



**Cracow University
of Technology**

OTM-R

Policy of Open, Transparent, Merit – Based
Recruitment



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Chapter I. Introduction

Cracow University of Technology conducts recruitment procedures for academic teaching positions in accordance with generally applicable laws and in compliance with the principles set out in the European Charter for Researchers. These documents describe the standards of academic work and the recruitment process for academic positions recommended by the European Commission to all institutions operating in the field of science in Europe. Cracow University of Technology is additionally obliged to apply the above-mentioned principles in connection with receiving the EC's "HR Excellence in Research" award in 2017. The application procedure for HR Excellence in Research began at CUT in 2015 with the submission of a "Declaration of Support" for the European Charter for Researchers to the

European Commission. Next, Cracow University of Technology developed an "HR Strategy" defining the measures taken by the university to ensure compliance with the standards set out in the Charter. The HR Excellence in Research award is based on the principle of continuous improvement, which is why Cracow University of Technology, in its latest report on the implementation of its HR Strategy, committed itself to developing and implementing the Open, Transparent, and Merit-Based Recruitment Policy (OTM-R).

The introduction of the OTM-R Policy implements the principles contained in the "Code of Ethics of Cracow University of Technology"¹ and one of the university's objectives expressed in the "Development Strategy of the Krakow University of Technology for the years 2021-2025". The OTM-R policy is also a consistent element of the anti-discrimination measures undertaken by CUT, as presented in the Equality Plan for Cracow University of Technology for 2022-2025.

This document supplements the procedure for hiring academic teachers set out in the Statute of Cracow University of Technology. The OTM-R policy sets out the conditions that selection committees must meet and the rules that all persons involved in the recruitment of academic teachers must follow.

This procedure shall apply *mutatis mutandis* to the appointment of a selection committee in the cases referred to in:

- 1) "Internal qualification procedure used in the hiring of academic teachers";
- 2) "Qualification procedure used in the appointment of department heads".

The rules set forth in this OTM-R Policy apply to recruitment for academic teaching positions.

The term "academic employee" as used in the Policy includes academic staff employed in the research group, as well as the research and teaching staff group.

In developing the OTM-R Policy, CUT followed the guidelines expressed in the document

*"Report of the Working Group of the Steering Group of Human Resources Management under the European Research Area on Open, Transparent and Merit-Based Recruitment of Researchers"*².

¹ <http://bip.pk.edu.pl/index.php?Upprz=118>)

Chapter II. Purpose of introducing the Policy

Cracow University of Technology is constantly striving to improve its processes for recruiting researchers, in compliance with international standards. Furthermore, as an institution awarded the HR Excellence in Research distinction, Cracow University of Technology has committed itself to implementing the principles set out in the *European Charter for Researchers*. By introducing this Policy, Cracow University of Technology aims to ensure transparency in the recruitment process and equal treatment of all candidates. In order to increase the effectiveness of the recruitment tools adopted, Cracow University of Technology is also implementing a mechanism for monitoring the process of hiring academic staff.

The purpose of this OTM-R Policy is to present, in a transparent and accessible manner, the rules for recruiting and employing academic staff through competitions, as well as to indicate in a single document all legal acts regulating this issue. The Rector of Cracow University of Technology requires all persons involved in the recruitment process to apply the principles of the OTMR Policy and the Statute of Cracow University of Technology.

Chapter III. Legal framework

The legal basis for the recruitment process of academic teachers is:

- 1) Act of July 20, 2018 - Law on Higher Education and Science,
- 2) Act of June 26, 1974 - Labor Code,
- 3) Statute of Cracow University of Technology in Krakow,
- 4) The European Charter for Researchers,
- 5) Code of Ethics at Cracow University of Technology,
- 6) The Development Strategy of Cracow University of Technology in Krakow,
- 7) Employment regulations at Cracow University of Technology in Krakow under externally funded projects,
- 8) Internal qualification procedure used in the hiring of academic teachers,
- 9) Regulations on remuneration of employees of Cracow University of Technology in Krakow,
- 10) Work rules and regulations at Cracow University of Technology.

2 https://cdn1.euraxess.org/sites/default/files/policy_library/otm-r-finaldoc_0.pdf

Chapter IV. Organizational structure

The following are involved in the implementation of the OTM-R Policy:

1. CUT Staff Excellence Office, which:
 - a) works closely with the HR Center;
 - b) oversees the process of implementing the OTM-R Policy;
 - c) issues an opinion on the correctness of the competition procedure following an objection by a candidate;
 - d) monitors, analyzes, and evaluates the effects of implementing the OTM-R Policy;
 - e) initiates changes to the OTM-R Policy;
 - f) ensures the availability of training on ethical and non-discriminatory interviewing and recruitment procedures applicable at CUT;
 - g) verifies and publishes notices of recruitment competitions and announcements of competition results;
 - h) administers the University's Euraxess account.
2. Recruitment process coordinators:
 - 1) The dean of the faculty appoints a recruitment coordinator who is responsible for coordinating the recruitment process within the faculty. An academic teacher or a non-academic employee may be appointed as coordinator. If necessary, the dean may appoint assistant coordinators,
 - 2) the head of a non-faculty unit employing academic teachers appoints a recruitment process coordinator who is responsible for coordinating the recruitment process conducted in that unit,
 - 3) the recruitment process coordinator:
 - a) cooperates with the HR Center, which manages all personnel matters at Cracow University of Technology;
 - b) is responsible for the implementation of the OTM-R Policy in the unit or division they coordinate;



- c) prepares and sends to the Department of CUT Personnel Development the announcement of the recruitment competition and the announcement of the results of the competition;
 - d) verifies compliance with the requirements for the composition of the selection committees;
 - e) provides administrative services to the selection committees;
 - f) disseminates the principles expressed in the OTM-R Policy to the unit;
 - g) immediately reports to the dean of the faculty or the head of the non-faculty unit any identified violations of the OTM-R Policy, and if no action is taken to remedy the violation, refers the matter to the CUT Staff Excellence Office.
3. The OTM-R Policy Monitoring Team at Cracow University of Technology:
- 1) is appointed by the Vice-Rector for Research;
 - 2) the team consists of: an employee of the Department of CUT Personnel Development, the head of the HR Center, and academic teachers at all levels of academic career development (R1-R4) representing a minimum of half of the faculties at CUT.
 - 3) the purpose of establishing the team is to ensure the participation of representatives of academic teachers in the process of monitoring and updating the OTM-R Policy at Cracow University of Technology.

