



INSTYTUT HISTORII NAUKI  
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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**Rules for recruitments for the position of an academic researcher  
in the “Ludwik and Aleksander Birkenmajer” Institute for the History of Science  
of the Polish Academy of Sciences (IHN PAN)**

**I. ORGANISATION OF THE RECRUITMENT PROCEDURE**

1. Recruitments for the post of an academic researcher at IHN PAN shall be held in accordance with the provisions of the Act of 30 April 2010 on the Polish Academy of Sciences (Dz. U. [Polish Journal of Laws] No. 96, item 619) and these Regulations.
2. The recruitment procedure shall be carried out in accordance with the principles expressed in the Regulations for Open, Transparent and Substantive Recruitment at the “Ludwik i Aleksander Birkenmajer” Institute for the History of Science of the Polish Academy of Sciences
3. The recruitment shall be ordered by the Director of the IHN PAN, who shall set the date for its announcement.
4. The recruitment procedure shall not be conducted in the case of employing an academic researcher for a fixed term:
  - 1) who is referred to work under a contract with a foreign research institution;
  - 2) for the duration of a project involving research or development work, financed following a recruitment procedure from funds for higher education and science or funds from the budget of the European Union, from non-reimbursable funds from aid granted by member states of the European Free Trade Agreement (EFTA) or from other non-reimbursable foreign sources;
  - 3) in the same position if the previous contract of employment was entered into for a period not exceeding three years.
  - 4) who retain the same or an equivalent research position under an employment contract, either by extension for a further fixed term or for an indefinite period.
  - 5) If only one candidate applies, a new deadline shall be set for additional applications. If no further applications are received by the deadline, an interview shall be held with the only candidate.

**II. PUBLICATION OF THE RECRUITMENT NOTICE**

1. In the case of employing academic researchers, information about the recruitment shall be made public by announcing its terms simultaneously on the same day:

- 1) in the Public Information Bulletin of the IHN PAN,
  - 2) in the Public Information Bulletin of the ministry responsible for science and higher education,
  - 3) in English on the European Commission's website on the European portal for mobile researchers EURAXESS.
2. Information about the recruitment may additionally be published at least in Polish and English on the Institute's website, via social media and on international scientific websites and networks, depending on the position for which the recruitment procedure is being conducted.
  3. Notice of recruitment for the position for which an academic researcher is being recruited shall be published at least 30 days prior to the deadline for the submission of applications, subject to paragraph 4 below.
  4. In the case of a recruitment for a position financed by external sources (e.g. grant agreements), information about the recruitment – in line with the requirements of the programme or project – should be made publicly available no less than two weeks before the lapse of the deadline for applications.
  5. The recruitment notice shall include at least the following elements:
    1. name of the post and designation of the employee group,
    2. name of the IHN PAN organisational unit in which the successful candidate will be employed,
    3. indication of the field(s) of study,
    4. number of posts to be filled following the procedure,
    5. description of the requirements to be met by the applicant (both obligatory and expected) and a description of the qualification requirements under the law in force.
    6. description of the selection criteria (it is advisable to indicate the weights assigned to each criterion in the job posting),
    7. definition of the primary duties and working conditions (in particular: the form and basis of employment, working hours, expected period of employment, work commencement date, and reference to the general conditions set out in the remuneration rules for IHN PAN employees).
    8. list of documents required,
    9. date, place and form of submission of documents,
    10. deadline for the outcome of the recruitment and how candidates will be informed of the result,
    11. contact details for the person/organisational unit at the IHN PAN responsible for the recruitment procedure.
  6. If the candidate is required to know English, this requirement must be included in the recruitment notice. Polish is the official language in the Republic of Poland, but English is also the language of work and communication at the IHN.

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7. Candidates should have access to information on employment policies, including OTM-R policies, remuneration rules and working conditions.

### **III. SUBMISSION OF APPLICATION DOCUMENTS**

1. Application documents may be submitted in paper or electronic form (with an electronic signature) in accordance with the information specified in each recruitment notice.
2. Foreign candidates may submit their documents in English. However, if they are employed, they will be required to submit a translation of the documents into Polish.
3. At the stage of submitting the application documents, the candidate shall be required to provide the documents necessary for the objective verification and assessment of the qualifications indicated in the recruitment notice.
4. Only the candidate recommended for employment shall be required to present original documents.
5. All candidates who their submit application documents shall receive electronic confirmation of their application and information on the next steps in the recruitment process.

