



HR EXCELLENCE IN RESEARCH



UNIVERSITY of INFORMATION
TECHNOLOGY and MANAGEMENT
in Rzeszow, POLAND

Human Resources Strategy for Researchers – HRS4R

Open, Transparent and Merit based Recruitment of Researchers (OMT-R) Policy

University of Information Technology and Management in Rzeszów (UITM) is a private academic institution building oriented for a constant development of its human resources and improvement of research environment. Development of the research staff is considered as one of five elements of overall mission of UITM. Detailed goals of the UITM Strategy, adopted in September 2019, are: (1) recruitment of researchers with high scientific potential; (2) creating conditions for developing research groups and increasing their competences in organization and conducting the research, (3) improving a system of evaluation and motivation supporting a development of researchers.

UITM received HR Excellence in Research Award in September 2017. This Award confirms that University follows the European Charter for Researchers and the Code of Conduct for Recruitment.

University of Information Technology and Management offers a flexible model of employment. Labour contracts are personalized and highly depend on research and academic potential of a candidate and his/her individual achievements.

UITM recruits academic faculty (key responsibilities: teaching and research) and researchers (key responsibilities: research) for the following posts: assistant (PL: *asystent*), assistant professor (PL: *adiunkt*) and associate professor (PL: *profesor uczelni*).

Recruitment process at UITM is conducted on transparent, non-discriminatory basis and in a total accordance with EU and national laws as well as University's internal regulations.

Key values and principles of recruitment process at UITM:

- non-discrimination and equality of chances,
- transparency,
- merit-based decisions,
- low administrative burdens for applicants.

Recruitment process is composed of three phases:

- (1) Advertising and application
- (2) Selection
- (3) Appointment

(1) Advertising. Vacant posts at UITM are constantly advertised at UITM's website and in a database of academic vacancies that is available through a website of the Polish Ministry of Higher Education and Science. Job advertisements are also distributed to selected academic communities (in EU, Central and Eastern Asia, China, USA) by UITM's employees visiting these communities and UITM's partners. In the nearest future UITM recruitment policy will focus on strengthening UITM's presence at Euraxess.

Application. Applications are analyzed primarily by the HR Consulting Department. Due to internal practical pattern of proceeding researchers' applications the Department contacts other university units (Department for Science, Department for Teaching) in order to collect all necessary information for an introductory evaluation of an application and to prepare a personalized offer. Applications that are not compliant with current vacancies are gathered in UITM's database in accordance with EU and national regulations on personal data protection

(2) Selection. Selection for academic positions (assistant and assistant professor) consists of three stages: 1) selection of an application from UITM database/approval of an application received by the HR Consulting Department (pre-evaluation of applications); 2) interview with an applicant (interview is oriented for checking personal predisposition towards academic work, traits of character and profile of a personality), 3a) in case of research and teaching posts didactical/teaching abilities are checked. Applicants are asked to prepare 10 minute long presentation in a freely selected topic. A presentation is performed before a commission

consisting of Rector, Vice-Rector(s) and Dean/Vice Dean. Criteria for evaluation of a presentation are as follows: merit quality of a presentation, correctness of a language, personal engagement in a presentation (voice, gestures, digressions, additional comments), 3b) in case of research posts and - additionally - in case of research and teaching posts a commission assesses also recent publications and research plans.

Derogations from the above pattern of a proceeding are possible in case of professors and in case of emergency situations.

(3) Appointment. Criteria for appointment to particular posts are described in UITM internal regulations. Appointments are strictly connected to a scientific degree of an applicant.

If you have any questions about UITM's OTM-R policy or any other HR Research policies please contact the HR Consulting Department (bdp@wsiz.rzeszow.pl).