Chapter V. Rules for conducting the recruitment process

1. Employment in the position of an academic teacher may occur as a result of:
 - 1) conducting an internal qualification procedure, the rules of which are determined by the Rector after consultation with the CUT Staff Excellence Office, or
 - 2) conducting an open competition, subject to the cases specified in Article 119 of the Law on Higher Education and Science.
2. Establishment of the first employment relationship with an academic staff member at CUT, for an indefinite or definite period of time longer than 3 months, at a level exceeding half of full time, shall take place only after an open competition.
3. The recruitment process is conducted in an open and transparent manner and is based on merit-based criteria. The standards expressed in the OTM-R Policy apply to the admission

of academics, taking into account those at the beginning of their careers and those returning to work and scientific careers.

4. Cracow University of Technology ensures equal access to employment **and conducts the recruitment process in an inclusive manner**. The University adheres to the following principles in relation to candidates and employees:

- 1) the principle of non-discrimination, in particular on the basis of gender, age, ethnicity, nationality or social origin, religion or belief, sexual orientation, language, disability, political opinion, and social or material status, as well as breaks or deviations from the chronological order in the course of a career,
- 2) principles of gender balance, aiming to ensure adequate gender representation in all positions, with the highest quality and qualification criteria.

In order to ensure full transparency of recruitment processes, Cracow University of Technology provides applicants with information on applicable rules and procedures related to the recruitment process, including the current Procedure for receiving reports and taking follow-up action, resulting from the Whistleblower Protection Act.

5. The principles expressed in the European Charter for Researchers:

- 1) Recruitment

The requirements for candidates should be tailored to the type of position offered, and the employment announcement should include a detailed description of the requirements. The announcement should describe or refer to information about working conditions, entitlements, and prospects for professional development. Detailed requirements and duties for R1-R4 positions are described in the CUT Statute and in Annex 5 to this Policy.

- 2) HR selection

Members of the selection committees should represent a range of experience and qualifications. Each member of the admissions committee is required to be familiar with the provisions of the OTM-R Policy and the European Charter for Researchers. Committees should be gender-diverse. It is required that committee members undergo training in ethical and non-discriminatory interviewing and recruitment procedures applicable at CUT, available in the form of an interactive presentation/e-learning course.

- 3) Transparency

When posting a job advertisement, information about the recruitment process, selection criteria, the number of available positions, and career prospects should be made available,

especially links to the OTM-R Policy. After the recruitment process, candidates who have passed the merit evaluation stage should be provided, upon their request, with information on the strengths and weaknesses of their applications.

4) Merit evaluation

In selecting candidates, the selection committee is guided by the broadest possible range of evaluation criteria, evaluating the merits of candidates qualitatively and quantitatively.

5) Variations in the chronological order of CVs

The selection committee takes into account the multidimensional nature of the candidate's career path, and any gaps in the candidate's career or deviations from the chronological order in their CV should be assessed in the context of their relevance to the position in question. The selection committee will consider all evidence of professional achievements submitted by candidates.

6) Recognition of mobility experience

Selection committees should take into account candidates' mobility experiences, particularly academic or professional experience in another region or country, different sectors (public/private), disciplines, as well as virtual mobility.

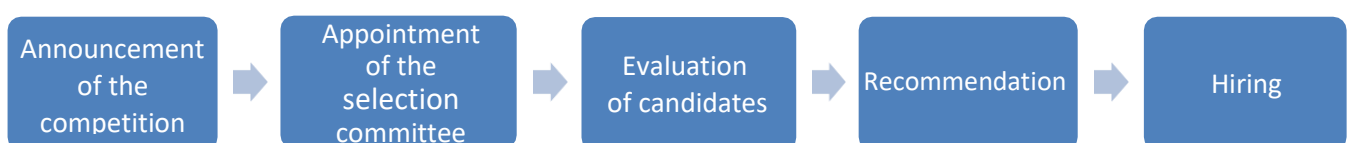
7) Recognition of qualifications

The selection committees shall ensure the recognition of academic and professional achievements, including titles and degrees, in accordance with applicable laws.

8) Job seniority

The required level of qualifications should correspond to the needs of the position. The selection committee takes into account the course and development of the entire professional career.

Chapter VI. Stages of the recruitment process



Stage of proceedings	Actions	Unit/person responsible	Deadline
1. Announcement of the recruitment competition	1.1. Planning employment, determining terms of competition	Dean of the faculty/ appropriate vice-rector in the case of non-faculty units	In time to perform the activities described in paragraphs 2-7.
	1.2. Forwarding the employment application to the Rector through the HR Center	Recruitment process coordinator	In time to perform the activities described in paragraphs 2-7.
	1.3 Drafting of the competition announcement. Sending the announcement to the CUT Staff Excellence Office	Recruitment process coordinator in cooperation with the employing unit	In time to perform the activities described in paragraphs 2-7.
	1.4 Verification and placement of the announcement on the required websites	CUT Staff Excellence Office	At least 30 days before the deadline for submission of applications by candidates
2. Appointment of the selection committee	2.1. Proposal of the composition of the selection committee in accordance with the requirements of the Statute of CUT and OTM-R	Recruitment process coordinator	
	2.2. Appointment of the selection committee	Dean of the faculty/ appropriate vice-rector in the case of non-faculty units	

3. Evaluation of candidates	3.1. Formal verification of applications and preparation of opinions for the committee.	Recruitment process coordinator	
	3.2 Evaluation of candidates	Selection Committee	
	3.3 Preparation of the Protocol of the selection committee's proceedings (Annex No. 7)	Recruitment process coordinator	At least 1 month before the planned employment
4. Informing candidates of the committee's decisions	Sending candidates information on the outcome of the selection committee (information on strengths and weaknesses is sent only if the candidate requests it)	Recruitment process coordinator	Immediately after the completion of the work of the commission
5. Filing an objection	Filing an objection to the results of the committee's work	Candidate	Within 7 days of sending the information referred to in point 4.
6. Recommendation	Issuing an opinion on employment of the candidate nominated by the committee	Faculty college/ vice-rector in the case of non-faculty units	
7. Competition results	7.1 Submission of an application for the employment of a designated person	Dean/head of a non-faculty unit with the service route	
	7.2 Issuance of a decision resolving the competition (employment, cancellation of the competition)	Rector of CUT	

