

**Policy on  
Open, Transparent, and Merit-Based Recruitment (OTM-R)  
at the Centre of Polymer and Carbon Materials, Polish Academy of Sciences (CMPW PAN)**

**General Information**

The policy on open, transparent, and merit-based recruitment at the CMPW PAN, hereinafter referred to as the "OTM-R policy," serves as a tool for implementing the commitments arising from the *HR Excellence in Research* award granted to the Institute.

The aim of the OTM-R policy is to establish a recruitment system that ensures the selection of the best candidates by defining the principles and standards for hiring employees in the scientific and research field at the Centre, in particular:

1. defining transparent recruitment procedures tailored to the type of position offered,
2. ensuring equal treatment of all candidates,
3. ensuring that job advertisements are clear and contain all necessary information for applicants.

This document on the OTM-R policy complements the Regulations on Competitions for Scientific Positions at the CMPW PAN, adopted by the Scientific Council's resolution of April 26, 2019. It outlines the principles and guidelines for various elements of the recruitment process, such as:

- 1) announcement of the recruitment and submission of applications,
- 2) evaluation and selection of candidates,
- 3) conclusion of the competition,
- 4) employment.

During the recruitment process, universally applicable legal acts apply, including the Labor Code, which regulates, among other things, matters such as the establishment and termination of employment relationships, remuneration, employer and employee obligations, working hours, leave entitlements (including vacation and parental leave), occupational health and safety (OHS), and employees' material liability. Furthermore, the Act of April 30, 2010, on the Polish Academy of Sciences (Journal of Laws of 2020, item 1796, as amended) applies to other relevant aspects.

In the evaluation of candidates, the CMPW PAN adheres to the principles of the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers, and the European Framework for Research Careers. Employment in a scientific position is carried out through a competition announced by the Director of the Centre.

Classification of research activity profiles at each of the four career stages (R1–R4) and corresponding positions at the Institute:

R1 – First Stage Researcher: a researcher holding a master's degree or a doctoral degree. Position: Assistant.

R2 – Recognised Researcher: a researcher who is not yet fully independent, holding a doctoral degree or its equivalent. Position: Assistant Professor.

R3 – Established Researcher: a researcher who has achieved scientific independence (holding a habilitation degree or the title of professor). Position: Institute Professor.

R4 – Leading Researcher: a researcher who is a leader in their field (head of a research group, holding the title of professor). Position: Professor.

The criteria for each position are defined by the director's order regarding the requirements for candidates for scientific positions.

### **1) Announcement of recruitment and submission of applications**

1. The decision to announce a competition is made by the Director of the Institute upon the request of the Head of the Laboratory where the candidate is to be employed.
2. The required qualification level should correspond to the needs of the position.
3. The announcement includes:
  - a) information on the number of available positions,
  - b) a brief description of the research projects in which the candidate would participate, specifying the relevant Laboratory,
  - c) the research career profile (R1-R4) and a list of required competencies, including educational background, academic degrees or titles, and the candidate's specialization,
  - d) a list of documents required from the candidate,
  - e) information on the criteria for candidate evaluation,
  - f) the deadline and method for submitting application documents,
  - g) specification of any additional requirements,
  - h) the expected date of competition resolution,
  - i) information on the offered employment conditions, including, in particular: workplace location, type of contract, and employment benefits provided by the Institute,
  - j) the expected employment start date,
  - k) a link to the website containing information on the employment policy at CMPW PAN.
4. The competition announcement is made publicly available on:
  - the Public Information Bulletin of the Ministry of Science and Higher Education,
  - the European Commission's online portal for mobile researchers,
  - the CMPW PAN Public Information Bulletin (BIP),
  - the CMPW PAN notice board.
5. Information about the competition may also be disseminated through social media, international scientific networks, and research platforms, depending on the position being recruited.
6. The standard application deadline is 30 days from the date of the announcement's publication. If necessary, the final deadline for submissions is at least two weeks from the date of publication.
7. All candidates receive an email confirmation acknowledging receipt of their application.

### **2) Evaluation and selection of candidates**

1. The Competition Committee conducts the recruitment process. The Committee is responsible for carrying out all necessary actions to ensure the proper conduct of the competition procedure.

