

**RECRUITMENT REGULATIONS
FOR RESEARCH POSITIONS
AT THE INSTITUTE OF BIOORGANIC CHEMISTRY, PAS**

§ 1

1. The recruitment regulations for research positions have been drawn up pursuant to the Act on the Polish Academy of Sciences of April 30th, 2010 (Journal of Laws No. 96, Item 619).
2. The regulations determine the rules for conducting open recruitment procedures preceding employment at the Institute of Bioorganic Chemistry, Polish Academy of Sciences, further referred to as the „Institute”, in the position of Ordinary Professor, Associate Professor, Visiting Professor, Assistant Professor and Research Assistant. In the case of Ordinary Professors and Associate Professors, the regulations concern employment based both on nomination and contract of employment.

§ 2

1. The recruitment is announced by the Director.
2. The recruitment announcement takes place by publishing the terms and conditions on:
 - a) the Public Information Bulletin of the Minister relevant for Science;
 - b) the website of the Institute;
 - c) the notice board of the Institute.
3. The recruitment announcement should include:
 - a) specific candidate requirements;
 - b) estimated date of employment;
 - c) list of required documents;
 - d) deadline for document submission;
 - e) date of final decision regarding the results of the recruitment procedure

§ 3

1. In the case of recruitment for the position of Ordinary Professor, Associate Professor and Visiting Professor, the deadline for document submission is sixty days from the recruitment announcement.
2. In the case of recruitment for the position of Assistant Professor and Research Assistant, the deadline for document submission is thirty days from the recruitment announcement.
3. In the case of document submission via traditional mail, the date of the receipt is the postmark date.

§ 4

1. The Recruitment Committee is appointed by the Director of the Institute.
2. In the case of recruitment for the position of Ordinary Professor, Associate Professor and Visiting Professor, the Recruitment Committee shall be comprised of five members. It shall involve the Director of the Institute or the Deputy Director for Scientific Affairs, Head of a Group or Team within which the candidate shall be employed, and three members holding the title of Professor, and representing the discipline relevant for the position to be acquired by the candidate.

3. In the case of recruitment for the position of Assistant Professor or Research Assistant, the Recruitment Committee shall be comprised of three members. It shall involve the Director of the Institute or the Deputy Director for Scientific Affairs, Head of a Group or Team within which the candidate shall be employed, and one member holding a PhD, DSc degree, and representing the discipline relevant for the position to be acquired by the candidate.

§ 5

1. The documents submitted by the candidate constitute the basis for candidate assessment. The Committee may also invite the candidate for an interview.
2. The Committee may ask the candidate to complete the submitted documents, and also file additional materials documenting the candidate qualifications and academic achievements.
3. The Committee may ask for an opinion of external specialists, concerning the candidate academic achievements.
4. The Committee may not select a candidate, provided that none of the candidates applying for employment fulfills the recruitment requirements.
5. The Recruitment Committee submits results of its proceedings to the Director of the Institute, in the form of a protocol.
6. The results of recruitment for the position of Ordinary Professor, Associate Professor and Visiting Professor require approval of the Scientific Board of the Institute.
7. The Director of the Institute announces the results of the recruitment procedure no later than fifteen days from selection of the candidate by the Recruitment Committee (in the case of the position of Assistant Professor and Research Assistant), or approval of results by the Scientific Board.
8. The announcement of results takes place by publishing a relevant statement on the website of the Institute, sending a written notice to the candidates, and informing the Scientific Board (in the case of the position of Assistant Professor and Research Assistant).

§ 6

1. In the event of circumstances preventing employment in the position for which recruitment was announced, the Director may annul the recruitment procedure.
2. The regulations herein are available on the website of the Institute, in the “News” section.

The above regulations were passed during a plenary session of the Scientific Board of the Institute of Bioorganic Chemistry, PAS, on November 8th, 2011.