	7.3 Preparation of an announcement of the competition results. Sending the announcement to the CUT Staff Excellence Office	Recruitment process coordinator	Immediately after receiving information about the outcome of the competition
	7.4 Verification and posting of information on the result of the competition, together with the justification, on the indicated websites (BIP - Public Information Bulletin, MNiSW - Ministry of Science and Higher Education)	CUT Staff Excellence Office	Immediately after receiving the announcement of the results of the competition

Table 1

1. Announcement of the recruitment competition

- 1) The dean of the faculty or the head of a non-faculty unit informs the recruitment process coordinator of the planned hiring. The application for launching the competition, drawn up according to the template No. 1 to the OTM-R Policy, with the official route, is directed to the Rector of CUT through the HR Center.
- 2) The competition must be announced at least 30 days before the application deadline for candidates, as specified in the announcement.
- 3) The announcement shall be prepared in accordance with the template attached as Annex 2 to this OTM-R Policy. If necessary, the announcement may be expanded to include other elements that are not indicated in the template, provided that the rules expressed in the Policy are followed.
- 4) The announcement should be translated into English, the content of both versions of the announcements should be the same.
- 5) The announcement (in Polish and English versions) is prepared by the recruitment process coordinator in cooperation with the employing unit and sent to CUT's Staff Excellence Office. The office verifies the announcement and posts it on the websites referred to in point 9(a)-(c), and also reports the job offer to the Municipal Labor Office.
- 6) The announcement of the recruitment competition should include:
 - a) identification of the position that the competition is intended to fill,
 - b) indication of the number of available vacancies,

- c) indication of the organizational unit of the university in which the employment would take place,
 - d) description of the requirements for the candidate, including statutory and regulatory requirements,
 - e) description of additional requirements,
 - f) description of the proposed position (duties and powers of the position),
 - g) detailed description of working conditions (including the range within which the basic salary will fall and information on the relevant provisions of the CUT Employee Remuneration Regulations);
 - h) identification of opportunities for professional development, career prospects,
 - i) list of required documents,
 - j) indication of the deadline for submission of documents,
 - k) detailed procedure for application, indicating the individual stages of the process,
 - l) estimated date of the recruitment process outcome,
 - m) hyperlink to the OTM-R Policy,
 - n) additional information about employee facilities, e.g., health care, additional insurance, employee benefits, facilities for persons with disabilities, providing support for researchers from abroad, access to specific research infrastructure, accommodation options at the Student Settlement or in the Junior Academic Staff Residence Hall.
- 7) The requirement indicated in paragraph 6(n) is met if a hyperlink to a source containing the indicated information is included in the announcement.
- 8) The additional requirements referred to in paragraph 6(e), in addition to the requirements indicated for a given scientific position (R1-R4) expressed in Annex 5 to the OTM-R Policy, "Requirements for candidates at each level of the scientific career and responsibilities related to the employment of a candidate with a specific profile", may include, in particular:
- a) experience in mobility, especially sectoral, international, interdisciplinary, transdisciplinary mobility,
 - b) spreading scientific awareness in society,
 - c) experience in teamwork,
 - d) experience in the field of knowledge transfer, innovation, implementation,
 - e) experience in research management,
 - f) teaching experience, giving lectures,
 - g) experience in providing academic guidance,
 - h) creativity

- i) for R3-R4 positions, self-reliance, independence (e.g.: conducting a research project, independent submission of a research project application, independent/individual publication, publication as first/principal author)
- 9) The announcement of the competition should be made public at least 30 days before the deadline for candidates to submit applications, as specified in the announcement:
- a) on the Public Information Section of the Cracow University of Technology website,
 - b) on the Public Information Section of the Ministry of Science and Higher Education website (www.bazaogloszen.nauka.gov.pl),
 - c) on the European Commission's website of the European portal for mobile researchers (<https://euraxess.ec.europa.eu>) – in English.

The announcement may also be posted on the websites of the relevant faculties or non-faculty units of Cracow University of Technology or on other portals. Placing announcements on additional websites and portals is the responsibility of the Recruitment Process Coordinator.

Applications may be submitted by email or using the IT tools specified in the announcement. The application procedure should be as simple as possible and allow for remote application and participation in all stages of recruitment.

2. **Appointment of the selection committee**

- 1) The detailed procedure for appointing the selection committee is set out in Annex No. 5 to the Statute of Cracow University of Technology, "Procedures and conditions for conducting competitions for academic teaching positions." The rules set out in points 2-8 shall apply appropriately to the appointment of the selection committee referred to in "Internal qualification procedure applied when hiring academic teachers" and "Qualification procedure applied when appointing department heads."
- 2) The selection committee shall act in a manner that ensures transparency in the recruitment process and equal treatment of all candidates, regardless of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political beliefs and social or material status.
- 3) Members of the selection committee and other persons participating in the work of the committee are required to comply with the regulations on the protection of personal data and maintain the confidentiality of information disclosed in connection with the recruitment procedure.

Composition of the selection committee

- 4) To ensure equal treatment of candidates, when determining the committee's composition, there should be an effort to balance gender representation, with at least 25% of the committee from each gender.
- 5) If, following the relevant regulations, it is impossible to achieve the minimum threshold indicated in item 4, the dean of the faculty or, in the case of non-faculty units, the relevant vice-rector shall enlarge the composition of the committee by additional members in order to maintain the requirements in question.
- 6) In special cases, when maintaining the minimum threshold specified in point 4 and applying the procedure specified in point 5 is highly difficult, the dean of the faculty or, in the case of non-faculty units, the relevant vice-rector may deviate from the specified rule. Withdrawal requires a justification, which is attached to the Protocol (Annex 7 to the OTM-R Policy) of the selection committee's deliberations.
- 7) Before commencing their work, members of the selection committee are required to familiarize themselves with the OTM-R Policy of Cracow University of Technology and the European Charter for Researchers. Committee members are also required to undergo training in ethical and non-discriminatory interviewing techniques.

Counteracting the emergence of conflicts of interest

- 8) The selection committee operates objectively and independently. The members of the committee make decisions impartially. In accordance with the regulation contained in Annex 5 to the Statute of the Cracow University of Technology, "Procedures and conditions for conducting competitions for academic teaching positions.":

"7. A member of the committee may not be a person who remains in such a legal or factual relationship with the candidate that it may raise reasonable doubts about their impartiality.

