Ordinance No. 80/2021

of the Rector of Lodz University of Technology

of 17 December 2021

on the manner and procedure for conducting competitions

for academic staff positions at Lodz University of Technology

OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

Under Article 23 paragraph 1 and paragraph 2 point 7 of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text, Journal of Laws of 2021, item 478, as amended) and Section 14 paragraph 1 and 2 of the Statute of Lodz University of Technology - Resolution No. 88/2019 of the Senate of Lodz University of Technology of 10 July 2019, I order as follows:

§ 1

The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT, which describes the manner and procedure for conducting competitions for academic staff positions at Lodz University of Technology, is enacted.

§ 2

The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT is annexed to this Ordinance.

§ 3

The Ordinance is effective from 17 December 2021.

Annex

to Ordinance No. 80/2021 of the Rector of Lodz

University of Technology of 17 December 2021

on the manner and procedure for conducting competitions

for academic staff positions at Lodz University of Technology

OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT**

**§ 1
General Provisions**

1. This OTM-R POLICY - OPEN MERIT-BASED RECRUITMENT, hereinafter referred to as ‘the OTM-R Policy’, describes the process of organizing competitions for academic staff positions at Lodz University of Technology, hereinafter referred to as 'the University'.

2. The system of practices followed in the recruitment of staff for academic positions is primarily intended to meet the following objectives:

1) attracting the most competent and outstanding academic staff;

2) developing an open, transparent and merit-based recruitment;

3) providing clear rules on the appointment and composition of recruitment committees;

4) provide an attractive working environment;

5) building a strong employer brand of Lodz University of Technology;

6) minimising the administrative burden on the candidate.

**§ 2
Organisation of the competition**

1. It is required by law that an open competition procedure be followed when entering into a fixed-term or permanent employment contract with an academic employee to work in excess of one half of the standard working hours referred to in Article 119 paragraph 1 of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text, Journal of Laws of 2021, item 478, as amended). Entering into an employment agreement should in principle be understood as their initial employment as an academic staff member. The competition procedure does not apply to promotion and transfer to equivalent positions.

2. Competitions for academic staff positions at the faculty are organised by the dean of the faculty at the request of the director of an institute or the head of a department, whereas competitions for academic staff positions at a university-level unit are organised by the Rector at the request of the head of the unit. The competition shall be announced by the head of the unit submitting the request, upon prior approval by the Rector.

3. The Human Capital Management Centre provides administrative assistance on matters related to the competition.

4. Selection committees may consult Careers Service staff regarding guidance and training on psychometric assessment.

**§ 3
Selection Committee**

1. In appointing a selection committee, the University aims to maintain gender balance in accordance with its gender equality policy.

2. The selection committee is appointed by the head of the unit making the request for recruitment, once the request for recruitment has been approved.

3. In appointing the selection committee, consideration is given to job seniority of its members. The selection committee is composed of at least four individuals:

1) the chairperson – the head of the unit making the request for recruitment or their nominee. In recruiting candidates for grant-based employment, it is recommended that the head of the grant be appointed the chairperson of the committee. Good practice at the University should be to have representatives of both genders alternate as chairpersons of the selection committee;

2) at least two individuals representing the same or a related discipline of science nominated by the head of the requesting unit;

3) the individual to be the direct superior of the recruited employee.

4. The chairperson of the committee is responsible for:

1) approving the list of candidates invited to the second stage in the recruitment proceedings;

2) approving the list of interview questions to the candidates;

3) arranging the agenda of the interview and the order in which the questions are asked;

4) ensuring that speaking time is balanced between the candidate and the panel (80% for the candidate and 20% for the panel).

5. An external expert may be invited to sit on the selection committee in an advisory capacity. The expert should have a background in the social and economic environment of the University, e.g. be a representative of business or industry or of a foreign partner university. The expert should be knowledgeable and experienced in the candidate's area of competence. If the expert is unable to participate in the proceedings of the committee in person, modern means of communication shall be used, e.g. teleconferencing or instant messaging systems.

