



West Pomeranian
University of Technology
in Szczecin

Human Resources Strategy of the West Pomeranian University of Technology in Szczecin

in the context of implementation of the European Charter for
Researchers and Code of Conduct for the Recruitment of Researchers

Szczecin, February 2022

SPIS TREŚCI

1/	History of the 'HR Excellence in Research' award at West Pomeranian University of Technology in Szczecin	3
2/	Information about West Pomeranian University of Technology in Szczecin...	4
3/	The vision and mission of West Pomeranian University of Technology in Szczecin within the area of HR management.....	5
4/	The schedule for developing of an action plan within the area of the HR award	6
5/	Identification of weaknesses within the scope of the issues included in the HR distinction	7
6/	Action plan of the West Pomeranian University of Technology in Szczecin in the area of 'HR Excellence in Research' award for the years 2022-2024.....	11

1/ History of the 'HR Excellence in Research' award at West Pomeranian University of Technology in Szczecin

In June 2015, the Rector of the West Pomeranian University of Technology in Szczecin (ZUT) signed a declaration of support for the principles set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Thus, ZUT has initiated the activities aiming at implementation of the HR strategy for researchers (*HRS4R*) and receiving of the 'HR award'. This was followed by a *Gap Analysis* to assess the extent to which the functioning of the University is consistent with the Charter and the Code, which made it possible to identify areas in need of correction. The results of the analysis and identification of weaknesses at ZUT resulted in the proposal of a number of measures and the development of a Human Resources Strategy for the West Pomeranian University of Technology in Szczecin in the context of implementing the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Based on the application documents submitted to the European Commission, the *HR Excellence in Research* award was granted to the West Pomeranian University of Technology in Szczecin in December 2016.



HR EXCELLENCE IN RESEARCH

The process of implementing the *HRS4R* strategy involves a long-term commitment and involvement of the institution at each level as well as a cyclical evaluation of the progress and quality of the actions taken by the European Commission. Two years after receiving the HR label, ZUT underwent its first *Interim Assessment*, during which the European Commission's experts, on the basis of a submitted report, concluded that the effects of ZUT's work are adequate to the proposed and implemented action plan. They also appreciated the effort in documenting of the progress and commitment to implementation of the principles of the Charter and the Code. In 2022, the University will undergo another evaluation, this time within the framework of the so-called *Renewal Assessment*, the results of which will directly determine whether ZUT can continue to use the prestigious "HR Excellence in Research" distinction as a unit operating in accordance with the guidelines of the European Commission.

2/ Information about West Pomeranian University of Technology in Szczecin

The West Pomeranian University of Technology in Szczecin was founded on 1 January 2009 by merging of two former universities: the Szczecin Technical University and the Agricultural University of Szczecin.

Consolidation of research and teaching potential of the two universities was a desired and obvious step in the face of the progressing demographic decline, competition on the higher education market and expectations regarding the role of universities in developing of new technologies. In addition to broadening of the range of curricula offered by study programmes, the emergence of ZUT underpinned further, fast progress in development of new technological concepts in both technical and natural sciences. The joint research and educational heritage of the two merging universities brought a new quality to the higher education system in West Pomerania.

West Pomeranian University of Technology in Szczecin is currently attended by about 6 500 students and employs the staff exceeding 1700 people (including 286 titular professors and D.Sc. holders) out of whom 59% are women and 41 % are men. The University has 11 faculties, offering 43 study programmes of the first and second cycle as well as numerous post-graduate courses.



**ZUT is attended
by about
6 500 students**



**ZUT employs
1700 people**



**59% of the staff
are women and
41 % are men**



**ZUT has 11
faculties
and 43 study
programmes**

The university has 20 rights to confer doctoral degrees and 13 full academic licences. Every year it implements a number of projects financed from external sources, distributed regionally, nationally and directly from the European Commission. In addition, each year it ranks high in the ranking of institutions actively filing intellectual property rights applications with the highest number of patents granted in the Republic of Poland (in 2019 - 121 patents, in 2020 - 85).

