

**Recommendations of the HRS4R Strategy and OTM-R Policy Implementation Team at  
WSB University concerning competitive selection process for hiring academic teachers  
at WSB University**

1. The employment of academic staff shall be preceded by a competitive selection procedure, which shall include
  - a) announcement;
  - b) appointment of the selection board;
  - c) conducting the competition.
2. The Selection Board is appointed by the Rector of the University and chaired by the Dean of the Department.
3. The competition announcement includes publication of information about the competition on WSB University website and on the website of the University's Public Information Bulletin (BIP).
4. The communication concerning the competition should contain basic information, in particular:
  - a) the date and information concerning the entity announcing the competition;
  - b) the position which is the subject of the competition together with the name of the organisational unit in which the teacher is to be employed;
  - c) clear and precise employment criteria, including the requirements for applicants;
  - d) clearly and precisely defined terms and conditions of employment – job description, requirements, scope of duties and entitlements.
  - e) list of documents required from candidates;
  - f) place and deadline for submitting tenders, which shall not be shorter than 14 days from the date of the announcement of the competition;
  - g) information on the date of the settlement of the competition and announcement of its results, which shall not be longer than two months from the date of the announcement of the competition;
  - h) date and method of notification of the results of the competition to the stakeholders.

5. Candidates should have access to information on staff remuneration policies (based on labour code, market rates, market data, taking into account the candidate's experience and qualifications).
6. Information about the competition should be posted using an appropriate template on the website of the Ministry of Science and Higher Education and the EURAXESS platform of the European Commission. Information about competitions can be posted on websites dedicated to the research community, such as Researchgate.net or Academia.edu.
7. The selection board should comprise a minimum of five members.
8. The line-up of the board should reflect the principles laid down in the European Charter for Researchers and *the Code of Conduct for the Recruitment of Researchers*, to the greatest possible extent, including:
  - a) the relevant experience of the members of the board to assess the candidates;
  - b) diverse professional backgrounds, industries and sectors of the board members;
  - c) gender balance of the board members;
  - d) diverse professional qualifications of the board members;
  - e) diverse scientific disciplines represented by the board members;
  - f) support of an expert representing a prestigious international scientific centre.
9. The board should always include the head of the organisational unit, which wants to employ the staff member in question.
10. After examining the documents submitted, the selection board should determine whether the candidates meet the requirements set out in the relevant acts and the competition announcement.
11. After verifying formal requirements, the board shall carry out activities related to the assessment of candidates' qualifications and skills as well as their suitability for work in the position in question.
12. Candidates must be assessed on the basis of specific and transparent criteria, which must be in line with the criteria announced in the competition notice.
13. All work and activities of the board should be recorded in minutes.
14. Decisions by the board should be taken by secret ballot and by an absolute majority vote.
15. If the competition results in finding a candidate, an employment procedure should be initiated.

16. All candidates should receive clear and precise feedback on the process, the selection criteria and the outcome of the process.
17. If a competition does not result in finding a candidate, a new competition should be announced in accordance with the procedure and conditions described so that any candidates, who were not accepted in the previous competition can take part.
18. The selection board should have the possibility to request the Department Council of WSB University to appoint independent experts, including external ones, to issue an opinion on the candidate's overall scientific, teaching, staff training, and organisational achievements.
19. Each candidate should have the ability to appeal any decision of the Selection Board to the Rector, according to the relevant appeal procedure.
20. The list of documents to be provided by candidates within the framework of the competition should include at least:
  - a) an application to the Rector of the University;
  - b) personal questionnaire;
  - c) copies of diplomas;
  - d) a professional resume with detailed information on the scientific, teaching, organisational and promotional achievements, as well as achievements in the field of training of scientific staff, along with information on any further activities planned by the candidate in these areas;
  - e) a declaration concerning the command of a foreign language.
21. In the case of recruitment concerning a foreign national, candidates should have the opportunity to submit documentation and take part in the interviews in English.