

**The procedure of employment and the course of professional development of ZUT employees, in accordance with the Open, Transparent and Merit-based Recruitment (OTM-R) policy**

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## **Objective**

The purpose of the Employment Procedure and the course of professional development of ZUT employees is to improve employment conditions through a fair, open, effective and transparent recruitment procedure at the University, in particular candidates for the positions of research workers, in accordance with the Open, Transparent and Merit-based Recruitment (OTM-R) policy, which implements the commitments of the University's HR Excellence in Research award.

## **Subject**

This Procedure defines the rules of recruitment, employment, promotion and professional development of academic teachers and employees who are not academic teachers at various stages of their careers 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, to which the West Pomeranian University of Technology in Szczecin committed itself in 2015.

Pursuant to the Law on Higher Education and Science, the University publishes information about the competition for the position of an academic teacher in the European portal for mobile research workers - the European Euraxess network. The main purpose of the Polish database is to provide a range of advice on the career development of Polish and foreign scientists. The database provides valuable information on grants and scholarships from member states to Polish research workers who plan to enrich their career path with an international dimension. In addition, it provides support to foreign researchers staying in Poland in matters related to their stay and professional development.

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

## **Section 1. Recruitment and employment**

### **1.1. Full-time employment of academic teachers**

#### **1.1.1. Competition announcement**

1. The dean/head of the inter-faculty unit, after obtaining the opinion of the scientific discipline council in the case of employing academic teachers in research and teaching and research groups, submits an application to the Human Resources Department to the Rector for the creation of a position and, accordingly, the announcement of a competition along with the indicated scope of tasks and qualification requirements.

2. As a result of the assessment determining the teaching load of a given unit by the Department of Education, the Rector decides to announce the competition.

3. In the case of a positive decision of the Rector, the organizational unit publishes information about the competition in the Public Information

Bulletin on the websites of ZUT and the Ministry of Education and Science, as well as an announcement in English on the websites of the European Commission intended for publication of job offers for scientists (euraxess.ec.europa.eu).

4. The competition announcement contains a description of the required knowledge and qualifications, but without specialist and detailed terms (criteria), a description of working conditions, including an indication of the discipline that the future employee will represent and professional development prospects.

5. The deadline for submitting applications is at least 30 days from the date of posting information about the competition.

6. Candidates' offers are sent to the e-mail address: [rekrutacja@zut.edu.pl](mailto:rekrutacja@zut.edu.pl) or in paper form to the address of the HR Department of ZUT.

#### **1.1.2. Appointment of the competition committee**

1. The dean/head of the inter-faculty unit presents a proposal of persons who are to be appointed by the Rector to the competition committee, guided by the principle of gender balance in the selection.

2. The competition committee consists of:

- chairman of the scientific discipline council the candidate is to represent; if he is to be employed in a group of research and teaching or research workers;

- indicated by the dean of the faculty in which the candidate is to be employed, and in the case of inter-faculty units - appointed by the Rector or a person authorized by him - a research and teaching employee or a research employee from the faculty / inter-faculty unit, representing the discipline that the candidate is also to represent;

- indicated by the dean of the faculty in which the candidate is to be employed, and in the case of inter-faculty units - indicated by the Rector or a person appointed by him - a research and teaching employee or a research employee representing a discipline related to the one to be represented by the employed academic teacher;

- the head of the organizational unit to which the position to which the competition relates organizationally belongs, or a representative appointed by him/her;

- another person requested by the Dean, and in the case of inter-faculty units by the Rector or a person appointed by him;

- an employee of the Human Resources Department.

3. The Rector appoints the chairman of the competition committee.

4. Members of the competition committee - prior to evaluating the submitted applications - are properly trained, including the need to inform about a possible conflict of interest with candidates. If there is a conflict of interest, a member of the commission may be excluded from the competition procedure.

5. The competition committee may decide to conduct an interview with the candidate.

#### **1.1.3. Conducting the contest**

1. When evaluating the submitted applications, attention should be paid to meeting the requirements set out in the Act and the ZUT Statute.