### **IV. RECRUITMENT BOARD – APPOINTMENT, COMPOSITION AND PROCEEDINGS**

1. A recruitment board shall evaluate the candidates in the recruitment procedure.
2. The Director of the IHN PAN shall appoint the recruitment board and its chairperson from among academic researchers holding the postdoctoral degree or professor title. The recruitment board may consist of 3 to 5 persons. It shall be composed of a representative of the management, the head of the Laboratory to which the applicant applies or a person designated by them and acting on their behalf, and – if the board is composed of three persons – one, and if the board is composed of four or five persons – two academic researchers not employed at the IHN PAN who hold the postdoctoral degree or professor title. In the case of recruitment in projects, the size or composition of the recruitment boards should be adapted to the guidelines resulting from the project documentation.
3. The compositions of the recruitment boards are, whenever possible, balanced<sup>1</sup>.
4. Members of recruitment boards and other persons involved in the recruitment process are required to comply with the principles set out in the European Charter for Researchers, the Academic Code of Values and the OTM-R policy. All board members and other persons involved

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<sup>1</sup> Criteria for ensuring a balanced composition of the board should also include the gender of its members, the disciplines and the internal units represented.

in the recruitment process shall comply with the applicable legislation.

5. The IHN PAN provides recruitment board members and other staff involved in the recruitment process with access to up-to-date resources and training that cover standards, good practices and support the development of competencies in the area of recruitment, assessment and candidate selection, including how to conduct recruitment procedures in English.
6. The board, to the extent possible, shall have the same composition at all stages of recruitment in a given recruitment procedure. If a change in the composition of the board is necessary, the Director of the IHN PAN shall appoint new members to replace those who have been removed.
7. The recruitment board, when assessing a candidate, in particular in proceedings for the position of a professor or an Institute professor, may seek the opinion of Polish or foreign external experts who are not employed at the Institute, whose knowledge and experience, including international and cross-sector experience, will facilitate the finding of the best candidate in the recruitment procedure. If justified, such external experts may take part directly in the work of the recruitment board.

## **V. ASSESSMENT AND SELECTION OF CANDIDATES**

1. In assessing candidates, the recruitment board shall take into account the principles set forth in the European Charter for Researchers and the European Competence Framework for Researchers.
2. To ensure an objective assessment of candidates, the recruitment procedure is carried out in two stages: the formal assessment stage and the substantive assessment stage.
3. At the formal assessment stage, the recruitment board verifies that the candidate meets the requirements set out in the Act of 30 April 2010 on the Polish Academy of Sciences and in the recruitment notice, and assesses the completeness of the documents submitted. If deficiencies are found in the documentation, the board requests the candidate to remedy them within 7 days. Failure to comply with this deadline shall result in the candidate's automatic disqualification from the subsequent stage of the recruitment. Candidates whose applications do not meet the formal requirements of the recruitment shall not proceed to further evaluation and will be informed of this decision by means of an e-mail. In the case of candidates using foreign diplomas for obtaining professional titles, degrees or academic titles, the board shall carry out an assessment to determine whether their equivalence may be recognised in Poland.
4. At the next stage, if the candidate meets all the formal requirements, the recruitment board will interview the candidate and carry out a substantive assessment. The candidate shall be notified of the place and date of the interview by e-mail or in writing. As part of the substantive assessment, the candidate's record and qualifications relevant to the requirements of the position shall be

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taken into consideration.

5. In assessing the candidate's record, the board takes into account, among other criteria, experience gained through professional mobility (including working in different sectors and countries, changing discipline or sector, working with industrial sector).
6. Career breaks resulting from professional mobility or discrepancies in the chronological order of the candidate's CV shall not negatively impact their evaluation by the board but shall be perceived as part of their career evolution, potentially offering valuable contributions to professional development and reflecting a multidimensional career path.
7. The board's decisions shall be made by simple majority in secret voting.
8. Following the recruitment procedure, the board shall recommend to the Director a candidate for employment at the IHN PAN.
9. Should the recruitment rules laid down in these Regulation be infringed, the recruitment shall be declared void. If the recruitment board finds that none of the candidates meets the conditions of the recruitment, the recruitment shall be declared inconclusive.
10. The recruitment board's proceedings shall be documented in the form of a protocol. The administrative support of the board shall be provided by the IHN PAN secretariat.

