



Rules and regulations of competition committees for the recruitment of academic teachers at University of Lomza

§ 1

Preliminary provisions

1. These Rules and Regulations of Competition Committees, hereinafter referred to as the "Rules and Regulations", set forth the rules for the organisation and conduct of competitions for the positions of academic teachers at the University of Lomza, hereinafter referred to as the "University", and the procedure of work of the competition committees.
2. The University ensures that all applicants participating in the recruitment process are given equal opportunity, treatment and access without discrimination on the basis of gender, race, colour, ethnic or social origin, genetic characteristics, language, religion or belief, political or other opinion, membership in a national minority, property, birth, disability, age, or sexual orientation.
3. The University, in selecting candidates for research-and-teaching and teaching-only positions, is guided by the principles set forth in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
4. The University values experience gained by candidates in other academic disciplines and other economic sectors outside the higher education system.
5. The provisions of these Rules and Regulations are in accordance with the Statute of University of Lomza.

§ 2

Glossary of terms:

1. **Competition committee** – hereinafter referred to as the "committee", appointed by the Rector to conduct an open competition or competitions for the position of an academic teacher, as specified in the competition announcement,
2. **Competition announcement (competition notice)** – an offer to hire an academic teacher for a specific position (content in accordance with the Statute)
3. **Competition application (offer)** – documents of the candidate submitted in response to the competition announcement,
4. **Candidate** – a person, regardless of gender, who has submitted a competitive application,
5. **Competition process** – the totality of actions taken to decide on the outcome of the announced competition.

§ 3

Appointment, exclusion and change of the composition of the competition committee

1. The Rector appoints a competition committee of three to five academic teachers.
2. The competition committee may be established to decide on the outcome of multiple competitions, or it may be established for a specific competition.
3. The chairman of the committee is a person appointed by the Rector.
4. In the composition of the committee, as far as possible, there should be a representative gender balance with a criterion of qualification, in accordance with the provisions of the European Charter for Researchers.
5. The chairman shall exclude a committee member from the competition process:



- 1) being a spouse, relative or affinity of the candidate up to and including the second degree,
 - 2) related to the candidate by adoption, guardianship or custody,
 - 3) remaining with the candidate in such a legal or factual relationship that it may raise reasonable doubts about the member's impartiality or objectivity.
6. The committee member is obliged to inform the chairman of the occurrence of the above-mentioned circumstances, and information about the exclusion of the committee member shall be included in the minutes.
7. The Rector shall exclude the chairman of the committee from the competition process in the event of the occurrence of the circumstances specified in item 5, at the same time appointing another member of the committee as chairman of the committee or appointing a person from outside the committee, in accordance with the principles specified in item 1.
8. In the event of exclusion from the process or absence of a member(s) of the committee, the meeting shall be held provided that at least three members of the committee attend the meeting. If this condition is not met, the composition of the committee shall be supplemented under the terms of item 1.
9. If a committee member is unable to attend a committee meeting, he or she is obliged to notify the chairman before the committee meeting.

§ 4

Announcement of the competition

1. Establishment of the first employment relationship with an academic staff member at the University, for an indefinite or definite period of time longer than 3 months, for more than half of a full-time position, is carried out after an open competition.
2. The competition for the position of an academic teacher is announced by the Rector at the request of the Dean, the Head of the Academic Foreign Language Centre (ACJO) or on his own initiative.
3. The procedure for the announcement of the competition should be initiated in advance in such a way that the announcement of the competition can take place within the period specified in item 4.
4. The competition is announced by making its terms public at least 30 days before the competition:
 - 1) In the Public Information Bulletin (BIP) on the University's website,
 - 2) in the BIP on the website of the office of the minister responsible for science,
 - 3) In English – on the European Commission's website on the European portal for mobile researchers.
5. The announcement of the competition for a given position should include in particular:
 - 1) specific requirements for the candidate in terms of their scientific, teaching and professional qualifications to perform the assigned tasks (not lower than those specified for individual positions in the Act and the Statute);
 - 2) list of required documents and the place and date of their submission;
 - 3) deadline for the outcome of the competition;
 - 4) form of employment and working hours;
 - 5) requirement of employment in the primary workplace.

§ 5



Application documents

1. The list of required application documents for the position is contained in the competition announcement.
2. The candidate may also submit other documents or provide information that, in their opinion, may be useful for the competition.
3. Application documents submitted outside the competition announcement will not be accepted.

§ 6

How to submit competition applications

1. Application documents may be:
 - 1) submitted in person in the University's Personnel Affairs Department,
 - 2) sent by traditional mail, with the effectiveness of the application being determined by the date of receipt of the documents at the University.
2. Application documents shall be submitted in paper form, in a closed envelope indicating the reference number (in accordance with the competition announcement) and marked: "competition for the position at the Department/ ACJO".

§ 7

Deadline for submission of competition applications

1. Competition applications should be submitted by the deadline specified in the competition announcement.
2. Competition applications submitted after the deadline or made in a different manner other than those indicated in the competition announcement shall not be considered by the competition committee.