6. The composition of the selection committee should enable the best possible assessment of the candidate's suitability for the job and an unbiased evaluation of their qualifications. The chair and members of the selection committee remain completely impartial and make a declaration prior to the committee's proceedings they that they do not have any relationship with any of the candidates in the competition, e.g. family or supervisory relationship, as shown in Annex no. 3 to this OTM-R Policy. In the event of such relationship, the person concerned is required to resign from the committee, and the chairperson appoints a new committee member in their stead. In the event that such relationship involves with the chairperson, their responsibilities are assumed by a substitute appointed amongst the committee members, and a new member is appointed to the committee.

7. If the circumstances referred to in point 6 are discovered after the recruitment proceedings have been concluded but prior to the employment of the candidate, the proceedings are repeated without the requirement for a new request to the Rector for approval of the announcement of a competition.

8. The members of the selection committee should be free to make their own judgment on the case under consideration.

9. Participation of the supervisor of the candidate's thesis or dissertation in the committee's proceedings is unacceptable due to possible failure of the supervisor to remain objective towards their supervisee and the other candidates in the competition.

10. Members of the selection committee must be authorised to process personal data in accordance with the regulations in force at the University and are required to keep information about the recruitment proceedings confidential.

**§ 4
Notice of Competition**

1. The notice of competition is published by the Human Capital Management Centre: on the University's website in Polish and English; on the website of the Ministry of Education and Science in Polish; on the European Commission EURAXESS website in English.

2. The period between the publication of the notice and the deadline for applications is at least 30 days, which allows the information about the competition to reach a large number of individuals interested in applying.

3. The notice of competition in both language versions (Polish and English) includes the following information:

1) specification of the requirements for the candidate (precise description of the knowledge, qualifications, skills, and professional experience required)

2) description of the terms and authority associated with the position;

3) description of the expected responsibilities and duties;

4) a list of the required documents, including a Data Privacy Statement and Consent for candidates;

5) the place, manner, and deadline for submitting the documents (as well as information concerning their return);

6) contact person and postal and e-mail addresses to which documents or scans thereof may be forwarded;

7) the expected date of the announcement of the decision;

8) the requirements specified for the position by the employer in relation to applicable statutory qualification standards (Law on Higher Education and Science and the Statute).

4. Included with the notice of competition are information materials for the candidate, providing:

1) a description of the profile of the unit announcing the competition;

2) a description of the leading research undertaken in the unit;

3) other information that presents the unit in an appealing way and encourages the candidate to apply.

5. Indicating narrowly specific and specialist qualifications only should be avoided in the notice.

6. The wording 'Only selected candidates will be contacted' and 'We will only respond to selected applications' is unacceptable in the notice as it may suggest that it is at the discretion of the committee to only consider certain applications.

7. The requirement for the command of Polish language is unacceptable in the notice, unless justified by the nature of the position offered.

8. The official form of the notice is provided in annex no. 1.

**§ 5
Application**

1. The list of the required documents should be complete as specified in Annex no. 1 to this OTM-R Policy, with the added stipulation that the candidate may attach any other documents they deem to be appropriate. Documents that are not relevant to the recruitment process (e.g. criminal record statement, a copy of an identity card, etc.) are not required. Due to legal protection considerations, candidates are not required to provide a letter of reference from their current employer.

2. Applicants may submit their documents electronically for the first stage of the recruitment. Those selected for the second stage of the recruitment and invited to an interview submit original copies of their documents, including diplomas and certificates, or certified true copies thereof, to the selection committee for review. In the event that the interview is conducted remotely, the Committee will use the documents previously submitted electronically, the authenticity of which will be verified at the stage of employment.

3. The competition is open to foreign nationals who may submit their application in English.

4. Where necessary, the candidate is called upon to correct formal defects in the application within 5 working days and to specify the place, the date, and the manner in which it will be done. The candidate has the right to amend their application on account of any documents or signatures missing.

5. The Data Privacy Statement, provided as Annex no. 1.2 to this OTM-R Policy, is included in the competition notice.

**§ 6
Selection criteria**

1. Lodz University of Technology is guided by the principles of equal treatment, including preventing discrimination, in particular based on gender, race, ethnic origin, nationality, religion, creed, worldview, disability, age or sexual orientation, in accordance with the provisions of the Act of 3 December 2010 on the implementation of selected European Union legislation on equal treatment (consolidated text, Journal of Laws of 2010, No. 254, item 1700).