3/ The vision and mission of West Pomeranian University of Technology in Szczecin within the area of HR management

Vision

Recruiting, developing and supporting individuals whose work contributes to an increase in the importance and prestige of the West Pomeranian University of Technology in Szczecin.

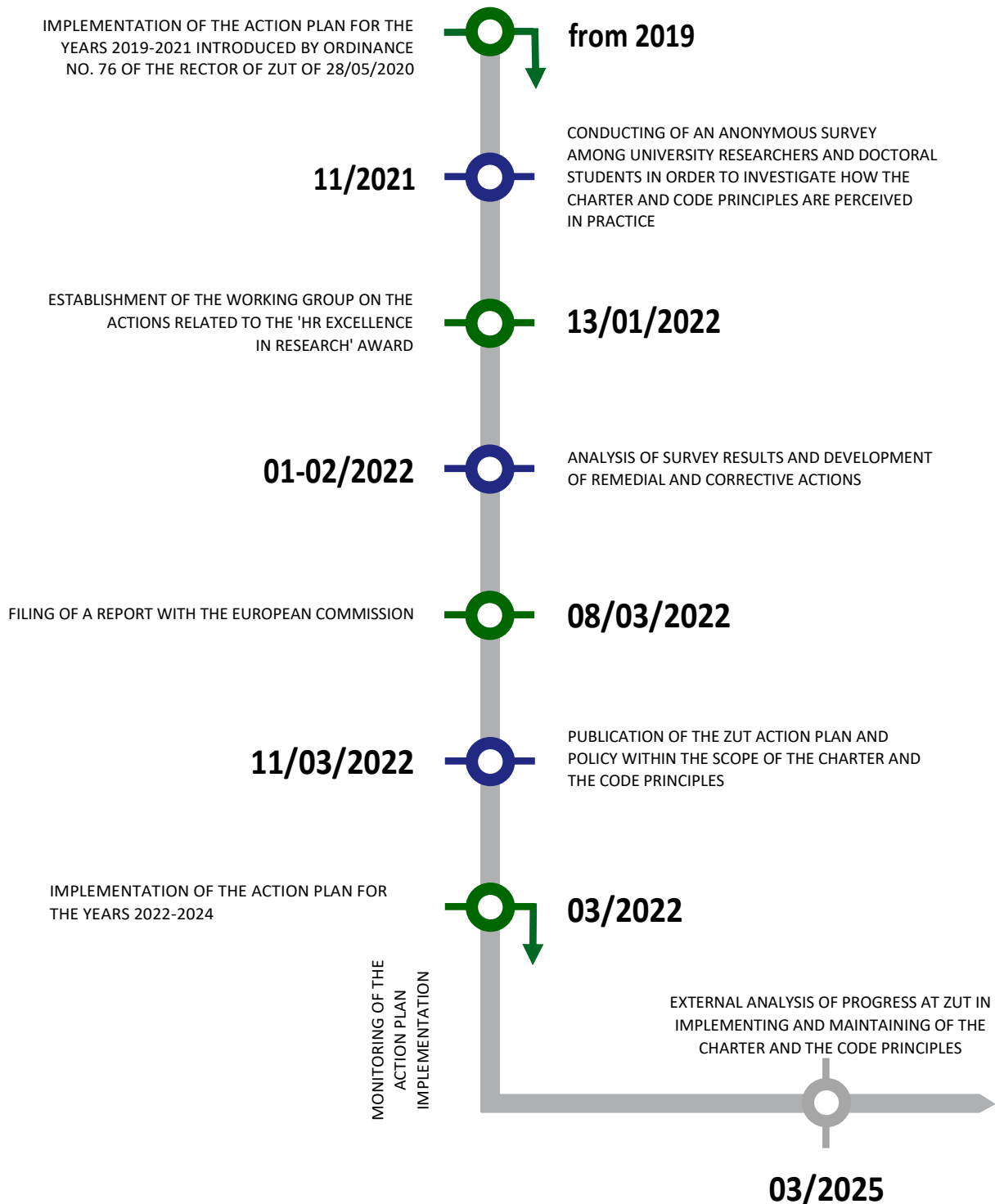
Mission

Human Resources Management of the West Pomeranian University of Technology in Szczecin is based on:

- building of the HR potential and ensuring of the University's development capacity,
- effective management and support of staff development in accordance with the needs of the University,
- creating and applying of good practices and modern solutions in the area of HR.