8. Disclosure of the circumstances referred to in sec. 7 during the competition proceedings constitutes grounds for excluding such a person from the composition of the Committee."

3. Evaluation of candidates

- 1) The evaluation of candidates takes place in two stages. The first stage involves formal verification. The second stage involves a substantive assessment of the candidates. The dean of the faculty or, in the case of non-faculty units, the relevant vice-rector may decide to introduce additional stages to the admission procedure in order to assess the candidates'

merits (e.g., by conducting an exam), which must be passed in order to qualify for the next stage. Information about additional stages of the competition procedure should be included in the competition announcement.

- 2) The recruitment process coordinator performs a preliminary review of the application from the point of view of meeting the requirements set forth in the competition announcement, in particular, having a relevant degree or academic title, and attaches an opinion for the selection committee.
- 3) During the formal evaluation stage, the selection committee checks whether the candidate meets the minimum requirements specified in the Act, the Statute, and the competition information, and assesses the completeness of the submitted documents. If a candidate does not meet the formal requirements, the selection committee will decide not to admit the candidate to the second stage of evaluation.
- 4) The selection committee evaluates the merits of the candidates.

Criteria for selection of candidates

- 5) In evaluating candidates, the selection committee shall be guided by the following criteria:
 - a) resulting from generally applicable laws, in particular those indicated in Division II "Higher Education", Chapter "University Employees" of the Act of July 20, 2018. - Law on Higher Education and Science;
 - b) indicated in the internal regulations of Cracow University of Technology, in particular, in Section V "Employees of Cracow University of Technology" of the Statute of Cracow University of Technology;
 - c) indicated in the content of the job announcement.
- 6) After the substantive stage of candidate evaluation, each member of the selection committee independently fills out the "Candidate Evaluation Questionnaire" attached as Annex 3 to the OTM-R Policy. The candidate's evaluation is the arithmetic average of the marks awarded by all committee members. Before evaluating candidates, the committee may assign weights to individual criteria, depending on their relevance in a given competition.
- 7) The selection committee should use the widest possible range of ways to evaluate candidates, for this purpose, the selection committee conducts interviews with selected candidates, may request the opinion of an independent expert, such as through direct interviews, appointment of reviewers of scientific achievements, conduct tests or examinations to test skills.
- 8) The selection committee evaluates candidates' professional experience both qualitatively

and quantitatively and seeks to ensure that the importance of bibliometric indicators is balanced against the broader evaluation criteria outlined in the OTM-R Policy.

- 9) In order to comprehensively evaluate candidates, the selection committee takes into account the course of the entire scientific development, at all its stages, and breaks in the course of the career or deviations from the chronological order in the career should not be qualified to the disadvantage of the candidate.

4. Recommendation

- 1) The selection committee identifies the candidate for employment by a simple majority.
- 2) The dean or the head of a non-faculty unit directs information about the results of the selection committee to the appropriate recruitment process coordinator.
- 3) The coordinator sends all candidates information about the results of the selection committee's work by email to the email address provided in the candidate's application, in accordance with the template specified in Annex 8 to the OTM-R Policy.
- 4) The recruitment coordinator provides information about the strengths and weaknesses of a candidate's application only at the candidate's request, submitted via email. The list of the candidate's strengths and weaknesses is drawn up by the coordinator on the basis of the candidate assessment questionnaires, in accordance with the template set out in Annex 6.

5. Appeal procedure

- 1) Candidates who are not selected have the right to object to the results of the selection committee.
- 2) Objections must be submitted in writing, by email to the address provided in the competition announcement, within 7 calendar days of the date on which the results of the selection committee's deliberations were sent to the candidate's email address provided in the application for employment.
- 3) The recruitment process coordinator shall immediately transmit information about the filing of objections to the dean of the faculty or the relevant vice-rector, who shall resume the work of the selection committee.
- 4) At the same time, the recruitment process coordinator forwards information about the filing of objections to the CUT's Staff Excellence Office. The coordinator also sends the

documentation of the competition proceedings to the Office or grants the Office access to it.

- 5) The CUT's Staff Excellence Office reviews the competition documentation, collects the necessary information from those involved in the recruitment process, and issues an opinion on the correctness of the competition procedure. The opinion is immediately forwarded to the selection committee. The opinion shall be forwarded to the selection committee without delay.
- 6) The selection committee, taking into account the opinion of the CUT Staff Excellence Office, verifies the correctness of the competition procedure. If any irregularities are found, the selection committee will reconsider the applications.
- 7) The committee has the right to rely on the information gathered in the competition conducted, as well as to repeat all or part of the activities previously carried out in the competition procedure. The dean or vice-rector may decide to appoint additional persons to the committee.
- 8) The selection committee shall reference the opinion of the CUT Staff Excellence Office in the Protocol, subject to the obligation to record the separate positions of individual committee members. The opinion is attached to the Protocol.
- 9) The recruitment process coordinator shall forward the results of the selection committee's work to the dean of the faculty or the head of the non-faculty unit, along with the complete documentation of the recruitment process for the position, including any action taken as a result of the objection.
- 10) At the same time, the coordinator of the recruitment process shall forward to the CUT Staff Excellence Office the protocol of the work of the selection committee initiated by the filing of the objection.
- 11) The dean or head of a non-faculty unit shall submit a request to the relevant college or vice-rector for the issuance of the opinion referred to in sec. 13 of Annex No. 5 to the Statute of Cracow University of Technology "Procedure and conditions for conducting competitions for academic teaching positions" after the deadline for submitting objections or after the completion of work initiated by the submission of objections.
- 12) The coordinator notifies the objecting candidate of the outcome of the objection, and in the case of a change in the previous outcome of the selection committee, the coordinator notifies all candidates.