2. When assessing achievements, the candidate's entire length of service and lifelong professional development are taken into account. Not only quantitative and qualitative indicators of publications are taken into account, but also other outstanding achievements during the professional career to date, e.g. teaching experience, mentoring, teamwork, knowledge transfer, research management and innovation and public awareness activities, experience in the industry sector, contributions to patents, developments

or inventions. The candidate's mobility (including work in other regions of the country or abroad) can also be considered a valuable contribution to professional development.

3. After the competition, a protocol is drawn up in which the strengths and weaknesses of the candidates are presented.

4. The result of the evaluation of the competition committee is a positive recommendation of one candidate or no recommendation of a positive outcome of the competition.

5. The dean/head of the inter-faculty unit submits to the Rector an application for employment or closing the competition without resolution, together with the commission's position and documentation presented by the chairman of the competition committee.

6. The Rector makes the final decision on establishing an employment relationship, however, the position of the competition committee is not binding for him.

7. The organizational unit provides information on the result of the competition in the Public Information Bulletin, together with the justification, within 30 days after the end of the competition.

8. Candidates who have not been selected for the position are informed by e-mail about the strengths and weaknesses of their applications, immediately after the process of selecting a person for employment is completed.

## **1.2. Employing academic teachers on a part-time basis**

### **1.2.1. Recruitment announcement**

1. In order to employ an academic teacher in a research-didactic or research group on a part-time basis, after obtaining an opinion from the scientific discipline council, the dean/head of the inter-faculty unit submits to the Human Resources Department an application to the Rector for the creation of a position and announcement of the recruitment together with the indicated scope of tasks which will belong to the future employee and qualification requirements.

2. After the assessment determining the teaching load of a given unit by the Department of Education, the Rector decides to announce the recruitment.

3. In the event of a positive decision of the Rector, the organizational unit shall provide information on the recruitment or competition on the European portal for mobile research workers, in the Public Information Bulletin and on the ZUT website. Information on the vacancy may also be made available in English on the websites of the European Commission intended for the publication of job offers for researchers (euraxess.ec.europa.eu).

4. The recruitment announcement contains a description of the required knowledge and qualifications, but without specialist and detailed terms (criteria), a description of working conditions, including an indication of the discipline that the future employee will represent and professional development prospects.

5. Candidates' offers are sent to the e-mail address: [rekrutacja@zut.edu.pl](mailto:rekrutacja@zut.edu.pl) or in paper form to the address of the HR Department of ZUT.

### **1.2.2. Appointment of the selection committee**

1. The dean/head of the inter-faculty unit presents a proposal of persons who are to be appointed by the Rector to the recruitment committee, guided by the principle of gender balance in the selection.

2. The selection committee consists of:

- the dean or deputy dean of the faculty;

- the chairman of the scientific discipline council to be represented by the candidate (if the employment concerns an academic teacher in a group of research and teaching or research employees) or an employee indicated by him representing the discipline that the candidate is to represent;
  - the head of the department in which the candidate is to be employed, or a representative appointed by him;
  - an employee of the Human Resources Department.
3. The Rector appoints the chairman of the recruitment committee.
  4. Members of the committee - before proceeding with the evaluation of submitted candidates - are properly trained, including the need to inform about a possible conflict of interest with candidates. If there is a conflict of interest, a member of the committee may be excluded from the committee.
  5. The committee may decide to interview candidates.

### **1.2.3. Carrying out the recruitment**

1. When evaluating the submitted applications, attention should be paid to meeting the requirements set out in the Act and the WPUT Statute.
2. When assessing achievements, the candidate's entire work experience and lifelong professional development are taken into account. Not only quantitative and qualitative indicators of publications are taken into account, but also other outstanding achievements during the professional career to date, e.g. teaching experience, mentoring, teamwork, knowledge transfer, research management and innovation and public awareness activities, experience in the industry sector, contributions to patents, developments or inventions. The candidate's mobility (including work in other regions of the country or abroad) can also be considered a valuable contribution to professional development.
3. After the recruitment process, a protocol is drawn up in which the strengths and weaknesses of the candidates are presented.
4. The result of the recruitment committee's assessment is a positive recommendation of one candidate or no recommendation for a positive outcome of the recruitment process.
5. The dean/head of the inter-faculty unit submits to the Rector, respectively, an application for employment or closing the recruitment without resolution, together with the commission's position and documentation presented by the chairman of the recruitment committee.
6. The Rector makes a decision on establishing an employment relationship, however, the position of the selection committee is not binding for him.
7. Candidates who are not selected are informed by e-mail about the strengths and weaknesses of their applications.