4/ The schedule for developing of an action plan within the area of the HR award

Together with the completion of positive assessment of ZUT activities within the implementation of the Action Plan as a part of the *Interim Assessment*, a decision was made to implement the provisions of the new plan scheduled for the next reporting period.



5/ Identification of weaknesses within the scope of the issues included in the HR award

Proper execution of the action plan connected with the implementation and maintenance of 'HR Excellence in Research' principles at the West Pomeranian University of Technology in Szczecin is supervised by the Evaluation Board. However, in order to increase the reliability and correctness of the planning of actions, a Working Group was established, composed of representatives of ZUT from various scientific and administrative backgrounds.

Evaluation Board members:

- Krzysztof Pietruszewicz, PhD. Eng., Associate Professor - Vice Rector for Organisation and University Development;
- Zofia Małgorzata Bednarczyk, B.A. - Head of the HR Department;
- Agnieszka Korpala, M.Sc. - Regional Centre for Innovation and Technology Transfer;
- Angelika Łysiak, M.Sc. - Regional Centre for Innovation and Technology Transfer.

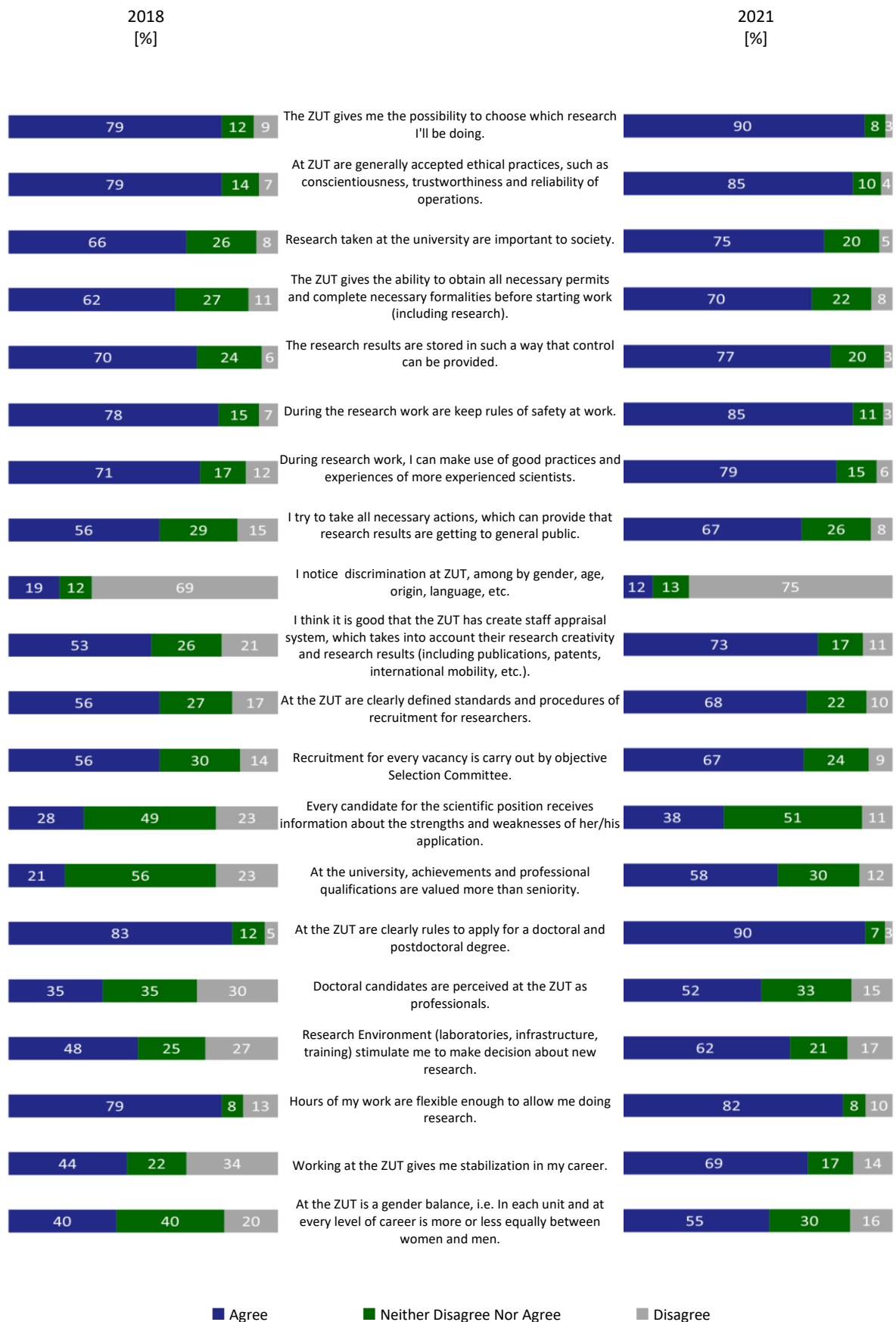
Working Group members:

