



## POLICY OF OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT AT UNIVERSITY OF LOMZA

The policy of open, transparent and merit-based recruitment of employees at University of Lomza is a tool for the implementation of the University's mission and development strategy in the area of human resources and commitments under the HR Excellence in Research award.

### **I. OBJECTIVES AND SCOPE OF THE POLICY OF OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT AT UNIVERSITY OF LOMZA**

1. University of Lomza pursues an active, non-discriminatory, pro-development personnel policy aimed at attracting outstanding scientists from home and abroad and creating conditions for the development of a scientist-friendly research space.
2. The purpose of the policy of open, transparent and merit-based recruitment is to create a recruitment system to ensure that the best candidates are attracted by defining the rules and standards for the admission of academic teachers to work at University of Lomza, and in particular:
  - a) to define transparent, internationally comparable rules and procedures and recruitment process adapted to the type of position offered,
  - b) to ensure the transparency of the recruitment process and equal treatment of all candidates,
  - c) to standardise documentation related to the recruitment process and providing candidates from abroad with access to recruitment documents translated into English,
  - d) to ensure balanced representation and gender equality, in particular in the composition of competition committees, expert and research teams,
  - e) to support the professional development of researchers at every stage of their careers.
3. The policy of open, transparent and merit-based recruitment applies to the recruitment for all positions and to all potential candidates regardless of the stage of their academic career.



## **II. GENERAL PRINCIPLES OF THE POLICY OF OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT**

1. When evaluating candidates, University of Lomza is guided by the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
2. The basic principles of the policy of open, transparent and merit-based recruitment are:
  - a) the principle of openness – information about the competition is published as widely as possible to ensure that the information reaches potential candidates at home and abroad and allows them to submit their documents in a timely manner,
  - b) the principle of transparency – candidates have access to all information regarding the competition procedure, in particular, information on eligibility requirements and evaluation criteria, career prospects, composition of the competition committee, subsequent stages of the recruitment process and its results; applicable rules and procedures are translated into English and made available on the University's website,
  - c) the principle of competency-based evaluation – the competition committee makes a merit-based, objectivised assessment of candidates, taking into account their achievements and qualifications in accordance with the requirements specified for the position,
  - d) the principle of equal treatment – all candidates are treated equally; University of Lomza does not accept any form of discrimination against candidates, in particular on the basis of gender, age, ethnic, national or social origin, religion or designation, sexual orientation, language, disability, political beliefs and social or material status,
  - e) the principle of data confidentiality – members of the competition committees and persons involved in the organisation of the recruitment process are obliged to maintain the confidentiality of information related to the recruitment process, including personal data processed as part of the process,
  - f) the principle of effective/reliable communication with the candidate – candidates participating in the competition process are provided with information about the recruitment process and its results, their right to appeal against the result of the evaluation conducted by the competition committee, and feedback on the strengths and weaknesses of the submitted application,
  - g) the principle of accessibility – the recruitment process is carried out taking into account the requirements for ensuring the accessibility of candidates with special needs, including maintaining information and communication, digital and architectural accessibility.



### **III. THE COMPETITION PROCEDURE**

1. Competitions for the position of an academic teacher at University of Lomza is open and held in accordance with the rules set forth in the Rules and Regulations of the Competition Committees for the employment of academic teachers at University of Lomza, which is enclosed with this Policy.
2. The University values experience gained by candidates in other scientific disciplines and other economic sectors outside the higher education system.
3. In evaluating a candidate's achievements, the competition committee takes into account, among other criteria, experience gained through professional mobility (i.e., experience working in different sectors and countries, changing disciplines or sectors, working with industry), and views professional mobility as a valuable contribution to scientific development.
4. The recruitment process is carried out in accordance with the applicable laws, internal regulations of University of Lomza and in compliance with international standards, and in the case of academic staff, taking into account the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.