2. In the selection process, consideration is given to the candidate's overall experience, including that of working in industry. Apart from the candidate's research or teaching capacity, their creativity, community engagement, and dissemination activity are also regarded.

3. Interruptions or non-standard chronology in the progression of the academic career or are treated as contributing factors in the professional development of the researcher.

4. Mobility experience of any type is regarded as valuable to the candidate's professional development, whereas qualifications acquired abroad are recognised in accordance with the applicable regulations.

5. The selection committee has the right to assess the candidate based on a mock class with students (lecture, exercises).

**§ 7
Interview**

1. The competition is organised in stages. The first stage is based on the review of the application documents submitted by the candidate. The second stage is intended for at least 2-3 candidates (except where only 1 candidate applies) and involves a job interview.

2. The selection committee compiles a list of candidates qualified for the second stage in the recruitment process. Those included on the list are notified by telephone or by e-mail of their qualification for the second stage and of the proposed date of their interview. Applicants who have not been included on the list of individuals invited for the interview are notified by e-mail.

3. During the interview, the candidate's knowledge and suitability for the position are verified.

4. The interview concerns the candidate's research record, research interests, teaching skills, and achievements to date.

5. In the event that the candidate, a member of the selection committee or an external expert are not able to attend the interview in person, the interview may be conducted using new means of communication.

6. Members of the selection committee ask questions on the previously approved list, however, further questions may be asked to address specific experience and suitability of individual candidates.

7. Members of the selection committee should give the candidate the opportunity to ask questions.

8. The committee gives its assessment after all candidates have been interviewed.

**§ 8
Selection Committee Report**

1. The selection committee appoints a secretary from among its members, who is responsible for keeping records of its proceedings in the Selection Committee Report, the official form of which is given as Annex 2 to this OTM-R Policy.

2. The selection committee report gives a full account of the committee's proceedings, including the respective stages of the recruitment procedure and outcomes.

3. The report provides information on the manner in which the winning candidate has been selected and in which the voting has been held, which may be by secret or open voting.

4. In the event of a tie, the chairperson holds the casting vote.

5. The Committee submits the report on the conducted competition to the Rector, recommending either that the candidate selected in the competition be employed, or that the recruitment be renewed. The decision of the selection committee should not be valid unless approved by the Rector.

6. Access to the committee report is granted by the chairperson of the selection committee at the request of a candidate, subject to the provisions of the Law on Access to Public Information.

7. The right of access to public information is not extended to the disclosure of personal details of candidates (address, marital status, interests, etc.). However, the information may be processed and disclosed to the extent that falls within the scope of the competition requirements (e.g. education, professional experience).

8. The selection committee compiles a ranking list of the candidates based on their assessment and appends it to the report.

**§ 9
Outcome**

1. Full name of the individual selected for employment by the selection committee along with the information on the total number of candidates who have competed are published in the Public Information Bulletin of Lodz University of Technology. The scope of the data published is specified in Annex 1.5 to this OTM-R Policy. The selected candidate shall be notified promptly of the committee's decision by phone or electronically.

2. Feedback is provided to all individuals who have made an application. No application may remain without feedback, even if it is to be a short e-mail message thanking the applicant and informing them that they have not been selected for the second stage of the competition and that they may request the return of the documents submitted.

3. Personalised feedback is provided to the candidates selected for the second stage of the recruitment (the interview), but ultimately not recommended for employment by the committee. The feedback should include information that they have the option to appeal against the decision of the selection committee and specify the deadline to do so. It is recommended that the feedback should address the strengths and weaknesses of the candidate’s application.

4. In the event that the candidates fail to satisfy the requirements and the committee decides not to recommend any of them, or if the recommended candidate declines to conclude the employment agreement, the competition is declared undecided and may be renewed.

**§ 10
System of supervision**

1. The Human Capital Management Centre supervises and monitors compliance with the OTM-R Policy by conducting random checks of job advertisements published on the EURAXESS website, monitoring selected advertisements published on the University's website, and participating in selected recruitment proceedings.

2. The chairperson notifies the Human Capital Management Centre of the date and place of a scheduled interview at least two days in advance to enable the Centre's staff to attend selected interviews. The Centre's staff participate in the interview only as observers and do not exert any influence on the outcomes of the competition. Following the interview and having examined the course of the recruitment proceedings, the Centre's staff in each case prepare an assessment report on the recruitment proceedings, advising of any recommendations or objections to the conduct of the competition. The report is forwarded to the chairperson of the committee within 14 days of the interview.

