each of the candidates with individual feedback on the results of the competition.
8. The scope of the requirements included in the recruitment announcement should be adapted to a given position and comply with the threshold criteria required for the candidates for research promotion.
9. The entire range of candidates' experience should be taken into account in the evaluation of candidates and should include their general scientific potential and creativity as well as the level of independence.
10. In the assessment of candidates, both bibliometric indicators as well as the ability to lead a research team and predispositions to perform the function of a scientific supervisor should be taken into account.

**V. THE DESCRIPTION OF THE PROCEDURE**

1. The Deputy Director for Scientific Affairs determines the staff needs for individual research positions in consultation with the head of an organisational unit.

2. The head of an organisational unit submits the research worker’s recruitment application to the Deputy Director for Scientific Affairs in accordance with the PIII; QP3; FP3 form. The indicated application may also be submitted by the Deputy Director for Scientific Affairs directly to the Director of the Children’s Memorial Health Institute.

3. The Deputy Director for Scientific Affairs formulates an opinion on the recruitment for a research position and submits it to the Director of the Children’s Memorial Health Institute.

4. After the application has been approved, the Director of the Children’s Memorial Health Institute shall announce a competition for a research position and appoint a Competition Commission.

5. The appointment of the Competition Commission initiates the competition proceedings.

6. The Competition Commission consists of 3 persons employed at the Institute, including two persons holding the academic title of professor.

7. The Secretariat of Deputy Director for Scientific Affairs prepares a recruitment announcement in accordance with the PIII; QP3; FP1 form.

8. The Deputy Director for Scientific Affairs approves the content of the announcement.

9. The Secretariat of Deputy Director for Scientific Affairs publishes the announcement, among others:

A. in the Public Information Bulletin of the Children’s Memorial Health Institute

B. in the Public Information Bulletin of the Ministry of Science and Higher Education,

C. on the website of the Children’s Memorial Health Institute,

D. on the intranet site of the Children’s Memorial Health Institute,

E. in the Euraxess portal,

10. Each recruitment announcement for a research position is sent by e-mail to all employees of the Children’s Memorial Health Institute by the Secretariat of Deputy Director for Scientific Affairs.

1. The deadline set for the submission of applications cannot be shorter than 14 days that elapse from the date of placing the advertisement on the Institute's website.
2. The Competition Commission makes a formal evaluation of the submitted documents no earlier than 3 days after the deadline for submitting documents.
3. On the basis of the assessment, the Competition Commission establishes a list of candidates admitted to participate in the competition.
4. The candidates whose documents display formal deficiencies are asked to complete the documents within 2 working days.
5. Failure to complete formal defects within the required deadline results in resignation from participating in a research position competition and deletion from the list of candidates.
6. The Secretariat of Deputy Director for Scientific Affairs contacts the candidates for a research position referred to in point 13, to provide information about the date of the recruitment interview conducted by the Competition Commission.
7. The candidates for a research position who are unable to take part in interviews planned to be conducted in the two suggested dates shall be removed from the list of candidates for a research position admitted to participate in the competition.
8. The Competition Commission evaluates the scientific activity and achievements of candidates for a research position (evaluation of publications, participation in research, mobility) and conducts interviews with the candidates.
9. On the basis of the submitted documents and the interview, the Competition Commission selects a candidate to be employed as a researcher.
10. The Competition Commission draws up a recruitment note and the minutes of the meetings – the Minutes of the Meeting of the Competition Commission to conduct a competition for a position ..., in accordance with the PIII; QP3: FP2 form.
11. The candidates taking part in the competition and the Director of the Children’s Memorial Health Institute shall be immediately informed on the result of the competition for a research position by the Competition Commission.
12. The Competition Commission shall forward the minutes of the meeting of the Competition Commission to conduct a competition for a position ... in accordance with the PIII; QP3: FP2 form to the Director of the Children’s Memorial Health Institute.
13. The Competition Commission finishes its work no later than within 14 days from its commencement.
14. The Director or Deputy Director for Scientific Affairs presents the candidate at a meeting of the Scientific Council.
15. The Scientific Council issues an opinion on the candidate at the next meeting.
16. The Director of the Children’s Memorial Health Institute makes an employment decision.
17. On the basis of the decision of the Children’s Memorial Health Institute, Deputy Director for Scientific Affairs prepares an Application regarding the candidate’s employment in accordance with the PIII; QP1; FP2 form, and in the case of an employee already employed at the Institute – an application on changing the employment conditions or a proposal to conclude another contract, and forward it to the Head of the Personnel Policy and Remuneration Department.
18. The head of the Personnel Policy and Remuneration Department submits the application to the Director of the Children’s Memorial Health Institute after formulating an opinion on the application.
19. The director of the Children’s Memorial Health Institute makes the final decision regarding the salary and other conditions of the candidate’s employment.
20. In cases when the competition has not been settled, the Director may announce a new competition for a given research position.
21. An employee of the Personnel Policy and Remuneration Department updates the newly hired researcher’s data in the POLON system.
22. An employee of the Personnel Policy and Remuneration Department obtains the newly hired researcher’s Statement on the compliance with the applicable Researcher’s Code of Ethics (PIII; QP2; FP15).
23. The Secretariat of Deputy Director for Scientific Affairs destroys application documents of the candidates for a research position in accordance with the ‘Protocol of destroying the candidates’ applications" (PIII; QP1; FP4).
24. The Minutes of the meetings of the Competition Commission are kept by the Secretariat of Deputy Director for Scientific Affairs in accordance with the applicable Office Instruction.

**VI. ANNEXES, INSTRUCTIONS AND RELATED DOCUMENTS**

**6.1. FORMS:**

1. PIII; QP3: FP1 ‘The recruitment application for a research position employee’

2. PIII; QP3; FP2 ‘The recruitment announcement for a research position’

3. PIII; QP3; FP3 ‘The Minutes of the meeting of the competition committee to conduct the competition for a position ...... ....’

**6.2. RELATED DOCUMENTS:**

1. The Act of 30 April 2010 on research institutes (Journal of Laws 2017, item 1158).

2. The European Charter for Researchers and the Code of Conduct while Recruiting Researchers.

3. The Statute of the Children's Memorial Health Institute,

4. The Regulation No. 47/18 of October 16, 2018 of the Director of the Institute – the Children’s Memorial Health Institute regarding the announcement of the content and obligation to comply with the Researcher’s Code of Ethics.

5. An office instruction of the Children’s Memorial Health Institute

6. PIII; QP1; FP4 – ‘The Protocol of destroying candidates’ applications’

7. PIII; QP2 – ‘Adaptation.

8. PIII; QP2; FP15 ‘A researcher's statement on the compliance with the applicable Researcher’s Code of Ethics’.