## **VI. APPEAL PROCEDURE**

1. The decision of the board regarding the outcome of the recruitment may be appealed against to an appeal board. The board shall be appointed by the Director of the IHN PAN. The board shall not include any individual who is a member of the recruitment board for a given recruitment.
2. The substantiated result of the recruitment board's assessment shall be communicated individually to the candidate at the e-mail address they have submitted no later than 7 days after the date the recruitment was concluded. The information shall include an instruction on the right to appeal the assessment to the appeal board and on the fact that the procedure has two instances.
3. The candidate shall have the right to appeal against a negative assessment by the recruitment board in writing or by e-mail within 7 days of the date they were informed of the outcome of the board's assessment. The appeal shall be submitted to the appeal board via the IHN PAN secretariat.
4. The appeal must contain the grounds of appeal which, in the appellant's opinion, justify the appeal, along with their substantiation.
5. The appeal board shall immediately inform the candidate selected by the recruitment board that it has received an appeal from another candidate. In justified cases, the appellant or the successful

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candidate may be requested to supplement the documentation submitted or to provide additional explanations within 7 days.

6. Within 7 days of the date of the meeting at which the appeal was considered, the appeal board shall electronically notify the appellant and the candidate selected by the recruitment board of its decision. The information shall include an instruction that the outcome of the recruitment procedure must be approved by the IHN PAN Director.
7. The proceedings of the appeal board shall be documented in the form of a protocol.
8. The decisions of the recruitment board and the appeal board do not guarantee employment at the IHN PAN.
9. The appeal board shall send information on the selection of the candidate to the Director of the IHN PAN.
10. If the head of the Lab concerned is not a member of the recruitment board for various reasons, they shall provide an opinion on the recruitment of the candidate at the request of the IHN PAN Director.
11. The Director of the IHN PAN shall decide:
  - 1) to employ the recommended candidate – in the event of a positive opinion from the head of the concerned Lab,
  - 2) to employ the recommended candidate or to conclude the recruitment – in the event of a negative opinion from the head of the concerned Lab.

## **VII. RESOLUTION AND PUBLICATION OF RECRUITMENT RESULTS**

1. The Director of the IHN PAN shall decide to employ the candidate for the position that was the subject of the recruitment procedure. The decision of the Director of IHN PAN shall be final and binding. It shall conclude the recruitment.
2. The recruitment board, through the IHN PAN secretariat, shall notify the results of the recruitment no later than 7 days from the date of its outcome. The results shall be announced on the notice board at the headquarters of the IHN PAN and on the official website of the Institute and the websites of the PAN and the minister responsible for science in the Public Information Bulletin.
3. At the request of a participating candidate, information shall be provided on the strengths and weaknesses of their application, which may be helpful in their further professional development. This information, provided to the candidate by the chairman of the committee or a person designated by the candidate, may constitute an extract from the protocol of the board meeting.

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## VIII. MONITORING SYSTEM

1. To ensure adherence to the principles contained in the European Charter for Researchers and the OTM-R policy guidelines, the recruitment process of candidates shall be monitored.
2. A human resources officer in the Human Resources, Payroll and Social Affairs department of the IHN PAN shall keep records of all recruitment procedures and collect data from the evaluation of the recruitment process conducted among participants in recruitment procedures (candidate experience surveys).
3. On the basis of the collected data, the human resources officer shall prepare and submit a report to the Director of the IHN PAN once every two years. The report shall include information on the number of recruitment proceedings conducted, the number of participating candidates, the number of candidates selected for particular positions (including from outside the IHN PAN, from Poland and abroad), as well as the number of appeals filed.
4. As part of the activities monitoring the quality of the recruitment process, an analysis of selected recruitment proceedings shall be carried out. Such analysis shall include the verification of information activities, timeliness, correctness of procedures and completeness of documentation. This task shall be carried out by a representative of the directorate in coordination with the secretariat and a representative of the committee responsible for implementing the HRS4R strategy at the IHN PAN.