3. Once the recruitment proceedings are concluded, the selection committee completes the 'Recruitment Indicators Questionnaire' provided in Annex no. 4 to this OTM-R Policy to obtain information on, among others, the number of female and male candidates, the number and quality of applications, the effectiveness of the recruitment.

4. Once the recruitment proceedings are concluded, the selection committee e-mails the Candidate Experience Questionnaire, given in Annex no. 5 to this OTM-R Policy, to all candidates to seek their opinion on the recruitment proceedings.

5. The results of both surveys are forwarded to the Human Capital Management Centre within 14 days of the publication of the outcome of the competition.

**§ 11
Documentation**

1. Certified true copies of documents are filed in the personal files of the candidate selected in the recruitment.

2. The documents of the remaining candidates are kept for up to 30 days following the decision to conclude the recruitment. After this period, the documents are officially destroyed by the members of the Committee, except for the documents which contain the future recruitment clause. Such destruction also applies to applications submitted electronically. The records of destruction include full names of the candidates for reference purposes, should any complaints regarding the competition process be filed.

3. The application documents of the successful candidate should be forwarded to the Human Capital Management Centre no later than 10 working days prior to the intended date of employment.

Annex no. 1

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Job title, job category, organisational unit**

Lodz University of Technology is one of the finest universities of technology in Poland. Its tradition and experience in training professionals and conducting research date back more than 75 years. It is an attractive partner for business. It cooperates with the largest national and international corporations. It conducts research of a European standard, develops new technologies and creates innovation in collaboration with the leading research centres all over the world. One of the pillars of Lodz University of Technology management is equal treatment of staff regardless of their gender, age, race or other demographic and social characteristics. In 2016, TUL was the first technical university in Poland to receive the HR EXCELLENCE IN RESEARCH award certifying that the University adheres to the principles of *the European Charter for Researchers* and *the Code of Conduct for the Recruitment of Researchers*.

1. The requirements to be met by the candidate (detailed description of the knowledge, qualifications, skills, and professional experience).

2. Specification of the terms and conditions of employment and authority associated with the position.

3. Description of the expected responsibilities and duties.

4. List of the required documents:

1) application for employment to the Rector of Lodz University of Technology;

2) personal questionnaire for a person applying for employment at Lodz University of Technology, as provided in Annex no. 1.1 to the OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT;

3) Data Privacy Statement as provided in Annex no. 1.2 to the OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT;

4) Consent to the processing of personal data, as provided in Annex no. 1.3 to the OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT;

5) true copies/copies of diplomas;

6) other documents proving the qualifications.

5. the place, manner, and deadline for submitting the documents (as well as information concerning their return);

6. contact person and postal and e-mail addresses to which documents or scans thereof may be forwarded;

7. the expected date of the announcement of the decision.

**Furthermore, as regards academic staff:**

8. It is recommended that the notice include the following information materials for the candidate:

1) a description of the profile of the unit announcing the competition;

2) a description of the leading research undertaken in the unit;

3) other information that presents the unit in an appealing way and encourages the candidate to apply, as set out in the official form for employment opportunity advertisers provided as Annex no. 1.4 to OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

9. If documents are to be sent by post, please include the words 'Job Application' on the envelope.

**Additional remarks:**

**1. It is unacceptable to include the following wording in the notice:**

**1) 'Only selected candidates will be contacted' and 'We will only respond to selected applications', etc.;**

**2) ‘Lodz University of Technology does not return submitted documents’.**

**2. According to the guidelines of the European Commission, competence in Polish should not be specified as indispensable/necessary requirement, but only as an additional/desirable one.**

**3. Once the competition for the academic staff position has been decided, it is recommended to post a notification of the conclusion of the competition at the place of the publication of the notice of competition, as set out in the official form provided as Annex 1.5 to the OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT.**

**4. The deadline for applications specified in the notice shall not be less than 30 days of the date of the publication of the notice of competition.**

Annex no. 1.1

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**PERSONAL INFORMATION FORM**

**FOR APPLICANTS FOR EMPLOYMENT AT LODZ UNIVERSITY OF TECHNOLOGY**

1. First name(s) and family name ............................................................................................................