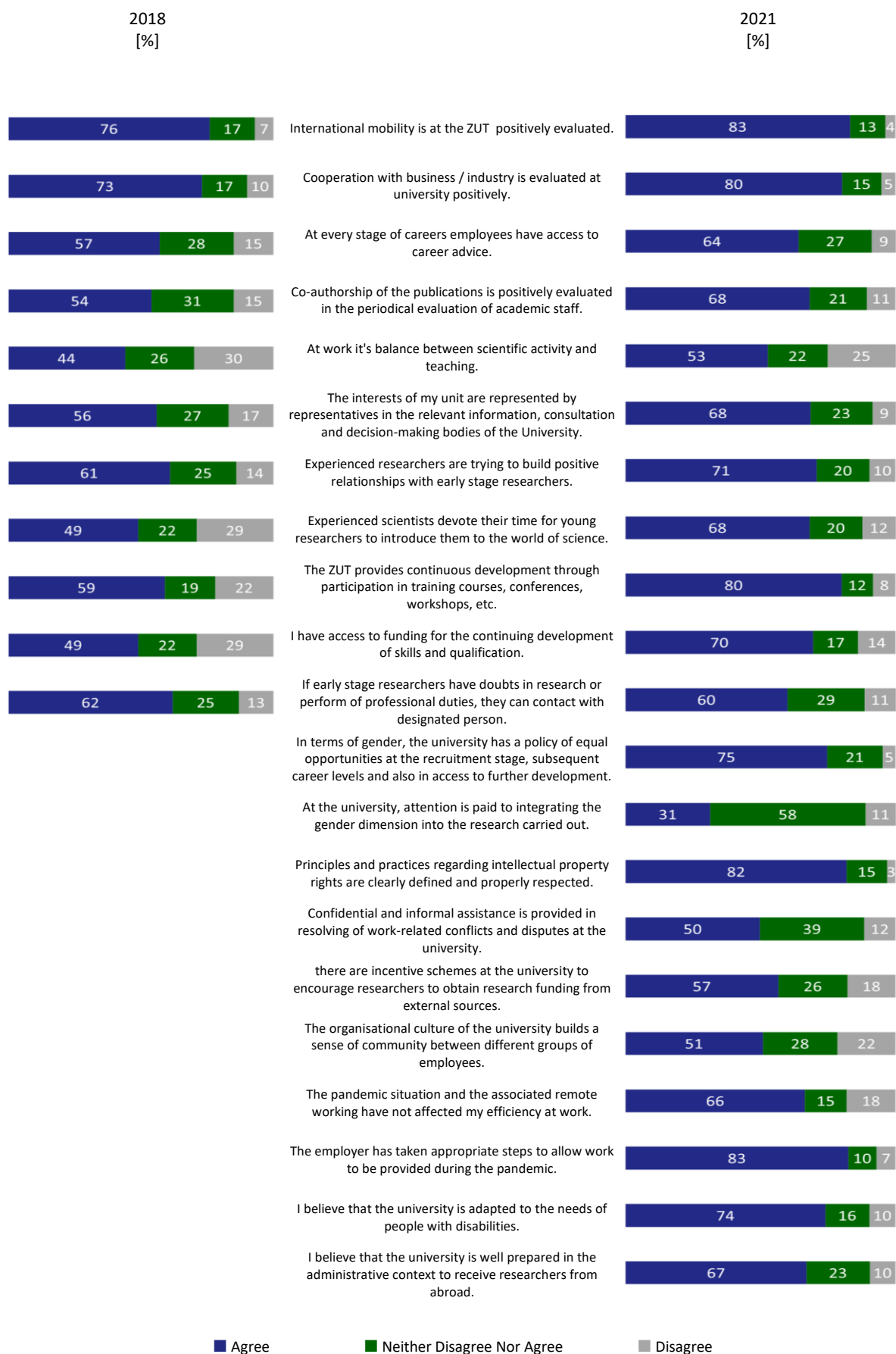
- Piotr Piela, PhD. Eng. - Vice Rector for Education;
- Agata Markowska-Szczupak, PhD. Eng., D.Sc., Associate Professor - Director of the Doctoral School;
- Professor Urszula Narkiewicz, PhD. Eng., D.Sc.;
- Zofia Małgorzata Bednarczyk, B.A. - Head of the HR Department;
- Mariola Wachelko, M.Sc. - Head of the Science Department;
- Monika Śpiewak-Szyjka, PhD. - Rector's Plenipotentiary for Equal Treatment;
- Jolanta Bamberska, PhD. - Trust officer;
- Marta Piątek-Hnat, PhD. Eng. - Open Access Coordinator;
- Dominika Plust, PhD. Eng. - Rector's Plenipotentiary for students with Disabilities
- Mateusz Lipka, M.A. - press officer;
- Łukasz Marchewka, M.Sc. - Chairman of the ZUT Doctoral Students Self-Government.

