

CIRCULAR LETTER NO. 7
of the Rector of the West Pomeranian University of Technology in Szczecin
of 13 April 2021

on the Procedure for Hiring and Professional Development of Employees of the West Pomeranian
University of Technology in Szczecin

In connection with Ordinance No. 76 of the WPUT Rector of 28 May 2020 on the implementation of actions resulting from holding of the In connection with Ordinance No. 76 of the WPUT Rector of 28 May 2020 on the implementation of actions resulting from holding of the "HR Excellence in Research" distinction, which obliges the University to perform the action entitled the Employment Guide with good academic practices in this regard, setting out the principles of recruitment, hiring and other issues at various stages of employees' careers, also in order to significantly improve the conditions of employment through a fair, open, effective and transparent recruitment procedure at the University, I hereby inform you about the Procedure for Hiring and Professional Development of Employees of the West Pomeranian University of Technology in Szczecin, which is attached to this circular letter.

Rector

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The Procedure for Hiring and Professional Development of WPUT Employees

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Purpose

The purpose of the Procedure for Hiring and Professional Development of WPUT Employees is to improve hiring conditions by means of a fair, open, effective and transparent recruitment procedure at the University, especially for candidates for academic positions.

Subject

This Procedure sets out the principles for the recruitment, hiring, promotion and professional development of university teachers and non-academic staff at different stages of their career and describes good practices in employment at the West Pomeranian University of Technology in Szczecin.

The procedure is in line with the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which the West Pomeranian University of Technology in Szczecin committed itself to implement in 2015.

In accordance with the Higher Education and Science Law, the University shall publish information about the competition for the position of a university teacher in the European portal for mobile researchers - the European Euraxess network. The main objective of the Polish database is to provide a range of career development advice to Polish and foreign scientists. The database provides valuable information on grants and scholarships from the member states to Polish researchers who plan to enrich their career path with an international dimension. In addition, it provides support to foreign researchers residing in Poland in matters concerning their residence and professional development.

With an account in the Euraxess database, the University, in addition to posting job offers, host offers and research funding offers, has an additional opportunity to seek cooperation with international research units (so called partnering). In addition, it has access to a wide range of profiles of researchers from partner countries, who can enrich the institutions with the acquired professional skills and valuable experience.

Chapter 1. Recruitment and hiring

1.1. Full-time employment of university teachers

1.1.1. Publication of a competition

1. A dean/head of the interdepartmental unit, having received the opinion of the research council in the case of employment of university teachers in the research and teaching and research groups, shall submit to the Personnel Department an application to the Rector for creation of a position and, accordingly, publication of a competition together with the indicated scope of tasks to be performed by the future employee and the qualification requirements.
2. As a result of the assessment determining the teaching load of a given unit performed by the Education Department, the Rector takes a decision on the publication of a competition.
3. In the case of a positive decision of the Rector, the organisational unit shall publish information about the competition in the Public Information Bulletin on the websites of WPUT and the Ministry of Education and Science as well as an announcement in English on the websites of the European Commission intended for the publication of job offers for researchers (euraxess.ec.europa.eu).
4. The competition notice shall contain a description of the knowledge and qualifications required, yet without any specialised and detailed terms (criteria), a description of the working conditions, including the discipline which the prospective employee will represent, and the career prospects.
5. The deadline for submission of applications shall be at least 30 days after the date of publication of the information about the competition.

6. Candidates' offers shall be sent to the following e-mail address: kadry-rekrutacja@zut.edu.pl or in paper form to the address of the WPUT Personnel Department.

1.1.2. Appointment of a selection board

1. The dean/head of the interdepartmental unit proposes the persons to be appointed by the Rector as members of the selection board, taking into account the principle of gender balance.
2. The selection board shall include:
 - the chairperson of the research council for the discipline which the candidate is to represent; if he/she is to be employed in the research and teaching or research staff group;
 - a research and teaching staff member or a research staff member from the faculty/interdepartmental unit representing the discipline which the candidate is also to represent, designated by the dean of the faculty where the candidate is to be employed or, in the case of interdepartmental units, designated by the Rector or a person authorised by the Rector;
 - a research and teaching staff member or a research staff member representing a discipline related to the one which the university teacher to be employed is also to represent, designated by the dean of the faculty where the candidate is to be employed or, in the case of interdepartmental units, designated by the Rector or a person authorised by the Rector;
 - the head of the organisational unit wherein the post to which the competition relates is included or a representative designated by him/her;
 - another person proposed by the dean or, in the case of interdepartmental units, proposed by the Rector or a person authorised by the Rector;
 - a Personnel Department employee.
3. The Rector shall designate the chairperson of the selection board.
4. Members of the selection board shall receive appropriate training before the assessment of candidates, including the need to inform of any conflict of interest with candidates beforehand. In the event of any conflict of interest, a member of the board may be excluded from the selection procedure.
5. The selection board may decide to interview a candidate.