6. Hiring

- 1) After obtaining the opinion referred to in sec. 13 of Annex No. 5 to the Statute of Cracow University of Technology, the dean or head of the non-faculty unit, following the official channels, submits a request to the Rector of CUT to employ the indicated candidate, attaching the full documentation of the competition procedure, including the actions taken as a result of the objection.
- 2) The outcome of the competition is understood to mean:
 - a) the decision of the Rector of CUT to hire the candidate recommended by the committee or not to hire any candidate,
 - b) the CUT Rector's decision to cancel the competition,
 - c) a situation in which no applications were received by the deadline specified in the competition announcement,
 - d) determination by the selection committee that the candidate(s) do not meet the requirements specified in the competition announcement.
- 3) Information on the decision referred to in paragraph 3(a) and (b) shall be forwarded to the employing unit by the HR Center.
- 4) The announcement of the result of the competition shall be made by the recruitment process coordinator according to the template attached as Annex 4 to the OTM-R Policy.
- 5) The results of the competition, together with the justification, shall be made available on the website of the Public Information Bulletin and on the website of the minister responsible for science and higher education within 30 days of the competition being decided. For this purpose, the recruitment coordinator sends the announcement of the competition results to the CUT Staff Excellence Office.
- 6) The justification for the selection is based in particular on the provision of information about achievements, experience, and other specific qualifications that were decisive in the choice made. The purpose of the justification is to explain the reasons for the decision to all candidates and to subject the correctness of the selection to public scrutiny.

Chapter VII. Monitoring the effects of the Policy's implementation

One of Cracow University of Technology's main commitments was to develop and implement the Open, Transparent and Merit-based Recruitment (OTM-R) Policy. Cracow University of Technology attaches particular importance to the real effects that the implementation of the OTM-R Policy brings. Accordingly, the University has provided a number of tools to support the process of implementing the Policy and monitoring its effectiveness, in particular: a candidate guide, training for members of recruitment committees, a mechanism for monitoring

the recruitment process.

Cracow University of Technology, in order to ensure full implementation of the OTM-R Policy, monitors the recruitment process of academic teachers using the following mechanisms:

- 1) formal verification of applications for launching a competition for the position of academic teacher addressed to the Rector, in terms of their compliance with the rules set forth in the Policy, the Statute of CUT and the Law on Higher Education and Science (HR Center);
- 2) verification of announcements of competitions, prior to their publication in the Public Information Section, in terms of their compliance with the rules set forth in the Policy (CUT Staff Excellence Office);
- 3) verification of competition award announcements, before they are published in the Public Information Section, and before they are sent for posting on the Ministry's website, for their compliance with the rules set forth in the Policy (CUT Staff Excellence Office);
- 4) verification of the fulfillment of the requirements for the composition of the selection committees specified in the Policy (the recruitment process coordinator);
- 5) monitoring data on the composition of selection committees, candidates, results of competitions, and objections filed (CUT Staff Excellence Office);
- 6) conducting periodic reviews of the OTM-R Policy by the team for monitoring the OTM-R Policy at Cracow University of Technology.
- 7) publication of the annual report on the conducted competition proceedings on the HR Excellence in Research award page of CUT's website (CUT Staff Excellence Office).



APPLICATION FOR THE HIRING OF A NEW EMPLOYEE FOR THE POSITION OF ACADEMIC TEACHER (F/M) BY COMPETITIVE PROCEDURE

I am requesting to hire an employee for the position of: (F/M) in the group of employees for of full-time employment in the following CUT organizational unit

The vacancy results from:

Justification of the need for employment:

Proposed period of employment:

Expected base salary in the range from to

Analysis of the financial impact of employment*:

* to be filled in if a new position is created

Job description

1. Essential qualification requirements:

2. Additional qualification requirements:

3. Scope of tasks performed

- a) b) c) d)

(date and signature of applicant)

(date and signature of dean/vice-rector/chancellor)

I consent to the commencement of the competition procedure for the position of (F/M) in

Krakow, on

(Signature of CUT Rector)



Annex 2 to the OTM-R Policy

Template notice of competition for the position of academic teacher

Ref.:

Krakow, on

**Cracow University of Technology in Krakow
ANNOUNCES A COMPETITION
FOR THE POSITION OF(F/M)**

in

Proportion of work time:

Number of positions available (F/M):

Type of employment contract: fixed term of months/indefinite term

Represented scientific discipline

Organizational unit.....

1. Essential requirements:

2. Additional requirements:

3. Scope of duties performed in the position/job description (responsibilities and entitlements):

4. Description of working conditions, we offer, among other things,

- remuneration for work:
 - fixed components of remuneration in the amount of:
 - ✓ base salary ranging from to
 - ✓ seniority allowance depending on length of service, i.e., from 3% to 20% of base salary
 - variable remuneration components specified in the CUT Employee Remuneration Regulations
- a friendly workplace at a university with an established reputation,
- cooperation with the scientific community represented by recognized scientists,
- academic support and the opportunity to improve qualifications and professional development,
- access to research infrastructure,
- additional days off (5-9 days per year) depending on the calendar,
- additional annual remuneration (so-called 13th salary),

- additional and optional group insurance and preferential medical care,
- subsidized recreation of employees and their children, the so-called "grusza" benefit,
- subsidies for sports and recreational activities (card, pass) and cultural and educational activities,
- subsidies for childcare (nursery, kindergarten or children's club),
- organizing day camps for employees' children,
- granting low-interest loans for housing purposes,
- access to the Employee Mutual Aid Fund
-

5. Career development prospects:

6. Documents needed

- a detailed resume (including past employment history);
- photocopies of documents certifying education;
-

Employment will take place after a competitive selection process **in accordance with Chapter VI. Stages of the recruitment process, OTM-R policy** consisting of:

- analysis of the submitted documentation,
- conducting interviews (face-to-face or via instant messaging software),
- conducting tests/exams to assess skills,
-

The required documents should be submitted to at The document folder should include the following note: *regarding the competition for the position of (F/M), reference number* or send scanned copies to the following e-mail address Documents must be submitted **by** The application should include the candidate's e-mail address for contact on matters of the recruitment being conducted.

Announcement of the recruitment process outcome: **by**

The competition proceedings are conducted in accordance with the rules set forth in the OTM-R Policy (hyperlink).

Please be advised that the following apply at Cracow University of Technology:

- Procedure for receiving reports and taking follow-up action at Cracow University of Technology, adopted on the basis of the Act of June 14, 2024, on the protection of whistleblowers
- CUT employee remuneration regulations

Cracow University of Technology reserves the right to contact candidates (F/M) whose applications met the necessary requirements and were assessed the highest by the Selection Committee.

Information on the results of the competition will be published on the CUT's Public Information Bulletin website and the Ministry of Science and Higher Education website.

The submitted documents can be collected at on
Documents not collected within this period will be destroyed.

Cracow University of Technology reserves the right to cancel the competition without stating reasons.

The result of the competition is not tantamount to the employment of the candidate (F/M), but is only a recommendation to the Rector. The final employment decision rests with the Rector.