Diagnosis of the state of implementation of the principles

In order to assess the status of implementation at ZUT of the principles laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, an anonymous survey was prepared, consisting of 41 questions (in previous years, the survey was based on 31 questions). The survey was distributed to all researchers through an individual email addressed to both university teachers and PhD students. 646 people participated in the survey (including 284 women and 362 men), which is 66.80% and ensures high reliability of the results obtained. The respondents gave answers on a five-point Likert scale, ranging from total acceptance to total rejection of the statement, with the scales combined as follows to better illustrate the results: "agree" and "strongly agree" as one answer and, similarly, the statement "disagree" and "strongly disagree" as one.

Comparison of the results of surveys conducted in the years 2018 and 2021





The above comparison of the results of the 2018 and 2021 surveys clearly indicates that ZUT's efforts to implement the European HR strategy (*Human Resources Strategy for Researchers*), the determinants for which are the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, are effective. The vast majority of answers given by respondents show that conditions at ZUT have improved and, in selected aspects, even significantly. However, in order to get a better picture of the situation at the University, a decision was made to ask 10 additional questions on aspects such as gender equality, intellectual property rights, discrimination or issues related to the COVID-19 pandemic. Two open questions were also used in the survey, one concerning possible observed manifestations of discrimination and the other concerning the improvement of working and employment conditions, which provided a complementary picture of ZUT.

Detailed analysis of the survey results during meetings of the Evaluation Board and the Working Group made it possible to identify areas of the University's functioning that require improvement and served to create an action plan for the next 3 years.

From the responses received, it appears that, although there has been an improvement in the assessment of the University as regards the implementation of the principles of the Charter and the Code, it is reasonable e.g. to continue to support the career development of researchers, with particular attention to the needs of young researchers; to continue efforts to implement the OTM-R policy and open access; to improve science communication. In addition, gender equality and discrimination are very important issues that the answers to the open questions highlighted. A key activity of the university is the pursuit of equal opportunities so a number of the proposed tasks relate directly to these aspects. One of them is monitoring of the progress of implementation of the Gender Equality Plan at ZUT, which was officially introduced by the ordinance of the Rector of ZUT on 10 February 2022.