1.1.3. Holding of a competition

1. When evaluating the applications, attention shall be paid to the fulfilment of the requirements set out in the Act and in the WPUT Statutes.
2. While assessing the achievements, the candidate's entire length of service and lifelong professional development shall be taken into account. Not only quantitative and qualitative indicators of publications are taken into account, but also other outstanding achievements during the career to date, e.g. experience in education, scientific supervision, teamwork, knowledge transfer, management of research and activities within the scope of innovation and spreading of scientific awareness in society, experience in the industrial sector, contribution to patents, studies or inventions. A candidate's mobility (including working in other regions of the country or abroad) can also be considered a valuable contribution to professional development.
3. After the competition is held, a report is prepared outlining the strengths and weaknesses of the candidates.
4. The result of the selection board's evaluation is a positive recommendation of one candidate or no recommendation of a positive outcome.

5. The dean/head of the interdepartmental unit submits a request to the Rector to hire a candidate or to close the competition without a conclusion along with the board's position and documentation presented by the chairperson of the selection board.
6. The Rector shall make the final decision on establishment of the employment relationship, yet the position of the selection board is not binding for him.
7. The organizational unit shall publish the information on the result of the competition together with the justification in the Public Information Bulletin within 30 days following the conclusion of the competition.
8. Candidates who are not selected for a position shall be notified by email of the strengths and weaknesses of their applications as soon as the selection process for employment is completed.

1.2. Part-time employment of university teachers

1.2.1. Announcement of a vacancy

1. In order to employ a university teacher in a research and teaching or research group on a part-time basis, having received an opinion of the research council, the dean/head of the interdepartmental unit shall submit to the Personnel Department an application to the Rector for creation of a position and announcement of the vacancy together with the indicated scope of tasks to be performed by the future employee and the qualification requirements.
2. As a result of the assessment determining the teaching load of a given unit performed by the Education Department, the Rector takes a decision on the announcement of a vacancy.
3. In the case of a positive decision of the Rector, the organisational unit shall publish information about the vacancy or competition on the European Researchers' Mobility Portal, in the Public Information Bulletin and on the websites of WPUT. Information about the vacancy may also be published in English on the websites of the European Commission intended for the publication of job offers for researchers (euraxess.ec.europa.eu).
4. The vacancy announcement shall contain a description of the knowledge and qualifications required, yet without any specialised and detailed terms (criteria), a description of the working conditions, including the discipline which the prospective employee will represent, and the career prospects.
5. Candidates' offers shall be sent to the following e-mail address: kadry-rekrutacja@zut.edu.pl or in paper form to the address of the WPUT Personnel Department.

1.2.2. Appointment of a selection board

1. The dean/head of the interdepartmental unit proposes the persons to be appointed by the Rector as members of the selection board, taking into account the principle of gender balance.
2. The selection board shall include:
 - the dean or vice dean of the faculty,
 - the chairperson of the research council for the discipline which the candidate is to represent (if the person to be employed is a university teacher in the research and teaching or research staff group) or an employee designated by the chairperson, representing the discipline that the candidate is also to represent;
 - the head of the department where the candidate is to be employed or a representative designated by the head;
 - a Personnel Department employee.
3. The Rector shall designate the chairperson of the selection board.

4. Members of the selection board shall receive appropriate training before the assessment of candidates, including the need to inform of any conflict of interest with candidates beforehand. In the event of any conflict of interest, a member of the board may be excluded from the board.
5. The selection board may decide to interview a candidate.