2. Date of birth .....................................................................................................................................

3. Contact details ....................................................................................................................................

 (provided by the applicant)

4. Education (where required for specific duties or jobs) .......................................................................

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 (name of school and graduation date)

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 (occupation, specialisation, degree, professional title, academic title)

5. Professional qualifications (where required for specific duties or jobs) .............................................

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 (courses, postgraduate education, other forms of further development of knowledge and skills)

6. Employment history (where required for specific duties or jobs) ......................................................

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 (employment periods and jobs held at previous employers')

7. Additional personal information, where the right or the duty to disclose it exists under specific regulations…........................................................................................................................................

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 (place and date) (signature of the applicant)

Annex no. 1.2

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Data Privacy Statement for job candidates**

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, Official Journal of the EU L 119/1), hereinafter referred to as "GDPR", we inform you as follows:

1) Lodz University of Technology with the registered office in Lodz is the Controller of your personal data;

2) We have appointed a Data Protection Officer to supervise the compliance of personal data processing, who can be contacted in matters concerning the protection of your personal data at the following e-mail address: rbi@adm.p.lodz.pl; telephone number: 42 631 2039; or in writing to the address of our registered office: Lodz University of Technology, Żeromskiego 116, 90-924 Łódź;

3) As the controller, we will process your data for the purpose of the recruitment process for the position indicated, based on your consent (Article 6(1)(a) GDPR);

4) You have the right to withdraw your consent to the processing of your personal data at any time, but such withdrawal shall not affect the lawfulness of the processing effected on the basis of your consent prior to its withdrawal;

5) You have the right to lodge an objection against the processing of the data as set out above at any time. We will cease to process your data for these purposes unless we can demonstrate that there are compelling legitimate grounds for us to do so which override your interests, rights, and freedoms, or that your data will be required for the possible establishment, assertion, or defense of claims;

6) Your personal data provided in the CV, personal information form for the applicant for employment, and copies of documents supporting your professional experience, education, additional credentials and qualifications will be processed for the period in which claims related to the recruitment process may arise, i.e. for 6 months following the conclusion of the recruitment process. For individuals who have given their consent to the processing of personal data for the purposes of future recruitment, for a period of 12 months following the conclusion of the recruitment process during which the consent has been given;

7) Only individuals authorized by the Controller to process your data in the performance of their duties will have access to your data;

8) Your personal data will not undergo automated processing and will not be subject to profiling;

9) Under GDPR, you shall further have:

a) the right to access your data and to receive copies thereof,

b) the right to rectification (amendment) of your data,

c) the right to erasure/to be forgotten, restriction of data processing,

d) the right to data portability,

e) right to file a complaint to the supervisory authority - President of the Personal Data Protection

Office, Stawki 2, 00-193 Warsaw.

…………………………………….

 (date and signature of the candidate)

Annex no. 1.3

to The OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Consent of the candidate to the processing of personal data**

**(pursuant to Article 7 GDPR)**

I consent to the processing of my personal data by Lodz University of Technology, the Controller of the data included in the following documents that I have submitted:

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

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for the purpose of recruitment/employment\*.

I hereby declare that I have been informed of the right to withdraw my consent at any time, effective as of the date of submission of the withdrawal of consent.

The Controller (or an authorised representative) has also informed me that the withdrawal of consent does not affect the lawfulness of the processing performed on the basis of the said consent prior to its withdrawal.

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

 (date and signature of the candidate)

\* delete as appropriate

Annex no 1.4

do „POLITYKI OTM-R – OTWARTY PRZEJRZYSTY MERYTORYCZNY PROCES REKRUTACJI”

**Official form for employment opportunity advertisers**

INSTITUTION: ..........................................................................................................................................

CITY/TOWN: .............................................................................................................................................

POSITION: .................................................................................................................................................

SCIENTIFIC DISCIPLINE: ......................................................................................................................

POSTING DATE: ...............................................................................................................

APPLICATION DEADLINE: ..........................................................................

WEBSITE LINK: ..................................................................................................................................

KEYWORDS: .............................................................................................................................

DESCRIPTION (topics, expectations, additional notes)............................................................................