6/ Action Plan of West Pomeranian University of Technology in Szczecin in the area of *HR Excellence in Research* award for years 2022-2024

No	ACTION	DESCRIPTION, GOALS, INDICATORS	OPERATING UNIT	DATE OF IMPLEMENTATION
			RESPONSIBLE UNIT	
1.	Supporting researchers in applying for external funding for research and study visits abroad	Supporting researchers in their efforts to obtain funding for research and to promote international mobility. Action implemented through trainings and individual consultations in this area. <i>Indicators: number of applications submitted, number of training courses and participants.</i>	Project Departments (ODP, NDP, RCIITT)/ International Mobility Office	Continuous action
			Research Department	
2.	Training sessions for deans, heads of organisational units and staff to familiarise them with ZUT procedures	Informing about new procedures and reminding about the existing ones as well as discussing of the issues related to them. <i>Indicator: number of meetings (min. 2 per year)</i>	HR Department	Continuous action
			HR Department	
3.	Creation of a database for young scientists (doctoral students) containing the following offers: - R&D funding programmes, - scholarships, - short-term mobility, - jobs	A tab on the Doctoral School website including information on funding sources/job offers/scholarships/short-term mobility. <i>Indicator: number of offers</i>	Project Departments (ODP, NDP, RCIITT) / International Mobility Office / Department of Research	Continuous action
			Doctoral School	
4.	Training sessions for heads of organizational units within the scope of recruitment and HR management	The aim of the training sessions is detailed familiarization of the heads of organizational units involved in the recruitment process for their teams with the principles of the Charter and the Code as well as the O-TMR policy. <i>Indicators: number of training sessions, total number of participants: 80% of the staff performing managerial functions</i>	HR Department	By the end of Q1 2023
			HR Department	

5.	Creation of child care space at selected organizational units of the university	<p>It is planned to gradually create some space to support the activity of young mothers who, for some reason, will have to take care of a child in the workplace. Thanks to designation of some suitable space, women will be able to feed or change their babies and spend the statutory break with them. Ultimately, these rooms should be equipped with e.g. a comfortable seating area (e.g. armchair/sofa), a changing table and have access to kitchen facilities (refrigerator, microwave).</p> <p>In addition, games, toys or colouring books will be provided for slightly older children so that the time spent in their parent's workplace could be as comfortable and attractive as possible, whereas the mother's time spent at work with her child could be free from any unnecessary stress.</p> <p><i>Indicator: min. 3 (completion will depend on available funding)</i></p>	HR Department / Vice Rector for Organisation and Development / Chancellor	Continuous action
		Chancellor		
6.	Actions to make ZUT more accessible to people with special needs, mainly in terms of recruitment, education, research	<p>Reviewing and updating of internal documents (e.g. legal acts and procedures in the area of recruitment and conducting of research) in terms of accessibility as well as introducing of the provisions that guarantee execution of the university's accessibility policy, equal opportunities, non-discrimination and implementation of reasonable adjustments. Additionally, as a part of the implementation of the action, an accessibility standard will be developed at ZUT (architectural, digital, information and communication, training).</p> <p>The action will also involve trainings for employees on increasing of accessibility for persons with special needs, including persons with disabilities (e.g. trainings on disability awareness and support principles, PJM (Polish Sign Language), current WCAG (digital accessibility) standard, etc.</p> <p><i>Indicators: Number of participants attending trainings - 25% of academic teachers and doctoral students (participation in min. 1 training)</i></p>	Education Department (Plenipotentiary for students with Disabilities) in cooperation with Plenipotentiary for Equal Treatment	By the end of 2023
		Education Department – Office for People with Disabilities		
7.	Training of academic teachers and doctoral students in scientific communication	Professional training for researchers in scientific communication and popularisation of science. Its aim is for the staff to acquire competences in scientific communication, which will contribute to increased accessibility of research results. The training will include practical tips and sets of exercises for researchers who want to build	Press Officer	By the end of 2023 (starts at Q2 2022)

