



INSTYTUT HISTORII NAUK
im. Ludwika i Aleksandra Birkenmajerów

POLSKIEJ AKADEMII NAUK

L. & A. Birkenmajer Institute for the History of Science
Polish Academy of Sciences



HR EXCELLENCE IN RESEARCH

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Regulations for Open, Transparent and Merit-Based Recruitment at the Ludwik and Aleksander Birkenmajer Institute for the History of Science of the Polish Academy of Sciences

I. OBJECTIVES AND SCOPE OF THE POLICY OF OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT AT THE IHN PAN

1. The Institute for the History of Science of the Polish Academy of Sciences (hereinafter referred to as IHN PAN or the Institute) pursues an active human resources policy aimed at attracting talented researchers from Poland and abroad, as well as creating conditions for the development of a researcher-friendly research ecosystem.
2. The Open, Transparent and Merit-Based Recruitment Policy at IHN PAN, hereinafter referred to as the „OTM-R policy”, is a tool for implementing IHN PAN's development strategy in the area of human resources and constitutes a commitment resulting from the HR Excellence in Research award granted to the Institute.
3. The aim of the OTM-R policy is to create a recruitment system that ensures the acquisition of the best candidates by defining the rules and standards for hiring researchers at IHN PAN, in particular:
 - 1) defining transparent recruitment rules and procedures adapted to the type of position offered,
 - 2) ensuring the transparency of the recruitment process and equal treatment of all candidates,
 - 3) standardising the documentation related to the recruitment process and ensuring that foreign candidates have access to recruitment documents translated into English,
 - 4) increasing the number of foreign researchers taking up permanent or temporary employment at IHN PAN,
 - 5) ensuring flexibility in academic career paths,
 - 6) building the image of IHN PAN as an attractive employer in Poland and abroad,
 - 7) ensuring balanced representation and equal treatment of genders,
 - 8) recognising the value of geographical, intersectoral, inter- and transdisciplinary mobility, as well as mobility between the public and private sectors,
 - 9) supporting the professional development of researchers at every stage of their careers,
 - 10) minimising the administrative burden on candidates in the proces.

4. The OTM-R policy applies to recruitment for all positions and all potential candidates, regardless of their stage of scientific career.

5. The detailed recruitment procedure is described in the Regulations for competitions for the employment of research staff at the Institute for the History of Science of the Polish Academy of Sciences.

II. PRINCIPLES OF THE OTM-R POLICY

1. When evaluating candidates, the IHN PAN is guided by the principles of the European Charter and Code for Researchers and the European Competence Framework for Researchers.

2. The basic principles of the OTM-R policy are:

1) **the principle of openness** – information about the competition is published as widely as possible to ensure that it reaches potential candidates in Poland and abroad and enable them to submit their documents on time,

2) **the principle of transparency** – candidates have access to all information concerning the competition procedure, in particular information concerning qualification requirements and evaluation criteria, career development prospects, the composition of the competition committee, the subsequent stages of the recruitment process and its results; the applicable rules and procedures are translated into English and made available,

3) **the principle of competence-based assessment** – the competition committee conducts a substantive, objective assessment of candidates, taking into account their achievements and qualifications in accordance with the requirements specified for a given position,

4) **principle of equal treatment** – all candidates are treated equally; IHN PAN does not accept any form of discrimination against candidates, in particular on the grounds of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion and or material status,

5) **principle of data confidentiality** – members of the competition committees and persons involved in the organisation of the recruitment process are obliged to maintain the confidentiality of information related to the recruitment process, including personal data processed as part of this process,

6) **the principle of effective/reliable communication with the candidate** – candidates receive information about the course of the recruitment process and its results, their right to appeal against the result of the assessment carried out by the selection committee and, in the case of candidates invited for an interview, feedback on the strengths and weaknesses of their application,

7) **the principle of accessibility** – the recruitment process takes into account the requirements for ensuring accessibility for candidates with special needs, including maintaining information and communication, digital and architectural accessibility.

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