### **1.3. Re-employment of an academic teacher**

1. An academic teacher who had a fixed-term contract with the University may be re-employed. If during his previous employment, the employee received a positive periodic evaluation, the dean/head of the inter-faculty unit may apply to the Rector for employment without a competition procedure, presenting the justification for the employment and the opinion of the scientific discipline council in the case of employing an academic teacher in a research and teaching or research group.
2. After the evaluation determining the teaching load of a given unit by the Department of Education, the Rector decides to employ an academic teacher or to refuse to employ him.

### **1.4. Hiring employees who are not academic teachers**

#### **1.4.1. Recruitment announcement**

1. Employees who are not academic teachers are employed in the form of internal or external recruitment through the Human Resources Department.
2. The head of the organizational unit of the University or a person authorized by him submits a written application to the Human Resources Department justifying the need to employ an employee who is not an academic teacher.
3. A description of the scope of activities for a given position should be attached to the application. The Rector/Chancellor decides on the need to hire an employee. The vacancy notice is published on the ZUT and BIP websites (uniform form of notices).
4. All offers are sent to the e-mail address: [rekrutacja@zut.edu.pl](mailto:rekrutacja@zut.edu.pl) or in paper form to the address of the Human Resources Department.
5. The Human Resources Department checks the formality of the submitted documents.

#### **1.4.2. Conducting recruitment**

1. The recruitment committee, composed of: the head of the organizational unit or direct superior and an employee of the Human Resources Department, familiarizes himself with the submitted offers and conducts interviews with selected candidates.
2. After conducting the interviews, a report containing information on the selection procedure is drawn up.
3. The Human Resources Department provides feedback to all candidates, including those who have not been successfully recruited.
4. Documents submitted or sent by candidates participating in the recruitment process are not returned.
5. Candidates' offers are immediately destroyed, unless the job seeker agrees to participate in future recruitments for similar positions.
6. The final decision regarding the selection of the candidate is made by the Rector or the Chancellor, respectively, based on the request of the head of the organizational unit.

#### **1.5. Good practices in employment**

1. The ZUT has a unified model of recruitment and vacancy notices, which standardizes the information contained in the job advertisement.
2. In order to objectively select a candidate for the advertised position, the Rector appoints a competition committee or recruitment/recruitment committee, respectively.
3. The WUT employs recruitment forms, according to which the candidate is assessed, supporting the members of the committee evaluating candidates for work in WUT, giving the opportunity to prepare notes on the candidate's strengths and weaknesses, which will constitute feedback for him.
4. Members of the competition or recruitment/recruitment committee shall be familiarized with the competition or recruitment procedure, including the possibility of exclusion from the committee, if there is a conflict of interest with any of the candidates.
5. The employment contract concluded with a foreigner is drawn up in Polish and English.
6. A relationship of direct subordination between spouses and persons who run a common household or are related by consanguinity, affinity up to the second degree, or by adoption, guardianship or guardianship cannot arise in ZUT. For

this purpose, prior to entering into an employment relationship, the direct superior to whom the person taking up employment will be subordinated submits a relevant declaration specified in the WPUT Work Regulations.

7. In order to counteract discrimination and mobbing, the Rector introduced by order No. 27 of April 18, 2018, the procedure for counteracting mobbing at the West Pomeranian University of Technology in Szczecin, specifying the procedure for reporting cases of discrimination and mobbing and the rules for appointing

## **Section 2. Supporting professional development**

### **2.1. Improving professional qualifications**

1. The University as an employer provides the possibility of professional development of employees at every stage of their professional career. Its activities are based on the strategy of continuous improvement, providing both academic teachers and non-academic staff with support and assistance in expanding their knowledge and skills.