1.2.3. Conducting of the selection procedure

1. When evaluating the applications, attention shall be paid to the fulfilment of the requirements set out in the Act and in the WPUT Statutes.
2. While assessing the achievements, the candidate's entire length of service and lifelong professional development shall be taken into account. Not only quantitative and qualitative indicators of publications are taken into account, but also other outstanding achievements during the career to date, e.g. experience in education, scientific supervision, teamwork, knowledge transfer, management of research and activities within the scope of innovation and spreading of scientific awareness in society, experience in the industrial sector, contribution to patents, studies or inventions. A candidate's mobility (including working in other regions of the country or abroad) can also be considered a valuable contribution to professional development.
3. After the recruitment procedure is conducted, a report is prepared outlining the strengths and weaknesses of the candidates.
4. The result of the selection board's evaluation is a positive recommendation of one candidate or no recommendation of a positive outcome.
5. The dean/head of the interdepartmental unit submits a request to the Rector to hire a candidate or to close the recruitment procedure without a conclusion along with the board's position and documentation presented by the chairperson of the selection board.
6. The Rector shall make the decision on establishment of the employment relationship, yet the position of the selection board is not binding for him.
7. Candidates who are not selected shall be notified by email of the strengths and weaknesses of their applications.

1.3. Re-employment of a university teacher

1. A university teacher who had a fixed-term employment contract with the University may be re-employed. If the employee received a positive periodic assessment during his/her previous employment, the dean/head of the interdepartmental unit may apply to the Rector for employment without a competition procedure, providing justification for employment and an opinion of the research council if the university teacher is to be employed in a research and teaching or research group.
2. As a result of the assessment determining the teaching load of a given unit performed by the Education Department, the Rector shall take a decision on the employment of the university teacher or refusal of the employment.

1.4. Hiring of non-academic staff

1.4.1. Announcement of the recruitment

1. The recruitment procedure of non-academic staff shall be conducted as internal or external recruitment via the Personnel Department.
2. The head of a University organisational unit or a person authorised by him/her shall submit a written request justifying the need to employ a non-academic staff member to the Personnel Department.

3. A description of the scope of tasks in a given position shall be attached to the application. The Rector/chancellor shall take a decision on hiring of the employee. An announcement about the vacancy shall be published on the WPUT website and in the Public Information Bulletin (a uniform announcement template).
4. Candidates' offers shall be sent to the following e-mail address: kadry-rekrutacja@zut.edu.pl or in paper form to the address of the Personnel Department.
5. The Personnel Department shall verify the formality of the submitted documents.

1.4.2. Conducting of the recruitment procedure

1. Selection board consisting of: the head of the organisational unit or a direct supervisor as well as a Personnel Department employee shall examine the submitted offers and interview the selected candidates.
2. Once the candidates are interviewed, a report shall be drafted including information on the outcome of the recruitment procedure.
3. The Personnel Department shall provide feedback to candidates, including those who have not been successful in the recruitment process.
4. Documents submitted or sent by candidates in the recruitment process shall not be returned.
5. The candidates' offers are destroyed forthwith unless any job seeker gives consent to participation in future recruitments for similar positions.
6. The final decision concerning the candidate selection shall be taken respectively by the Rector or the chancellor upon request of the head of an organisational unit.

1.5. Good practices in employment

1. WPUT has a uniform recruitment and vacancy announcement template, standardising the information contained in a job advertisement.
2. In order to objectively select a candidate for the advertised position, the Rector appoints a respective selection board.
3. WPUT uses recruitment forms pursuant where to candidates are assessed, which provide support for members of the selection board assessing candidates for employment at WPUT as well as the possibility to prepare a note on the candidate's strengths and weaknesses, which will provide feedback to the candidate.
4. Members of the selection board shall be made aware of the procedure of the competition or recruitment, including the possibility of exclusion from the board if there is a conflict of interests with any of the candidates.
5. An employment contract with a foreigner shall be issued in Polish and English.
6. A relationship of direct professional subordination shall not be established at WPUT between spouses and persons sharing a common household or being in a relationship of kinship, affinity up to the second degree, or in a relationship of adoption, custody or guardianship. To this end, before the employment relationship is established, the direct supervisor to whom the person taking up employment will be subordinate shall file an appropriate declaration as set out in the WPUT Labour Regulations.
7. In order to counteract discrimination and mobbing, the Rector, by Ordinance No. 27 of 18 April 2018, introduced the Procedure for Counteracting Mobbing at the West Pomeranian University of Technology in Szczecin, specifying the procedure for handling reports of discrimination and mobbing as well as the rules for appointment of a trust officer and a report handling team.