2. The Committee members must possess appropriate qualifications to ensure a fair evaluation of candidates. Article 221(1) of the Labor Code specifies the information that an employer may request from a candidate, including name and surname, date of birth, address (for correspondence), education, and employment history. The Committee is not allowed to ask personal questions regarding, for example, marital status, parental plans, religion, or health conditions.
3. According to the Resolution of the Scientific Council of the Institute dated April 26, 2019, concerning the Regulations on Competitions for Scientific Positions at CMPW PAN, the Competition Committee consists of at least three members, appointed by the Director. The Deputy Director for Scientific Affairs and the Head of the Laboratory are mandatory members. The number of Committee members may vary depending on the type of competition or the position being filled.
4. The Committee verifies whether all applications are complete, submitted within the specified deadline, and meet the formal requirements.
5. Committee members must not have any conflict of interest with the candidate for the scientific position. Whenever possible, gender balance should be maintained within the Committee.
6. All Committee members must be familiar with key documents related to the recruitment process, including the OTM-R policy at CMPW PAN and the Regulations on Competitions for Scientific Positions at CMPW PAN.
7. The Competition Committee conducts a substantive evaluation of candidates who meet all formal requirements. Achievements should be assessed in terms of both quality and quantity. The required qualification level should match the needs of the position applied for. The selection process considers the candidate's entire professional experience.
8. Depending on the stage of the research career (R1–R4), the Competition Committee evaluates, among others:
  - a) experience in the relevant research area, confirmed by the quality and number of scientific publications, including positions where the candidate is the corresponding author, and conference presentations,
  - b) experience in obtaining research funding,
  - c) experience in organizing and leading research projects,
  - d) experience in academic supervision, including serving as a Ph.D. supervisor in the field of chemical sciences (for candidates applying for the position of Professor or Institute Professor),
  - e) written opinions from researchers holding a habilitation degree and professor title (for candidates applying for the Assistant Professor position).
9. In assessing a candidate's achievements, the Committee also considers experience gained through scientific mobility, which is regarded as a valuable contribution to scientific development.
10. Career breaks or deviations from the chronological order in the candidate's scientific CV are taken into account, and the candidate's achievements are adjusted to reflect effective years of work.
11. During the evaluation process, the Competition Committee may conduct:
  - a) an interview with the candidate, either in person or online,

b) a request for the candidate to deliver a self-presentation or seminar.

12. Candidates are assessed using a point system on a scale from 0 to 5 in each evaluated area:

- 5 points are awarded to candidates with outstanding achievements, significantly exceeding the requirements,
- 0 points are given to candidates who do not meet the required criteria in a given area.

The candidate evaluation form is attached as an annex to the OTM-R Policy.

13. If two candidates receive the same total score based on the assessment of their skills, experience, qualifications, and other requirements, the Competition Committee recommends hiring the candidate who represents an underrepresented group in that position, in accordance with the Gender Equality Plan applicable at CMPW PAN.

### **3) The result of the competition**

1. Applications from candidates who do not meet the formal competition requirements will not be further evaluated, and the candidate will be notified electronically.
2. The members of the Commission will thoroughly review the candidates' applications with regard to the information related to the requirements specified in the announcement.
3. The activities of the Competition Commission are documented in a protocol. The Commission prepares a protocol along with a ranking list of candidates participating in the competition process. These documents are submitted to the Director of the Institute.
4. The ranking of candidates who have received a positive opinion is only a recommendation and is not binding for the Director of the Centre. The Director selects a candidate from those positively assessed by the Competition Commission. The decision of the Director of the Centre is final.
5. Information about the recruitment process and its results is available on the Centre's BIP (Public Information Bulletin) website.
6. All candidates receive feedback on the outcome of the competition procedure.
7. Candidates participating in the recruitment process may request feedback on the strengths and weaknesses of their application. Feedback is prepared based on the protocol of the Competition Commission.
8. In the event of no candidate being selected, the Competition Commission may recommend closing the competition. The Director of the Institute has the right to suspend the competition procedure at any stage or cancel the competition if circumstances justify such a decision in the interest of the Institute.
9. The competition procedure for a position funded by external funds may follow different rules than those presented in the Recruitment Policy if the funding institution requires a different mode of conducting the competition or if a different procedure arises from other documents related to the project.

### **4) Employment**

1. Every newly hired employee is required to go through the basic stages of the employment process, which particularly include:
  - a) undergoing medical examinations required by the Centre
  - b) signing the employment contract

c) health and safety (BHP) training

d) familiarizing themselves with the regulations applicable at the Centre.

### Candidate Evaluation Questionnaire

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Candidate's Full Name .....

Stage of Academic Career (R1-R4) .....

#### Evaluation of the candidate based on achievements depending on the stage of academic career (0 – 5 points)

Achievement	Points
Education in accordance with the competition requirements (R1-R4)	
Knowledge of the area of activity of the laboratory the candidate is applying to (R1-R4)	
Professional experience, including experience in the same or similar position (R1-R4)	
Scientific achievements, including publications in reputable journals and conference presentations (R1-R4)	
Experience in securing research funding and managing research projects (R2-R4)	
Experience in providing scientific supervision – serving as a supervisor for a person preparing a doctoral dissertation in the field of chemical sciences (R3-R4)	
Opinion of an independent researcher (R2)	
National and international scientific mobility (R1-R4)	
Other achievements (distinctions, awards, participation in scientific projects, etc.) (R1-R4)	

#### Candidate's presentation (0 – 5 points)

Answers to the questions of the Competition Committee	
The ability to clearly express one's opinions and views on previous professional experiences – using the terminology required for the position	
Preparation for the interview, justification for applying for the position, communication skills, personal culture	
Self-presentation/seminar	

Total points: .....

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/Chairman of the Competition Committee /

Zabrze, dated .....