

Recruitment Policy for Academic Staff Positions at the SGH Warsaw School of Economics

§ 1

General provisions

1. At the SGH Warsaw School of Economics, hereinafter referred to as the “University”, the “Recruitment Policy for Academic Staff Positions at the SGH Warsaw School of Economics”, hereinafter referred to as the “Policy”, is introduced in order to ensure internationally comparable, open, effective, and transparent recruitment procedures for academic staff.
2. Recruitment procedures at SGH comply with the values set out in the “Code of Ethics of Employees of the SGH Warsaw School of Economics”, the provisions of the “European Charter for Researchers”, and the “Code of Conduct for the Recruitment of Researchers”.
3. The Policy shall not apply in the situations referred to in Article 117(3) and Article 119 of the Act – Law on Higher Education and Science.

§ 2

Definitions

1. SGH / University – the SGH Warsaw School of Economics;
2. Rector – the Rector of the SGH Warsaw School of Economics;
3. Statute – the Statute of the SGH Warsaw School of Economics;
4. Policy – the Recruitment Policy for Academic Staff Positions at the SGH Warsaw School of Economics;
5. Competition Committee (hereinafter: Committee) – a panel of persons appointed to select a candidate for employment in an academic staff position;
6. Code of Ethics – the Code of Ethics of Employees of the SGH Warsaw School of Economics;
7. Researcher Charter – the “European Charter for Researchers” constituting Section 1 of the Annex to the European Commission Recommendation of 11 March 2005 on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (2005/251/EC);
8. Code of Conduct – the “Code of Conduct for the Recruitment of Researchers” constituting Section 2 of the Annex to the European Commission Recommendation of 11 March 2005 (2005/251/EC);
9. BIP – Public Information Bulletin;
10. Act – the Law on Higher Education and Science (Journal of Laws 2018, as amended);
11. Implementing provisions – the provisions introducing the Act – Law on Higher Education and Science;
12. Ministry – the ministry responsible for science and higher education.

§ 3

Recruitment procedure

1. Principles of the recruitment procedure

- 1) The recruitment procedure at the SGH Warsaw School of Economics is conducted in an open and transparent manner. It is based on merit-based criteria appropriate to the position offered.
- 2) Candidates for employment at the SGH Warsaw School of Economics are not discriminated against in any way on the grounds of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinions, or social or material status.
- 3) The requirements imposed on candidates should be appropriate to the position offered.
- 4) The requirements and criteria used for the assessment of candidates should be defined in a precise, unambiguous, and non-discriminatory manner, enabling a proper assessment of qualifications for all researchers, taking into account international and professional mobility.
- 5) In assessing qualifications, the Committee should focus on the evaluation of the candidate's achievements rather than on the reputation acquired at the institution where those qualifications were obtained. As professional qualifications may be achieved at an early stage of a long academic career, lifelong professional development is taken into account.

2. Competition committee.

- 1) In order to ensure equal treatment, members of the Competition Committee should represent diverse experience and qualifications and an appropriate gender balance. Where possible, the Committee should consist of representatives of different genders, fields, disciplines, and countries, and possess appropriate qualifications to assess candidates.
- 2) Committee members are required to familiarise themselves with the "Recruitment Policy for Academic Staff Positions at the SGH Warsaw School of Economics", the "European Charter for Researchers", the "Code of Conduct for the Recruitment of Researchers", and the "Code of Ethics of Employees of the SGH Warsaw School of Economics". Committee members shall confirm this by means of a written declaration submitted to the Chair of the Committee. The content of the declaration constitutes Annex No. 1 to the Policy.
- 3) Committee members are obliged to maintain confidentiality regarding information obtained during the recruitment process and to hold authorisation from SGH to process personal data.
- 4) A person who has a relationship with an applicant for employment as referred to in Article 118 of the Act may not serve as a member of the Competition Committee.
- 5) Committee members are required to act impartially and conduct a reliable assessment of candidates, ensuring equal opportunity for employment for each of them.

In particular, they must not:

- a. meet candidates in private;
- b. provide professional advice to candidates;
- c. inform candidates of preliminary recruitment results before the final list of candidates is presented;
- d. disclose the concept of the recruitment interview;
- e. undertake any other actions or commitments that could influence the outcome of the recruitment process.

3. Detailed provisions

- 1) The basic qualification requirements for persons employed in academic staff positions are set out in the Statute of the SGH Warsaw School of Economics.
- 2) Competitions for academic staff positions at the SGH Warsaw School of Economics are conducted in accordance with § 92 of the Statute.

Annex No. 1 to the Recruitment Policy for Academic Staff Positions at the SGH Warsaw School of Economics

Warsaw, dated

.....

(first name and surname)

.....

(organisational unit)

Employee Statement

I hereby declare that I have read the following documents:

- 1) "European Charter for Researchers",
- 2) "Code of Conduct for the Recruitment of Researchers",
- 3) "Code of Ethics of Employees of the SGH Warsaw School of Economics".

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(legible signature)