Information concerning the processing of personal data

The administrator of your personal data is Cracow University of Technology with its registered office in Krakow, at 24 Warszawska Street, 31-155 Kraków, represented by the Rector of the Cracow University of Technology.

Your data will be processed by us solely for the purpose of the current recruitment process, and if you give your consent on your own initiative, also in future recruitment processes. Please note that you may withdraw any consent at any time, but the withdrawal of consent does not affect the lawfulness of processing carried out prior to its withdrawal.

In connection with data processing, you have the right to access your data, request its rectification, deletion, or restriction of processing, object to its processing, transfer data, and lodge a complaint with the President of the Office for Personal Data Protection.

For more information on how we process your personal data and what rights you have under the GDPR in connection with the recruitment process, please see the [Personal Data Protection](#) tab in the section: [Job Applicants](#)

CANDIDATE EVALUATION QUESTIONNAIRE

.....
candidate's full name

.....
position applied for

Candidate evaluation scale

3 – meets the criteria and has special achievements; 2 – meets the criteria and has good achievements;

1 – meets the criteria to the minimum extent required; 0 – does not meet the criteria.

1. Criteria for evaluating the candidate's performance and experience

Grade	Weight***	Criterion
		Compliance of education with the requirements described in the competition announcement
		academic (research or teaching) experience, including experience in a similar position
		work experience or internship
		participation in research or teaching projects acquired through domestic or foreign competitions (in what capacity, e.g., project manager, member of a research team)
		publication achievements

	<p>other academic achievements:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
	<p>fulfillment of other requirements specific to the academic discipline, as determined by the faculty college as required by the open competition</p> <p>indication of requirements:</p> <p>.....</p> <p>.....</p>
	foreign languages
	experience in mobility, especially sectoral, international, interdisciplinary, transdisciplinary mobility
	spreading scientific awareness in society
	experience in teamwork
	experience in the field of knowledge transfer, innovation, implementation
	experience in research management
	teaching experience, educating, giving lectures
	provision of academic guidance
	having pedagogical preparation*

2. Soft skills evaluation criteria**

		manner of speech, expressing thoughts in an understandable way
		preparation for the interview
		communicative ability
		civility

Total points.....

.....

signature of the committee

member

*applies to positions for which, under the CUT Statute, pedagogical preparation is required or supplemented in the first year of employment.

** is filled out only if an interview is conducted

*** the committee may decide to set weights for individual criteria due to their relevance to the competition procedure in question



Information pursuant to Art. 119 sec. 3 of the Law of July 20, 2018,
Law on higher education and science
on the outcome of the competition

Institution: Cracow University of Technology in Krakow, organizational unit

.....

Position.....

Field of science

Scientific discipline

Competition number

Date of announcement

Deadline for submissions.....

Date of the recruitment process outcome.....

Number of applications.....

The candidate who won the competition

Justification for selection:

.....
.....
.....
.....
.....

Requirements for candidates at different levels of scientific careers and responsibilities for hiring a candidate with a specific profile

R1 First Stage Researcher (assistant) - up to a doctoral degree

Group of employees	Requirements, competencies	Responsibilities
	<ul style="list-style-type: none"> • master's degree, master's degree in engineering or equivalent professional title • certificate of knowledge of a modern foreign language 	<ul style="list-style-type: none"> • compliance with copyright and related rights and industrial property laws, • participation in the University's organizational work, • continuous improvement of professional competence.
Teaching staff	<ul style="list-style-type: none"> • obtaining significant achievements during studies or in previous professional work, • having completed a pedagogical training or completing it within the first year of employment*, <p>In units engaged in the study of foreign languages or Polish as a foreign language:</p> <ul style="list-style-type: none"> • meeting the requirements for language teachers, • at least 5 years of experience as a teacher of a foreign language or Polish as a foreign language, • experience in teaching a foreign (or Polish as a foreign language) technical or specialized language in at least one discipline. <p>In physical education units:</p> <ul style="list-style-type: none"> • meeting the requirements for instructors, • at least 5 years of experience in higher education, 	<ul style="list-style-type: none"> • teaching and educating students or participating in the education of doctoral students, <p><i>The detailed scope of duties of academic teachers employed in the group of teaching staff is specified in Annex 4 to the University's Work Rules and Regulations</i></p>

	<ul style="list-style-type: none"> • instructor qualifications in at least two disciplines of sport. 	
Research staff	<ul style="list-style-type: none"> • obtaining significant achievements during studies or in previous professional work, • having a publication record or experience in carrying out scientific research work, 	<ul style="list-style-type: none"> • conducting scientific activities, educating and training students or • participating in the education of doctoral students. <p><i>Detailed scope of duties of an academic teacher employed in the position of a researcher is defined in Annex 6 to the CUT Work Rules and Regulations.</i></p>
Research and teaching staff	<ul style="list-style-type: none"> • obtaining significant achievements during the course of study or having experience in the implementation of scientific research work, or publication output, • having completed a pedagogical training or completing it within the first year of employment*, 	<ul style="list-style-type: none"> • conducting scientific activities, training and educating students, or participating in the training of doctoral students, • participation in the University's organizational work, • continuous improvement of professional competence. <p><i>The detailed scope of duties of an academic teacher employed in a research and teaching position is specified in Annex 5 to the University's Work Rules and Regulations.</i></p>

*it is possible to disregard this requirement. The decision is made in accordance with the procedure referred to in § 61b of the CUT Statute.

R2 Recognized Researcher (Assistant Professor) - a researcher with a doctoral degree or its equivalent, however, not yet an independent employee

Group of employees	Requirements, competencies	Responsibilities
a doctoral degree		<ul style="list-style-type: none"> • compliance with copyright and related rights and industrial property laws, • participation in the University's organizational work, • continuous improvement of professional competence.