§ 8

Mode of work of competition committees and competition procedure

1. The work of the competition committee is led by the chairman.
2. Committee members are required to actively participate in committee meetings, and, in particular, to present their opinions and comments.
3. It is permissible for members of the committee to participate in its meetings by means of electronic communications that allow audio and video transmission, ensuring, in particular, real-time transmission of the meeting between its participants and real-time multilateral communication in which members of the committee can speak during the meeting – with the necessary security measures.
4. The first meeting of the committee shall be held immediately after the deadline for submission of applications.
5. The competition is open to both employees of the University and persons from outside the University who meet the conditions set forth in the Law on Higher Education and Science and the University's Statute.
6. If an employee of the University participates in the competition, they may submit a statement that documents confirming the attainment of: an academic title, an academic degree, a professional title or equivalent are in the personnel file folder in the University's Personnel Affairs Department.



7. The competition procedure is extended to all persons who have submitted their competition application, meeting the criteria specified in the competition announcement, with the exception of the competition applications referred to in clause 7 item 2.
8. The competition committee considers the applications submitted for the competition after reviewing the submitted documents.
9. The competition procedure may consist of two stages:
 - 1) the first stage (mandatory) – the committee's formal evaluation of the submitted documents (for completeness) and merit-based evaluation (for compliance with the requirements for the candidate in the competition announcement, adequate to the position offered in the announcement),
 - 2) the second stage (optional) – the committee may conduct interviews with all or selected candidates (in person or via electronic communication means).
10. After the formal evaluation determines that the competition documentation submitted by the candidate is incomplete, the committee rejects it from further competition process.
11. The competition committee decides on the outcome of the competition by voting.
12. Each committee member participating in the meeting is entitled to one vote.
13. If the votes are evenly distributed among the candidates, the position expressed by the committee chairman is decisive.
14. In the case of difficulties in clearly evaluating the competence of a candidate or the documents submitted by them, as well as in the situation of equivalent final points of several candidates, the chairman of the committee may request, with the approval of the Rector, for an opinion from an expert outside the committee.
15. As a result of the process, the competition committee presents the Rector with an opinion in which:
 - 1) it formulates a recommendation of the candidate for employment with reasons, with the ranking of the other candidates according to the points obtained from the highest to the lowest, or
 - 2) it does not make a recommendation of any of the candidates, stating that none of the candidates meets the requirements.
16. The committee shall prepare minutes of the meeting with reasons.
17. The chairman of the committee submits to the Rector the minutes containing:
 - 1) recommendation of the candidate(s),
 - 2) no recommendation – when none of the candidates meets the requirements,
 - 3) a motion to close the competition – In the event that no candidates apply for the competition.
18. The opinion of the competition committee is not binding on the Rector.
19. The decision on employment is made by the Rector.
20. The Dean of the Faculty/Head of the ACJO initiating the competition procedure, after the decision of the Rector, is obliged to submit to the Rector a formal application for the employment of the designated candidate.
21. If the Rector does not accept the candidate recommended by the committee, the Rector may order a new competition to be announced. The new competition shall be announced in accordance with the procedure and conditions specified in these Rules and Regulations.
22. The committee closes the competition after performing the actions specified in item 8 and item 9.



23. Members of the committee are required to maintain the confidentiality of the information they have obtained in the competition procedure, which they confirm by signing a declaration of impartiality and confidentiality.
24. If the recommended candidate is not hired, the Rector may consider hiring the next candidate rated highest by the competition committee.

§ 9

The outcome of the competition

Decision about the outcome of the competition should take place by the date specified in the competition announcement. In the event of objective reasons preventing decision on the outcome of the competition by this date, the decision can be made at a later date, immediately after the reasons referred to above cease to exist.

§ 10

Announcing the result of the competition

Information on the outcome of the competition shall be made available on the University website and the minister responsible for science within 30 days after the competition.

§ 11

Feedback to candidates

1. It is good practice to give feedback (e.g., by email) to candidates participating in the competition.
2. Unsuccessful candidates, upon their written request, will receive feedback on the weaknesses and strengths of the submitted application.
3. Evaluation of the strengths and weaknesses of the competition applications is carried out by the committee in the course of the competition process and is confirmed by the chairman of the committee.
4. The role of feedback is to encourage the candidate to persevere, to help in determining the direction of their development, pointing out the need to improve existing and acquire new skills.

§ 12

Appeal against the result of the competition

1. Any candidate participating in the competition procedure has the right to appeal the outcome of the competition.
2. The appeal in writing (on paper) should be submitted to the Rector within 7 days of the announcement of the competition result.
3. The Rector considers appeals individually within 14 days of receipt.

§ 13

How to handle application documents

1. Application documents at the end of the selection process are forwarded by the committee to the Personnel Affairs Department .
2. Application documents collected in the recruitment process will be kept for a period of 2 months after the end of the recruitment process, subject to item 3.



3. The application documents of those who have consented to the processing of their personal data for the purpose of using such data for possible contacts in future recruitments conducted by the University will be kept for a period of 12 months from the end of the current recruitment process.
4. After the expiration of the periods indicated in item 2 and item 3, the application documents will be destroyed, unless they are taken back in advance, or if consent to the processing of personal data contained therein is withdrawn.
5. If an employment relationship is established with a candidate, the application documents shall be included in the personnel file, and after termination of employment shall be archived for the time specified by law.