Chapter 2. Supporting of the professional development

2.1. Raising of professional qualifications

1. As an employer, the University provides opportunities for employees to develop professionally at every stage of their career. Its activities are based on a strategy of continuous improvement, providing both university teachers and non-academic staff with support and assistance in expanding of their knowledge and skills.
2. Regulations specifying detailed principles and conditions for raising professional qualifications of employees in postgraduate studies, trainings, courses, seminars and other forms of education were introduced by Ordinance No. 61 of the Rector of WPUT of 12 July 2018.
3. Professional qualifications may be raised upon the initiative of the head of the unit or the Rector (on the basis of a referral issued by the University) or upon their consent (on the basis of an application from an employee). Depending on the length of the training process and the fees involved, the decision shall be made by the Rector or the head of the unit respectively.
4. Should an employee be obliged to remain in employment after the completion of the process of raising professional qualifications, the Rector concludes a written agreement, the so-called training agreement with the employee, which defines the mutual rights and obligations of the parties.

2.2. Erasmus+ Programme

1. One of the activities of WPUT which enables the achievement of strategic objectives in the area of human resources development is participation in the Erasmus+ Programme, which is connected with quality and internationalisation of education (including the participation of teaching staff).
2. The Erasmus+ Programme enables the following activities:
 - participation of university teachers in teacher mobility,
 - participation of all University employees in trainings abroad organised both in the Programme countries and in partner countries; and
 - participation of employees in international cooperation programmes.
3. The related procedures are centrally coordinated by the International Mobility Department, whose main tasks include:
 - administrative oversight of activities carried out under the international institutional agreements that form the basis of mobility;
 - conducting of information activities on funding opportunities for employee mobility abroad;
 - financial processing of employees' foreign trips made for scientific, teaching, training purposes;
 - administrative processing of matters related to the staying of persons invited as part of cooperation with foreign partner institutions.

2.2.1. Teacher mobility

1. The aim of a teacher mobility financed within the Erasmus+ programme for university teachers at all stages of their career is to teach students of a foreign partner university holding the Erasmus Charter for Higher Education (ECHE), wherewith a bilateral agreement has been signed in accordance with the programme requirements.
2. Information on the duration and dimensions of teaching trips is updated periodically and is available at www.erasmusplus.zut.edu.pl.
3. A candidate shall file the respective applications with the International Mobility Department.
4. The mobility qualification rules are approved annually (changes are made as needed) on a regular basis and are available at www.erasmusplus.zut.edu.pl.

5. Persons qualified for mobility receive individual financial support the amount of which depends on the cost of living in particular groups of countries - the period of financing corresponds to the period adopted by the National Agency of the Erasmus+ Programme when calculating subsidies for the university, except that, in the case of a larger number of applications than places, not every qualified person shall receive a mobility grant.
6. Internal recruitment of WPUT university teachers is conducted in a transparent and fair manner, pursuant to the principles and requirements of the *Code of Conduct for the Recruitment of Researchers*.
7. Teacher mobility within the framework of the aforementioned program shall be taken into account in the periodic assessment of university teachers.

2.2.2. Teacher trainings abroad

1. Within the framework of the Erasmus+ programme, each University employee shall have an opportunity to apply for trainings abroad in the form of courses, seminars, trainings or other forms of education aimed at improvement of the professional competences being of key importance for internationalisation of education and increasing of its quality.
2. Trainings abroad may take place in an institution located in 27 countries of the European Union, countries of the European Economic Area (Iceland, Norway or Lichtenstein) as well as Macedonia, Turkey and Serbia (if the institution is a university - it must hold the Erasmus Charter for Higher Education (ECHE)).
3. The trainings abroad are organized to expand knowledge, improve skills and professional qualifications and to exchange experience in areas supported by the program (internationalization of education and improving of its quality). Participation in training activities enables development of international mobility, internationalization of education, creation of study programs based on modern teaching standards and effective modernization of the University.
4. A training abroad shall last from two days to maximum two months.
5. A candidate shall file the respective applications with the International Mobility Department.
6. Persons qualified for mobility receive individual financial support the amount of which depends on the cost of living in particular groups of countries - the period of financing corresponds to the period adopted by the National Agency of the Erasmus+ Programme when calculating subsidies for the university, except that, in the case of a larger number of applications than places, not every qualified person shall receive a mobility grant.
7. Recruitment is conducted in a transparent and fair manner, in accordance with the principle of equal treatment of all candidates taking part therein.
8. Trainings abroad within the program shall be taken into account in the periodic assessment of university teachers, while, in the case of non-academic staff, their inclusion in the assessment shall be discretionary.