<p>Teaching staff</p>	<ul style="list-style-type: none"> • having a significant publication record of a teaching or scientific nature, • possession of significant professional achievements or professional practice in the case of disciplines in the field of engineering and technical sciences, • fulfillment of other requirements specific to the academic discipline, as determined by the faculty college as required by the open competition 	<ul style="list-style-type: none"> • teaching and educating students or participating in the education of doctoral students. <p><i>The detailed scope of duties of academic teachers employed in the group of teaching staff is specified in Annex 4 to the University's Work Rules and Regulations.</i></p>
<p>Research staff</p>	<ul style="list-style-type: none"> • having a distinguished academic or artistic record, • participation in research projects acquired through domestic or foreign competitions, • fulfillment of other requirements specific to a given scientific discipline, determined by its scientific council as required for the internal qualification procedure or specified in an open competition 	<ul style="list-style-type: none"> • conducting scientific activities or participating in the training of doctoral students, <p><i>The detailed scope of duties of an academic staff member employed in a research position is specified in Annex 6 to the University's Work Rules and Regulations.</i></p>
<p>Research and teaching staff</p>	<ul style="list-style-type: none"> • having a significant scientific or artistic record, • possession of significant professional achievements or professional practice in the case of disciplines in the field of engineering and technical sciences, • fulfillment of other requirements specific to a given scientific discipline, determined by its scientific council as required for the internal qualification procedure or specified in an open competition. 	<ul style="list-style-type: none"> • conducting scientific activities, • teaching and educating students or participating in the education of doctoral students. <p><i>The detailed scope of duties of an academic teacher employed in a research and teaching position is specified in Annex 5 to the University's Work Rules and Regulations.</i></p>

R3 Established Researcher (university professor) - a researcher with a minimum of a doctoral degree or its equivalent who has achieved independence

Group of employees	Requirements, competencies	Responsibilities
at least a doctoral degree		<ul style="list-style-type: none"> • compliance with copyright and related rights and industrial property laws, • performing duties related to the role of supervisor, co-supervisor, reviewer in proceedings for the award of a doctoral degree, postdoctoral degree or professorship, as well as the role of reviewer referred to in Article 238 sec. 2 of the Law on Higher Education and Science • participation in the University's organizational work, • continuous improvement of professional competence.
Teaching staff	<ul style="list-style-type: none"> • possession of outstanding teaching achievements documented by publications and teaching materials, • having outstanding professional achievements confirmed by implementations or additional professional qualifications, • obtaining significant achievements in national or international teaching, professional or research competitions, • possession of other achievements specific to the employing unit, as determined by the head of the employing unit as required by the internal qualification procedure or specified in an open competition 	<ul style="list-style-type: none"> • teaching and educating students or participating in the education of doctoral students, <p><i>The detailed scope of duties of academic teachers employed in the group of teaching staff is specified in Annex 4 to the University's Work Rules and Regulations.</i></p>

<p>Research staff</p>	<ul style="list-style-type: none"> • possession of a distinguished academic or artistic record from the period immediately preceding employment as a professor, • management of research projects acquired through domestic or foreign competitions, • fulfillment of other requirements specific to the academic discipline, as determined by the faculty college as required by the open competition. 	<ul style="list-style-type: none"> • conducting scientific activities or participating in the training of doctoral students. <p><i>The detailed scope of duties of an academic staff member employed in a research position is specified in Annex 6 to the University's Work Rules and Regulations.</i></p>
<p>Research and teaching staff</p>	<ul style="list-style-type: none"> • possession of a distinguished academic or artistic record from the period immediately preceding employment as a professor, • directing or significantly participating in the implementation of research or teaching projects acquired through domestic or foreign competitions, • experience in the implementation of the teaching process, • possession of other achievements specific to a given scientific discipline, defined by its scientific council as required for the internal qualification procedure or specified in an open competition. 	<ul style="list-style-type: none"> • conducting scientific activities, • teaching and educating students or participating in the education of doctoral students. <p><i>The detailed scope of duties of an academic teacher employed in a research and teaching position is specified in Annex 5 to the University's Work Rules and Regulations.</i></p>

R4 Leading Researcher (professor) - a scientist who leads a research area

Requirements, competencies	Responsibilities
<p>Holding the title of professor</p>	<ul style="list-style-type: none"> • compliance with copyright and related rights and industrial property laws,

	<ul style="list-style-type: none"> performing duties related to the role of supervisor, co-supervisor, reviewer in proceedings for the award of a doctoral degree, postdoctoral degree or professorship, as well as the role of reviewer referred to in Article 238 sec. 2 of the Law on Higher Education and Science, participation in the University's organizational work, continuous improvement of professional competence.
Teaching staff	<i>The detailed scope of duties of academic teachers employed in the group of teaching staff is specified in Annex 4 to the University's Work Rules and Regulations.</i>
Research staff	<i>The detailed scope of duties of an academic teacher employed in a research position is specified in Annex 6 to the University's Work Rules and Regulations.</i>
Research and teaching staff	<i>The detailed scope of duties of an academic teacher employed in a research and teaching position is specified in Annex 5 to the University's Work Rules and Regulations.</i>

Teaching staff in language learning units are employed in the following positions:

Language instructor	<ul style="list-style-type: none"> master's degree, master's degree in engineering or equivalent professional title, pedagogical training or commitment to complete it in the first year of employment, or a specialization or completed postgraduate studies in teaching a foreign language (or Polish as a foreign language)*, 	<ul style="list-style-type: none"> teaching and educating students or participating in the education of doctoral students, participation in the University's organizational work, continuous improvement of professional competence. <p><i>Detailed scope of duties of an academic teacher</i></p>
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	<ul style="list-style-type: none"> • a proven knowledge of a foreign language (or Polish as a foreign language) to the extent that allows for teaching it. 	<p><i>employed in the teaching staff group is specified in Annex 4 to the University's Work Rules and Regulations.</i></p>
Lecturer of foreign languages or lecturer of Polish as a foreign language	<ul style="list-style-type: none"> • Meeting all requirements for the position of lecturer; • at least 9 years of experience as a teacher of a foreign language or Polish as a foreign language, • experience in teaching a foreign (or Polish as a foreign language) technical or specialized language in at least two disciplines, • authorship or co-authorship of teaching materials for learning a foreign (or Polish as a foreign language) technical or specialized language. 	<ul style="list-style-type: none"> • teaching and educating students or participating in the education of • doctoral students, • participation in the University's organizational work, • continuous improvement of professional competence. <p><i>The detailed scope of duties of academic teachers employed in the group of teaching staff is specified in Annex 4 to the University's Work Rules and Regulations.</i></p>

*it is possible to disregard this requirement. The decision is made in accordance with the procedure referred to in § 61b of the CUT Statute.