2. The regulations specifying the detailed rules and conditions for improving the professional qualifications of employees at postgraduate studies, trainings, courses, seminars and other forms of education were introduced by order No. 61 of the Rector of WUT of July 12, 2018.

3. The improvement of professional qualifications may take place on the initiative of the head of the unit or the Rector (on the basis of a referral issued by the University) or with their consent (on the basis of an employee's request). Depending on the duration of the training process and related fees, the decision is made by the Rector or the head of the unit, respectively.

4. If an employee is obliged to remain in employment after completing the process of improving professional qualifications, the Rector concludes a written contract with the employee, the so-called training, which defines the mutual rights and obligations of the parties.

### **2.2. Erasmus+ programme**

1. One of the activities of ZUT that allows achieving strategic goals in the area of human resources development is participation in the Erasmus+ Programme, which refers to the quality and internationalization of education (including the participation of teaching staff).

2. The Erasmus+ program enables the participation of:

- academic teachers - on foreign teaching trips,
- all employees of the University - in foreign training trips carried out both in the program countries and in partner countries, and
- employees - in international cooperation projects.

3. The related procedures are centrally coordinated by the International Mobility Department, whose main tasks include:

- administrative supervision of activities carried out under international institutional agreements that form the basis of mobility;
- carrying out information activities on the possibility of financing foreign mobility of employees;
- financial support for foreign employees' trips for scientific, didactic and training purposes;
- administrative handling of matters related to the stay of persons invited as part of cooperation with foreign partner institutions.

a trust officer and a team to consider applications.

Section 2. Supporting professional development

### **2.2.1. Teaching trips**

1. The purpose of a didactic trip financed under the Erasmus+ program for academic teachers at all stages of their professional career is to conduct didactic classes for students of a foreign partner university holding the Erasmus Charter for Higher Education (ECHE), with which a bilateral agreement was signed in accordance with the program requirements.
2. Information on the duration and number of classes conducted as part of educational trips is regularly updated and is available at [www.erasmusplus.zut.edu.pl](http://www.erasmusplus.zut.edu.pl).
3. Candidates submit appropriate travel applications to the International Mobility Department.
4. Eligibility rules for trips are approved annually (changes are made if necessary), periodically and are available at [www.erasmusplus.zut.edu.pl](http://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 individual groups of countries - the funding period corresponds to the period adopted by the National Agency of the Erasmus+ Program when calculating subsidies for universities, however, in the case of more applications than places, no each qualified person will receive a travel grant.
6. Internal recruitment for mobilities of WUT academic teachers is conducted in a transparent, fair and compliant with the principle of equal treatment of all participating candidates, which is consistent with the principles and requirements contained in the Code of Conduct for the Recruitment of Researchers.
7. The implementation of a didactic trip under the aforementioned program is included in the periodic evaluation of the academic teacher.

### **2.2.2 Study trips**

1. Under the Erasmus+ program, each employee of the University has the opportunity to apply for foreign training trips in the form of courses, seminars, trainings or other forms of education, aimed at improving professional competences crucial for internationalization of education and improving its quality.
2. Foreign training trips may take place to an institution located in 27 countries of the European Union, countries of the European Economic Area (Iceland, Norway or Liechtenstein) as well as Macedonia, Turkey and Serbia (if the institution is a university - it must have the Erasmus Charter for Higher Education ( ECHE)).
3. A training trip is organized in order to broaden knowledge, improve skills and professional qualifications, and exchange experiences in the areas supported by the program (internationalization of education and improving its quality). Participation in training activities allows for the development of international mobility, internationalization of education, creation of study programs based on modern teaching standards and effective modernization of the University.
4. The training trip lasts from two days to a maximum of two months.
5. Candidates submit appropriate travel applications to the International Mobility Department.
6. Persons qualified for mobility receive individual financial support, the amount of which depends on the cost of living in individual groups of countries - the financing period corresponds to the period adopted by the

National Agency of the Erasmus+ Program when calculating subsidies for universities, however, in the case of more applications than places, no each qualified person will receive a travel grant.

7. Recruitment is conducted in a transparent, fair and compliant with the principle of equal treatment of all participating candidates.