2.3. Above-average scientific activity bonus

1. WPUT has introduced an incentive system for university teachers employed at the University in the form of bonus for above-average scientific activity. Pursuant to the Regulations for the Remuneration of WPUT Employees, the salary supplement shall be granted - at the employee's request (available in the panel.zut.edu.pl system) filed with the Science Department by 31 March of the year following the achievement - once for up to four achievements, and beginning from 2022 - for no more than 3 achievements in a given calendar year.
2. An employee for whom WPUT is the primary place of employment and who has accomplished the following:
 - authorship or co-authorship of a scientific article published in a scientific journal or in the reviewed materials of an international scientific conference that fits in the scientific discipline indicated by the University for evaluation,
 - authorship or co-authorship of a scientific monograph in a scientific discipline indicated by WPUT for evaluation as well as scientific editing and co-editing of such monographs,shall be given the opportunity to receive a bonus in an amount to be determined by the Rector.
3. The purpose of introducing the above-average scientific activity bonus is to maintain the development of the University employees' research potential.

2.4. WPUT organisational units supporting employees' development

2.4.1. Regional Centre for Innovation and Technology Transfer – RCIiTT

1. One of the WPUT units is the Regional Centre for Innovation and Technology Transfer, whose main objective is to support the economic activity of the University's academic community and employees, commercialisation of research results and support in obtaining and accounting for external funds.
2. In the area of technology transfer and business development, RCIiTT promotes the WPUT's research and technology offer for investors and entrepreneurs, acts as an intermediary in the sale of solutions developed at the University, provides advice to institutions and entrepreneurs interested in internationalisation. In the area of academic entrepreneurship, it supports University employees in establishing and running of their own businesses as well as carries out information and promotion, advisory and training activities within this scope.
3. A Regional Contact Point for Framework Programmes, functioning in the structures of RCIiTT, supports the participation of scientific units and enterprises from the West Pomerania Province in the European Union Framework Programmes for Research and Innovation. The team also supports the work of WPUT within the scope of the HR distinction and works in the area of the EURAXESS point operation.

2.4.2. Scientific Project and Strategic Project Departments

1. Within the structure of the central WPUT administration, the Scientific Project Department and the Strategic Project Department are responsible for providing support and supervision in obtaining and accounting for funds for scientific, research and R&D activities from external sources.
2. The main tasks of the departments include:
 - informing about the announced competitions and monitoring the submission of applications;
 - information about current procedures for obtaining and accounting for funds and preparation of necessary documents (applications, reports);
 - coordination of the preparation and filing of the application for project financing;
 - registration, reporting and archiving of documents;

- advice in the process of project/undertaking accomplishment;
 - supervising and giving an opinion on the conformity of the project expenditure with the application and the contract for its implementation as well as on the correctness of substantive and financial reports;
 - cooperation with the respective project/undertaking institution;
 - coordinating of the preparation of plans and reports of the University's organisational unit;
 - keeping a register of consortium contracts and agreements.
3. The Scientific Project Department provides assistance with projects financed from national funds, including:
- National Science Centre (NCN),
 - National Centre for Research and Development (NCBiR),
 - Ministry of Education and Science (MEiN),
 - Ministry of Agriculture and Rural Development (MRiRW),
 - Ministry of Culture and National Heritage (MKiDN).
4. The Strategic Project Department provides support and supervision for projects financed from European Union structural funds, which include:
- European Regional Development Fund,
 - European Social Fund,
 - Cohesion Fund,
 - European Agricultural Fund,
 - European Maritime and Fisheries Fund
- from which funds are distributed at national and regional levels. The scope of the Department's activities is extended to include implementation, investment and educational activities financed from the above mentioned funds.
5. In order to standardise and streamline the activities related to employees applying for funds as well as implementing of and accounting for projects financed from external sources, appropriate procedures have been introduced by Ordinance No. 35 of the WPUT Rector of 22 May 2018.