Teaching staff in physical education units are further employed in the following positions:

Instructor	<ul style="list-style-type: none"> • master's degree or equivalent in physical education, • pedagogical training or commitment to complete it in the first year of employment*, • a proven command of a foreign language. 	<ul style="list-style-type: none"> • teaching and educating students or participating in the education of • doctoral students, • participation in the University's organizational work, • continuous improvement of professional competence. <p><i>The detailed scope of duties of academic teachers employed in the group of teaching staff is specified in Annex 4 to the University's Work Rules and Regulations.</i></p>
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Coach	<ul style="list-style-type: none"> • Meeting all requirements for the position of instructor; • at least 9 years of experience as a physical education teacher, • at least a Class II trainer's qualification. 	<ul style="list-style-type: none"> • teaching and educating students or participating in the education of doctoral students, • participation in the University's organizational work, • continuous improvement of professional competence. <p><i>The detailed scope of duties of an academic teacher employed in the teaching staff group is specified in Annex No. 4 to the University's Work Rules and Regulations.</i></p>
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*it is possible to disregard this requirement. The decision is made in accordance with the procedure referred to in § 61b of the CUT Statute.

Research staff in the library and information system are employed in the following positions:

Academic librarian	<ul style="list-style-type: none"> • at least a master's degree in library science and scientific information or bibliology and informatics, or a master's degree and postgraduate studies in library science, scientific information, bibliology or informatics, • at least 10 years of work experience in a scientific library, • a proven command of a foreign language, • documented scientific achievements with particular emphasis on participation in research projects, • documented achievements related to organizational activities for the benefit of the library and the professional or university community, • implementation of various forms of library didactics, including information education, also in the form of e-learning. 	<ul style="list-style-type: none"> • conducting scientific activities or participating in the training of doctoral students, • participation in the University's organizational work, • continuous improvement of professional competence. <p><i>A detailed scope of duties of an academic teacher employed as an academic librarian is specified in Annex 7 to the University's Work Rules and Regulations.</i></p>
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The University's Work Rules and Regulations specify the duties of academic staff employed in the group of teaching staff (Annex 4 to the CUT Work Rules and Regulations), research staff (Annex 6 to the CUT Work Rules and Regulations), and research and teaching staff (Annex 5 to the CUT Work Rules and Regulations). In addition, the Regulations detail the duties included in organizational activities for the benefit of CUT (§26 of the CUT Work Rules and Regulations), work related to the conduct of scientific activities (§25 of the CUT Work Rules and Regulations), as well as the education and training of students and participation in the education of doctoral students (§23- §24 of the CUT Work Rules and Regulations).

Annex 6 to the OTM-R Policy

Form of information on the strengths and weaknesses of candidates who were not identified for employment by the selection committee

Candidate evaluation scale

3 – meets the criteria and has special achievements; 2 – meets the criteria and has good achievements;

1 – meets the criteria to the minimum extent required; 0 – does not meet the criteria.

1. Criteria for evaluating the candidate's performance and experience

Average grades awarded	Evaluation criterion
	compliance of education with the requirements described in the competition announcement
	academic (research or teaching) experience, including experience in a similar position
	work experience or internship
	participation in research or teaching projects acquired through domestic or foreign competitions (in what capacity, e.g., project manager, member of a research team)
	publication achievements
	other academic achievements:

	<p>fulfillment of other requirements specific to the academic discipline, as determined by the faculty college as required by the open competition</p> <p>indication of requirements:</p> <p>.....</p>
	foreign languages
	experience in mobility, especially sectoral, international, interdisciplinary, transdisciplinary mobility
	spreading scientific awareness in society
	experience in teamwork
	experience in the field of knowledge transfer, innovation, implementation
	experience in research management
	teaching experience, educating, giving lectures
	provision of academic guidance

2. Soft skills evaluation criteria**

	manner of speech, expressing thoughts in an understandable way
	preparation for the interview
	communicative ability
	civility

**** is filled out only if an interview is conducted**

**PROTOCOL OF
THE CONDUCTED COMPETITION PROCEDURE FOR THE POSITION OF**

.....
(job title)

Organizational unit.....
Field of science
Scientific discipline
Competition number
Number of positions.....

1. As a result of the announcement of the competition for the above-mentioned position, applications were sent by candidates, of whom met the formal requirements.

2. The Selection Committee composed of:

- 1) chairperson
- 2) members:
 - a)
 - b)
 - c)

having conducted the competition procedure, selected the following candidate(s):

- 1)
- 2)

3. Justification for selection:

.....
.....
.....
.....
.....
.....
.....
.....

4. Attachments to the protocol:

- 1) a copy of the competition announcement,
- 2) copies of application documents,
- 3) evaluation questionnaires completed by committee members,

Date and signatures of committee members:

- 1) chairperson
- 2) members:
- a)
- b)
- c)



Part II of the protocol*

Objection(s) to the outcome of the competition proceedings were filed by:

- 1)
- 2)
- 3)

The content of the objection(s) is attached to the protocol.

The CUT Staff Excellence Office presented its opinion on the validity of the objection(s) raised. The content of the opinion is attached to the protocol.

After reviewing the content of the objection(s) filed and the opinion of the CUT Staff Excellence Office, the selection committee decided:

- 1) to maintain the decision,
- 2) to conduct a re-evaluation of candidates.

*fill in if at least one candidate objects

Annex 8 to the OTM-R Policy

7.1 Template of information sent to a candidate who was not designated for employment by the selection committee (after the formal verification stage)

Krakow, on

Dear Ms/Mr

I would like to inform you that the selection committee in the competition procedure under the reference number concerning employment in the position of in undertook the decision to reject your application due to failure to meet the requirements specified in the competition announcement, namely:

.....
.....
.....
.....
.....

At the same time, I would like to inform you that, in accordance with Chapter VI, section 5 of the University's OTM-R Policy, you have the right to file an objection within 7 days counted from the date of sending the information about the results of the selection committee proceedings to your e-mail address.

7.2 Template of information sent to a candidate who was not designated for employment by the selection committee (after the merit review)

Dear Ms/Mr

I would like to inform you that the selection committee in the selection procedure under the reference number concerning employment for the position of in has decided to qualify the application for the substantive assessment stage.

After the substantive evaluation, the committee decided not to recommend you for employment in the position of , due to the fact that other applications submitted in the competition received a higher score.

At the same time, I would like to inform you that, in accordance with Chapter VI, section 5 of the University's OTM-R Policy, you have the right to file an objection within 7 days counted from the date of sending the information about the results of the selection committee proceedings to your e-mail address.