8. The completion of a training trip under the program is included in the periodic assessment of the academic teacher, in the case of persons who are not academic teachers, the inclusion in the assessment is discretionary

### **2.3. Bonus for above-average scientific activity**

1. In ZUT, an incentive system has been introduced for academic teachers employed at the University in the form of an allowance for above-average scientific activity. Pursuant to the Rules of Remuneration for WPUT Employees, a supplement to remuneration is granted - at the employee's request (available in the panel.zut.edu.pl system) - once for a maximum of four achievements, and from 2022 - for no more than 3 achievements in a given calendar year to be submitted to the Science Department no later than by March 31 of the year following the achievement.

2. An employee for whom ZUT is the primary place of work and who has achieved achievements in the form of:

- authorship or co-authorship of a scientific article published in a scientific journal or in peer-reviewed materials from an international scientific conference, falling within the scientific discipline indicated by the University for evaluation,
- authorship or co-authorship of a scientific monograph in the scientific discipline indicated by WUT for evaluation, as well as editing and co-editing of such monographs,

obtains the possibility of receiving an allowance in the amount determined by the Rector.

3. The purpose of introducing an allowance for above-average scientific activity is to maintain the development of the research potential of the University's employees.

### **2.4. ZUT organizational units supporting employees in their development**

#### **2.4.1. Regional Center for Innovation and Technology Transfer - RCIiTT**

1. One of the university-wide units of WUT is the Regional Center for Innovation and Technology Transfer, whose main goal is to support the economic activity of the academic community and University employees, commercialization of research results and support in obtaining and settling funds from external funds.

2. In the area of technology transfer and business development, RCIiTT, e.g. promotes the research and technological offer of ZUT for investors and entrepreneurs, mediates in the sale of solutions created at the University, advises institutions and entrepreneurs interested in internationalization. In the area of academic entrepreneurship, it supports the employees of the University in setting up and running a business, as well as conducts information and promotion, consulting and training activities in this area.

3. RCIiTT also supports the participation of scientific units (including ZUT) and enterprises from the Zachodniopomorskie, Lubuskie and Wielkopolskie voivodships in the European Union's Framework Program for research and innovation, Horizon Europe. RCIiTT also supports the work of ZUT as part of the HR award.

#### **2.4.2. Departments of Scientific Projects and Strategic Projects**

1. In the structure of the central administration of ZUT, the Scientific Projects Department and the Strategic Projects Department deal with providing support and supervising the acquisition and settlement of funds for scientific, research and research and development activities from external sources.

2. The main tasks of the departments include:

- informing about announced competitions and monitoring the submission of applications;
- informing about the currently applicable procedures for obtaining and settling funds and the preparation of necessary documents (applications, reports);
- coordinating the preparation and submission of an application for project co-financing;
- registration, reporting and archiving of documents;
- consulting in the process of implementing a project/undertaking;
- supervising and giving opinions on the compliance of project expenses with the application and the contract for its implementation, as well as the correctness of substantive and financial reports;
- cooperation with the institution competent for a given project/undertaking;
- coordinating the preparation of plans and reports of the University's organizational units
- keeping a register of consortium agreements and agreements.

3. The Scientific Projects Department provides assistance in projects financed from national funds, including:

- National Science Center (NCN),
- National Center for Research and Development (NCBiR);
- the Ministry of Education and Science (MEiN),
- Ministry of Agriculture and Rural Development (MRiRW),
- Ministry of Culture, National Heritage and Sport (MKDniS).

4. The Strategic Projects Department supports and supervises projects financed from the European Union structural funds, which include, among others:

- European Regional Development Fund,
- European Social Fund,
- Cohesion Fund,
- European Agricultural Fund,
- European Maritime and Fisheries Fund,

of which funds are distributed at national and regional levels. The scope of the Department's activity is extended by implementation, investment and educational activities financed from the above-mentioned funds.

5. In order to standardize and streamline activities when employees apply for funds and when implementing and settling projects financed from external sources, appropriate procedures were introduced by order No. 35 of the Rector of ZUT of May 22, 2018.