2.5. Mentoring

1. Mentoring is an effective form of training and adaptation for a new employee of the University, involving the creation of a long-term relationship between someone experienced and proficient in a particular field and someone with lower qualifications or less seniority. Mentoring is intended to benefit the mentee first and foremost so its long-term plan is based on the mentee's learning and career development.
2. The mentor is responsible for taking care of the mentee during his/her career path and professional competence development. In order to fulfil the objectives, the mentor shall have the right interpersonal skills to correctly identify the strengths and weaknesses of the mentee, to develop the intrinsic motivation of the mentee to reach his/her full potential, to support him/her in the challenges he/she faces and to build a solid foundation of self-awareness through constant feedback.
3. The mentor shall have the skills necessary to supervise the work and the activities of the mentee as well as the knowledge, commitment and, above all, the time to be able to offer adequate support to the beginner, to monitor his/her progress and to evaluate it in detail.
4. The requirements for the exercise of scientific supervision by a person to whom early career researchers may address questions concerning the performance of their professional duties are set out in the European Charter for Researchers.

Chapter 3. Periodic employee assessment

1. The purpose of the assessment shall be to enable a rational human resources policy and to motivate employees to work effectively. The outcome of the assessment shall form the basis for all personnel decisions related to remuneration, changes of position, upgrading of skills (trainings), rewards or termination of employment.
2. University teachers, except for the Rector, shall be subject to periodic assessment, in particular with regard to the performance of their duties referred to in Article 115 of the Higher Education and Science Law, compliance with the regulations on copyright and related rights as well as industrial property. Periodic assessment shall be carried out at least once every 4 years or at the Rector's request.
3. The assessment of non-academic staff shall be carried out on the basis of the principles determined in the Regulations for Periodic Evaluation of Non-Academic Staff at WPUT.

Chapter 4. Employees' promotions

4.1. University teacher's promotion

4.1.1. Promotion to the position of a professor and university professor

1. According to the Act of 20 July 2018 - Higher Education and Science Law, from the date of obtaining the professor title, a person employed as an academic teacher shall become employed as a professor.
2. Promotion to the position of a university professor shall be possible by fulfilling of the requirements set out in the WPUT Statutes and Ordinance No. 50 of the WPUT Rector of 17 April 2020 on Defining of the Criteria for Employment in the Position of a University Professor at the West Pomeranian University of Technology in Szczecin.
3. The head of the organisational unit shall apply to the Rector for promotion.
4. The Rector shall make his decision after obtaining of the opinion from the Vice-Rector for Education and the committee for the employment of a university professor appointed by the Rector.

4.1.2. Promotion to other positions

1. Promotion to the position of an assistant professor/senior lecturer/senior instructor or a change of a university teacher's group shall be possible without any competition if the university teacher meets the requirements set out in the WPUT Statutes and has received a positive periodic assessment.
2. The dean/head of the interdepartmental unit, following the opinion of the Research Council, in the case of promotion of a university teacher in the group of research and teaching or research staff, shall submit to the Personnel Department an application to the Rector for a change of the position.
3. The Rector shall take a decision on the promotion having received an opinion of the Vice-Rector for Education.

4.2. Promotion of a member of non-academic staff

1. Promotion of a non-academic staff member shall be possible after fulfilment of the requirements set out in the Regulations for the Remuneration of WPUT Employees.
2. A request for a change of the position shall be submitted by the head of the organisational unit to the Rector or the Chancellor respectively.
3. Recruitment for managerial positions in the group of non-academic staff shall first be made internally, from among the employees of the University who meet the qualification requirements

set out in the Regulations for the Remuneration of WPUT Employees. Internal recruitment fosters the development of staff, motivates them to work effectively and improve their professional qualifications as well as enables them to develop their careers.

4. If no WPUT employee meets the requirements laid down in the Regulations for the Remuneration of WPUT Employees or no employee has submitted an offer to stand for the vacant managerial post, recruitment shall be announced on the WPUT website and in the Public Information Bulletin. In this case, the procedure for the employment of non-academic staff shall apply.