

Regulation for the competition for scientific positions at the Center for Theoretical Physics of the Polish Academy of Sciences

§ 1.

1. The regulation for the competition for scientific positions, hereinafter referred to as the “Regulation”, specifies the method and procedure for conducting competitions for the scientific positions of: professor, institute professor, assistant professor (adjunct), and assistant at the Center for Theoretical Physics of the Polish Academy of Sciences, hereinafter referred to as the “CTP PAS”.
2. The Regulation has been developed on the basis of Art. 91 par. 5 of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws 2010, No. 96, item 619) and the European Commission Recommendation of 11 March 2005 on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
3. In the event that a competition for the position of the assistant professor (post-doctoral type) or assistant is announced as part of a research project (grant), it is conducted in accordance with the regulations of the institution financing the project. If the financing institution has not specified the competition procedure, the procedure implemented by a separate regulation of the Director of CTP PAS is applied.

§ 2.

1. The employment of an employee for a research position at CTP PAS is preceded by a competition announced by the Director of CTP PAS, hereinafter referred to as the “Director”. In the case of the position of professor or institute professor, it is required to obtain the approval of the Scientific Council of CTP PAS.
2. In the case of the positions of professor, institute professor and assistant professor, the competition is conducted by the Committee for Young Scientists of the Scientific Council of CTP PAS, which consists of all CTP PAS employees who are employed at CTP PAS on a full-time basis and hold the postdoctoral degree of dr hab. or the title of professor.
3. In the case of the position of assistant, the competition is conducted by a Competition Committee, appointed by the Director, consisting of at least three people who are fluent in English and have experience and substantive qualifications in the field in which the competition was announced, allowing for an objective and reliable evaluation of the candidates.
4. In the following points of the Regulation both committees will be referred to as the “Committee”.



5. The Director, in consultation with the Committee, determines the content of the competition announcement. The announcement is prepared in Polish and English and includes:
 - 1) information on the purpose of the recruitment, the position and the subject of the research, and information on the number of available positions;
 - 2) information on the formal requirements for candidates, as well as the scientific qualifications that candidates must have;
 - 3) information on the terms of employment, including the type of employment contract, duration of the contract, remuneration and other benefits, scope of tasks, place of work;
 - 4) information on the documents that must be sent and the method and deadline from sending them;
 - 5) information on the individual stages of the competition.
6. The competition announcement is placed on the CTP PAS website, in the CTP PAS Public Information Bulletin (BIP), on the website of the minister responsible for higher education and science, and on the website of the European Commission in the European portal for mobile scientists, intended for the publication of job offers for scientists. The announcement may also be placed in any other available database of competitions for scientific positions and distributed through other media such as social media or mailing lists.
7. In the case of a position of professor, institute professor, or assistant professor, the deadline for accepting offers is at least 30 calendar days from the date of publication of the announcement. In the case of a position of assistant, this deadline is shortened to 14 calendar days from the date of publication of the announcement.
8. Candidates receive confirmation of submission of documentation via email.

§ 3.

1. The Committee, in agreement with the Human Resources Department of CTP PAS, conducts the initial qualification procedure - it reviews the documents submitted by candidates, assesses their completeness and allows candidates who meet the formal requirements to continue the procedure. The Committee may ask candidates to supplement the documentation.
2. The Committee evaluates the submitted applications based on the criteria formulated in the announcement and creates a shortlist of candidates who advance to the second stage of the competition. In the case of the competition for a position of assistant, the Committee may waive the second stage of the competition.
3. The Committee invites shortlisted candidates to deliver a scientific report to CTP PAS staff and conducts interviews with them. Reports and interviews are conducted at CTP PAS headquarters or via online communication platforms.

4. The Committee may seek the opinion of experts who hold the Polish title of professor but are not employed by CTP PAS or are employed by a foreign scientific institution and have outstanding scientific achievements. The experts present their opinions on the candidates, guided by the criteria formulated in the competition announcement. The costs of external experts are covered from the CTP PAS budget.
5. After completing the second stage of the competition, the Chairman of the Committee prepares minutes of the competition procedure containing a recommendation of candidates for employment. The recommendation contains a ranking list consisting of at most 4 candidates who meet the requirements specified in the competition announcement to the greatest extent.
6. In the recruitment process, the Committee makes every effort to ensure that the principles of transparency and equal treatment of candidates are implemented. In particular, neither the competition announcement nor the Committee's actions in the subsequent stages of the competition procedure may discriminate against candidates on the basis of gender, disability, race, religion, nationality, political views, ethnic origin or sexual orientation.

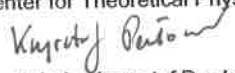
§ 4.

1. The minutes of the competition procedure containing the recommendation of the candidates for employment shall be submitted to the Director by the Chairman of the Committee within 7 calendar days from the date of preparation of the minutes, but no later than 14 calendar days after the end of the second stage of the competition.
2. The Director makes a decision on employment based on the recommendation of the Committee, within 7 days of receiving the minutes of the competition procedure.
3. The Director may reject the Committee's recommendation and invalidate the competition within 7 days of receiving the minutes of the competition procedure.
4. If none of the candidates receives the Committee's recommendation or no applications are submitted within the specified deadline, the Director may decide not to fill the position or announce a new competition.
5. If a candidate selected by the Director resigns from employment in the position for which he/she applied, the Director shall select another candidate from among the candidates recommended by the Committee or shall decide to re-announce the competition.
6. Candidates are informed about the competition results, and information about the winner is posted on the CTP PAS website and in the Public Information Bulletin (BIP).
7. Candidates who have passed the recruitment interviews may, within 14 calendar days of



the announcement of the results, submit a request to the Director via the Human Resources Department to obtain information about their assessment.

8. Candidates have the right to appeal a decision at any stage of the competition. Appeals are considered by the CTP PAS Appeal Committee in consultation with the Committee.
9. The Regulation was approved by the Scientific Council of CTP PAS on 21.06.2024. The Regulation enters into force on the date of approval. At the same time, the following shall cease to apply:
 - *“Regulation for the competition for positions of professor and institute professor at the Center for Theoretical Physics of the Polish Academy of Sciences”* approved by the Scientific Council of CTP PAS on 08.12.2023;
 - *“Regulation for the competition for postdoctoral and assistant professor (adjunct) positions at the Center for Theoretical Physics of the Polish Academy of Sciences”* approved by the Scientific Council of CTP PAS on 16.05.2016;
 - *“Regulation for the competition for assistant positions at the Center for Theoretical Physics of the Polish Academy of Sciences”* approved by the Scientific Council of CTP PAS on 16.05.2016.

Director
Center for Theoretical Physics PAS

dr hab. Krzysztof Pawłowski