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Annex no. 1.5

to The OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Information on the outcome of the competition with justification, pursuant to Article 119 paragraph 3 of the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text, Journal of Laws of 2021, item 478, as amended)**

INSTITUTION:

CITY/TOWN:

POSITION:

SCIENTIFIC DISCIPLINE:

POSTING DATE:

APPLICATION DEADLINE:

DATE OF SELECTION COMMITTEE DECISION:

NUMBER OF APPLICATIONS:

SUCCESSFUL CANDIDATE:

JUSTIFICATION:

Annex no. 2

to The OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**SELECTION COMMITTEE REPORT DATED …….....…………………. ON THE PROCEEDINGS FOLLOWING THE NOTICE OF COMPETITION FOR THE POSITION OF .……...…………………….………….. AT ……………………....……….……………………………. (NAME OF FACULTY/GENERAL UNIVERSITY UNIT)**

Job status (working time):

Application deadline:

Date of the Selection Committee decision:

**The Selection Committee:**

Chairperson of the selection committee:

……………………………………………… ……………………………

 (full name) (signature)

Members:

……………………………………………… ……………………………

 (full name) (signature)

……………………………………………… ……………………………

 (full name) (signature)

……………………………………………… ……………………………

 (full name) (signature)

External expert:

……………………………………………… ……………………………

 (full name) (signature)

The selection committee has reviewed the documents submitted and interviewed the following candidate(s):

………………………………………………

 (full name of the candidate)

Decision of the selection committee:

Having reviewed the documentation submitted, interviewed the candidate, and held a secret/open voting\*, the committee has decided to recommend/not to recommend\* to the Rector of Lodz the employment of:

………………………………………………

 (full name of the candidate)

in the position of ……………………………………………………………………………………….

Justification:

\* delete as appropriate

Annex no. 3

to The OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

 (full name)

……………………………………

 (organizational unit)

**Declaration of no objections to the performance of duties**

**required of a member of the selection committee in the competition for the position of**

**………………………………………………….…..**

(name of position)

**………………………………………………..……..**

(name of faculty/organizational unit)

I hereby declare that I am not in any of the following relationships with the candidates considered in the recruitment:

1) I am not a spouse of anyone of them [ ] **YES**[ ] **NO;**

2) I am not related by blood to anyone of them, up to and including the second degree of consanguinity1 [ ] **YES**[ ] **NO;**

3) I am not related by affinity to anyone of them, up to and including the second degree of affinity2. [ ] **YES**[ ] **NO;**

4) I do not maintain a common household with anyone of them3 [ ] **YES**[ ] **NO;**

5) I am not a thesis/dissertation supervisor of anyone of them [ ]  **YES**  [ ]  **NO.**

…..…………………………………………...

date and signature of the selection committee member

Legal basis: Ordinance No. 80/2021 of the Rector of Lodz University of Technology of 17 December 2021on the manner and procedure for conducting competitions for academic staff positions at Lodz University of Technology OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

1 Father; mother; parents; son; daughter; grandfather; grandmother; grandson; granddaughter; brother; sister; step-siblings; adopted children

2 Wife and former wife, husband and former husband; father of husband, father of wife; mother of husband, mother of wife; husband of daughter, wife of son; brother of husband, sister of husband, brother of wife, sister of wife; wife of brother, husband of sister; stepfather, stepmother; stepchildren