#### **2.5. Mentoring**

1. Mentoring is an effective form of training and adaptation of a new employee of the University, consisting in creating a long-term relationship between a person experienced and proficient in a given field and a person with lower qualifications or less seniority. Mentoring is supposed to bring benefits primarily to the trainee, which is why its long-term plan is based on learning and development of the mentee in the sphere of professional career.

2. The mentor is responsible for taking care of the trainee during the implementation of their career path and the development of professional competences. In order to meet the intended goals, the mentor should have appropriate interpersonal skills to correctly identify the strengths and weaknesses of the trainee, develop internal motivation to fully use their own potential, support them in the challenges they face and build a solid foundation of self-awareness by constantly obtaining feedback .
3. The tutor should have the skills to supervise the work and activities performed by the person undergoing additional training, have knowledge, commitment, but above all time, thanks to which he will be able to offer the beginners adequate support, monitor the progress achieved and evaluate it in detail.
4. The requirements related to the provision of scientific supervision by a person who may be addressed by scientists starting their research career in matters related to the performance of professional duties are specified in the European Charter for Researchers.

### **Section 3. Periodic evaluation of employees**

1. The purpose of the assessment is to enable a rational personnel policy and to motivate employees to work effectively. The result of the assessment is the basis for all personnel decisions related to remuneration, change of job position, improvement of qualifications (directing training), rewarding or termination of employment.
2. An academic teacher, with the exception of the Rector, is subject to periodic evaluation, in particular in the scope of performing the duties referred to in Art. 115 of the Law on Higher Education and Science, and compliance with the provisions on copyright and related rights, as well as on industrial property. Periodic evaluation is carried out at least once every 4 years or at the request of the Rector.
3. The evaluation of employees who are not academic teachers is carried out on the basis of the rules set out in the Regulations for the periodic evaluation of employees who are not academic teachers in ZUT.

### **Section 4. Employee promotions**

#### **4.1. Promotion of an academic teacher**

##### **4.1.1. Promotion to the position of professor and university professor**

1. Pursuant to the Act of 20 July 2018 Law on Higher Education and Science, from the date of obtaining the academic title of professor, a person employed as an academic teacher shall be employed as a professor.
2. Promotion to the position of university professor is possible by meeting the requirements set out in the WUT Statute and the order No. 50 of the WUT Rector of April 17, 2020 on defining the criteria for employment as a university professor at the West Pomeranian University of Technology in Szczecin.
3. The head of the organizational unit applies to the Rector for promotion.
4. The Rector makes a decision after obtaining the opinion of the Vice-Rector for Education and the committee appointed by the Rector for employment as a university professor.

##### **4.1.2. Promotion to other positions**

1. Promotion to the position of assistant professor/senior lecturer/senior instructor or change of the group of an academic teacher is possible without

announcing a competition, if the academic teacher meets the requirements set out in the WUT Statute and has received a positive periodic evaluation.

2. The dean/head of the inter-faculty unit, after obtaining the opinion of the Scientific Discipline Council, in the case of promotion of an academic teacher in the group of research and teaching and research employees, submits an application to the Rector for a change of position in the Human Resources Department.

3. The Rector makes a decision on promotion after obtaining the opinion of the Vice-Rector for Education.

#### **4.2. Promotion of an employee who is not an academic teacher**

1. The promotion of an employee who is not an academic teacher is possible after meeting the requirements set out in the Regulations for Remuneration of ZUT Employees.

2. The head of the organizational unit submits the request for a change of position to the Rector or Chancellor, respectively.

3. Recruitment for managerial positions in the group of employees who are not academic teachers is carried out internally in the first place, from among employees of the University who meet the qualification requirements set out in the Regulations for remuneration of ZUT employees. Internal recruitment is conducive to the development of employees, motivates them to work effectively and improve their professional qualifications, and enables career development.

4. If no ZUT employee meets the requirements set out in the Regulations for Remuneration of ZUT Employees or none submitted an offer for a vacant managerial position, the recruitment is announced on the ZUT and BIP websites. In this case, the same procedure applies as in the case of employing non-academic staff.

**22th June 2023**