

**General Rules governing Open Competitions for Scientific Positions
in the Institute of Agrophysics, Polish Academy of Sciences**

Generally applicable law:

- the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws [Dz.U.] No. 96/2010, Item 619, as amended)
- the Act of 14 March 2003 on Academic Degrees and Academic Title and Academic Degrees in Art and Academic Title in Art (Journal of Laws [Dz.U.] No. 65/2003, Item 595, as amended)

Bylaws:

- Statute of the Institute of Agrophysics, Polish Academy of Sciences, approved on 28 May 2010
- Rules of Procedure of the Scientific Board of the Institute of Agrophysics, Polish Academy of Sciences, dated 25 February 2011
- Rules governing Periodic Performance Appraisal conducted in the Institute of Agrophysics, Polish Academy of Sciences, dated 28 May 2010
- Resolution of the Commission for Evaluation and Development of Research Staff establishing Requirements for Scientific Positions

§1

1. Competitive procedures for scientific positions in the Institute of Agrophysics, Polish Academy of Sciences shall be commenced by Director on his own initiative or upon the motivated request of the Department Head.
2. Director shall render the decision to initiate abovementioned procedure.
3. A notice of open competition shall be made public by publishing in the Public Information Bulletin of the Ministry of Science and Higher Education, as well as on the Institute's website.
4. Competitive procedures shall commence on the day of publishing in the Public Information Bulletin.
5. The notice of open competition shall state requirements regarding:
 - the vacancy, including job and task profile
 - candidates' core competencies
 - the list of documents required
 - detailed instructions for submitting application – the time for the submission shall not be shorter than 14 days from the date of the commencement

- the date until which the winner of the competition shall be selected and the results of the competition shall be made public – not later than 2 months from the date of the commencement

§2

1. For the purpose of conducting the competitive procedure, Director from time to time shall appoint the Committee and its Chairperson. The Committee shall consist of at least 3 members, including the Department Head and representatives of the Commission for Evaluation and Development of Research Staff.
2. The Committee shall verify whether candidates' documents meet all formal requirements. In situations justified by paramount considerations, the Committee may permit completion of documents by setting the date when supplementary documents shall be provided by candidates.
3. The Committee shall prepare and submit to Director the list of candidates that meet formal requirements and are qualified to attend the interview.
4. Director shall invite each candidate for the interview held by the Committee.
5. After conducting interviews the Committee shall prepare and submit to Director the ranking of candidates.
6. The Committee's resolutions shall be passed in a secret ballot by an absolute majority of votes, in case of equal distribution of votes, the Chairperson's vote shall prevail. The quorum shall be of 50% based on the total number of the Committee's members.
7. The Minutes of the Committee shall represent the formal record of each stage of the competitive procedure held by the Committee and shall be signed by all the Committee's members.

§3

1. Director shall determine the winner of the competition by rendering the decision, publishing the results on the Institute's website and notifying all candidates.
2. Promptly after concluding the competitive procedure, Director shall initiate proceedings needed to employ the winner of the competition.
3. Each candidate has right of access to documents and records regarding their application.

§4

Director may render the decision to initiate new competitive procedure that shall be conducted according to the provisions herein, if prior competitive procedure has not determined the winner.

§5

This regulation shall enter into force on the day of its adoption by the Scientific Board of the Institute of Agrophysics, Polish Academy of Sciences, dated 1 April 2011.