3 Maintaining a common household is understood as living together, including joint provision for the necessities of life

Annex no. 4

to The OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

|  |
| --- |
| **RECRUITMENT INDICATORS QUESTIONNAIRE** |
| **Job title, job category** |  |
| **Application deadline** |  |
| **Name of organizational unit** |  |
| **Expected job status/working hours (e.g.: full-time, 1/2, 1/4, and 3/4 of the full-time), type of employment contract** |  |
|  | **Description of recruitment indicator** | **Indicator** | **Outcome** |
| 1 | **Application quality:** the ratio of all submitted applications to the applications of candidates who met the necessary requirements and were selected for the next stage of recruitment | Number of **all** submitted applications  |  |
| Number of applications submitted by **female candidates**  |  |
| Number of application submitted by **all** candidates who met the necessary requirements |  |
| Number of application submitted by **female candidates** who met the necessary requirements |  |
| 2 | **Time to hire:** the time from approval of the request to open the recruitment process until the position is filled | Time from application deadline to the intended date of employment in days |  |
| 3 | **Offer acceptance rate:** how many of the candidates invited for the interview withdrew from further applying or declined the offer of employment | Number of candidates who met the requirements but withdrew from applying or accepting employment prior to the signing of the employment contract. |  |
| 4 | **Recruitment source effectiveness**: recruitment information source - solicited through Candidate Experience questionnaire | Lodz University of Technology |  |
| Ministry of Science and Education  |  |
| EURAXESS |  |
| Pracuj.pl recruitment service |  |
| Other (please specify) |  |
| 5 | **Candidate satisfaction index** from the recruitment process; assessment taking into account the results of all completed Candidate Experience questionnaires | Average scores for all Candidate Experience questionnaires |  |
| 6 | Was the first employment contract renewed? (to be filled in by RCZKL). | Yes/No |  |
| **Notes:** |  |

Points 1 – 3 to be filled in by the selection committee

Points 4 – 6 to be filled in by RCZKL

Annex no. 5

to The OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

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| **CANDIDATE EXPERIENCE QUESTIONNAIRE** |
| **Which job category is the position you have applied for assigned to?** |
| ☐ | **Academic staff:** |
| ☐ | Reasearch and teaching staff |
| ☐ | Research staff |
| ☐ | Teaching staff |
| ☐ | **Non-academic staff:** |
| ☐ | research and technical, engineering and technical staff |
| ☐ | administrative, finance and accounting staff |
| ☐ | library and scientific information and documentation staff |
| ☐ | publishing and printing staff |
| ☐ | maintenance staff |
| **At what stage did the recruitment process end?** |
| ☐ | submitting application and supporting documents, CV |
| ☐ | Job interview |
| ☐ | I was employed |
| **How did you find out about the offer?** |
| ☐ | Lodz University of Technology website |
| ☐ | Ministry of Science and Education website |
| ☐ | EURAXESS service |
| ☐ | Pracuj.pl recruitment service |
| ☐ | linkedin.com |
| ☐ | facebook.com |
| ☐ | recommendation by a friend |
| **In your opinion, was the job advertisement easy to understand?** |
| ☐ | yes |
| ☐ | easy enough |
| ☐ | no – please explain your reasons………………………………………………………………………………………………………………………………………………………. |
| **How would you rate the necessary organisational information provided to you before the interview? (e.g. interview date, address, information on the form of the interview, etc.)** |
| ☐ | very good |
| ☐ | sufficient |
| ☐ | insufficient - please explain your reasons………………………………………………………………………………………………………………………………………………………. |
| **Was the description of the position in the job advertisement consistent with the information provided during the interview?** |
| ☐ | yes  |
| ☐ | to some extent |
| ☐ | no - please explain your reasons………………………………………………………………………………………………………………………………………………………. |
| **How would you rate the detailed information you were provided during the interview, about the University and your responsibilities? (tick if applicable).** |
| ☐ | very good |
| ☐ | sufficient |
| ☐ | insufficient – please explain your reasons………………………………………………………………………………………………………………………………………………………. |
| **Were the individuals who attended the meeting well prepared for it? (tick if applicable)**  |
| ☐ | yes, very well prepared |
| ☐ | sufficiently prepared |
| ☐ | not prepared – please explain your reasons………………………………………………………………………………………………………………………………………………………. |
| **You would say the tone of the interview was ... ?** |
| ☐ | friendly |
| ☐ | neutral |
| ☐ | unfriendly – please explain your reasons………………………………………………………………………………………………………………………………………………………… |
| **Was the outcome of the recruitment process communicated by the deadline?** |
| ☐ | yes |
| ☐ | no |
| **What did you like best about the recruitment process at our University?** |
|  | ………………………………………………………………………………………………………………………………………………………….. |
| **What do you think we should improve in our recruitment process?** |
|  | ………………………………………………………………………………………………………………………………………………………….. |
| **How could we improve the recruitment process for you to consider it the best?** |
|  | ………………………………………………………………………………………………………………………………………………………….. |
| **Will you recommend applying for a job with us to other candidates?** |
| ☐ | yes |
| ☐ | no |