		relationships with the non-scientific world (e.g. the media) and inform them about their research. In addition, the action will involve creation of a database of ZUT experts, who will be regular commentators of scientific events in the local and national media. <i>Indicator: 120 people (15 groups of 8 people)</i>	Press Officer	
8.	Preparation of a career development guide for doctoral students	A guidebook in a digital and/or paper format covering, in an accessible manner, the relevant university regulations, research funding opportunities, dissemination of results, mobility, promotion of open access (encouraging of open publishing and, thus, making your research more visible in the world), etc.. A guidebook format accessible to people with special needs.	Research Department; Project Departments (ODP, NDP, RCIIT) / International Mobility Office / Doctoral School Director / Research Council / Career advisor / Open Access Coordinator	By the end of Q3 2023
			Research Department	
9.	Creation of a website: Equal and Transparent and its regular updates	A dedicated website, which will contain all information on the university's procedures/policies for dealing with mobbing behaviour, conflicts, including conflicts between supervisors and novice researchers, or discrimination. The website will also contain information on equality initiatives undertaken by the university, training courses and contact persons to address in the above mentioned areas, including a psychologist.	Rector's office / Plenipotentiary for Equal Treatment	By the end of 2022
			Plenipotentiary for Equal Treatment	
10.	Providing psychological support to employees and doctoral students	Employment of or cooperation with a psychologist to deal with conflicts, disputes, difficult work situations and disruptions in cooperation as well as emergency assistance in crisis situations, including those related to the epidemic risk situation. Psychological support will include both consultations and trainings in the field of psychological support and interpersonal communication as well as initiation of actions of a preventive nature in the area of psychological support.	Rector / Rector's office	By the end of Q2 2022
			Rector	
11.	Trainings on counteracting of mobbing and conflicts, violation of ethical principles	Trainings on counteracting of mobbing, harassment, conflict and dispute solution. Trainings for: university staff and doctoral students. <i>Indicator: 80% of university staff and 80% of doctoral students</i>	Vice Rector for Organisation and Development	By the end of 2023
			Vice Rector for Organisation and Development	
12.	Implementation of an Open Access policy and setting up of an Open	The consultation point will be the Open Science Section, which will provide advice in the area of open publishing and opening of research data. The OA information and	Main Library ZUT / Open Access Coordinator / Promotion Office	Continuous action / Creation of an Open Science Section - Q2 2023

Science consultation point	promotional materials will be disseminated in dedicated tabs of the university websites. <i>Indicator: number of consultations.</i>	Open Access Coordinator	
13. Monitoring the progress of the implementation of the Gender Equality Plan at ZUT	<p>A requirement of the European Commission for organisations applying to the Horizon Europe programme for funding to carry out a project is to develop a Gender Equality Plan. The ZUT Gender Equality Plan, developed in 2021, was introduced by Ordinance No. 21 of the Rector of 10.02.2022. It includes the implementation of 13 actions corresponding to 5 main objectives:</p> <ol style="list-style-type: none"> 1. Making the ZUT community aware of discrimination and the principle of equal treatment. 2. Aiming at balancing of gender representation among all employee groups. 3. Aiming at balancing of gender representation among students. 4. Supporting the development of women's scientific careers. 5. Counteracting all forms of discrimination. 	<p>Plenipotentiary for Equal Treatment / Team for Equal Treatment</p> <p>Plenipotentiary for Equal Treatment</p>	By the end of Q3 2024

Action plan of ZUT – Gantt Chart

No.	ACTION	2022				2023				2024			
		I	II	III	IV	I	II	III	IV	I	II	III	IV
1.	Supporting researchers in applying for external funding ...												
2.	Training sessions for deans, heads of organisational units and staff. ...												
3.	Creation of a database for young scientists (doctoral students) ...												
4.	Training sessions for heads of organizational units...												
5.	Creation of child care space at selected organizational units ...												
6.	Actions to make ZUT more accessible to people with special needs ...												
7.	Training of academic teachers and doctoral students ...												
8.	Preparation of a career development guide for doctoral students ...												
9.	Creation of a website: Equal and Transparent....												
10.	Providing psychological support to employees and doctoral students												
11.	Trainings on counteracting of mobbing and conflicts, violation ...												
12.	Implementation of an Open Access policy) ...												
13.	Monitoring the progress of the implementation of the GEP...												