

Rules of Procedure of Selection Panels Responsible for the Recruitment of Academic Staff at Gdynia Maritime University

Section 1: General provisions

These Rules of Procedure for Selection Panels appointed for the recruitment of academic staff at Gdynia Maritime University, hereinafter referred to as the “Rules”, describe the process of organising recruitments for academic positions at Gdynia Maritime University (GMU). The rules are based on the principle of an open, transparent, and merit-based recruitment.

Section 2: Organisation of recruitment

1. The Dean of the Faculty or the Director of the institute, upon the request of the head of a department or laboratory, with the Rector’s consent, shall announce and organise the recruitment for an academic position at a faculty or institute.
2. The Deputy Rector responsible for the unit, upon the request of the head of that unit, with the Rector’s consent, shall announce and organise the recruitment for an academic position at a university-wide organisational unit.
3. The head of the organisational unit where the position is to be filled shall initiate the recruitment, by submitting a Recruitment Request to the Rector. The Dean of the Faculty, the Director of the institute, or the competent Deputy Rector should endorse the Request. The Request shall be submitted using the form in Annex 1 to the Rules.
4. The relevant faculty Student Services Office, the Office of the Director of the Institute, or the office of the Deputy Rector responsible for the unit organising the recruitment shall provide administrative support for matters related to the recruitment.
5. The HR and Payroll Department shall provide professional support for matters related to the organisation of the recruitment.

Section 3: Selection Panel

1. The selection Panel, hereinafter referred to as the “Panel”, shall be appointed by the Rector.
2. The Panel shall consist of at least three members.
3. The Panel shall include at least three members of academic staff, at least one of whom must hold a position at least equivalent to the position being recruited for.
4. The Panel should include the future supervisor of the selected candidate.
5. It is also recommended that a representative of the HR and Payroll Department be included in the Panel.
6. The composition of the Panel should be selected to enable a comprehensive and objective assessment of candidates’ competencies and suitability for the position.
7. The Rector shall appoint a chair from among the Panel members.
8. The duties of the Panel Chair include:
 1. establishing the recruitment schedule;
 2. overseeing the compliance of the recruitment documentation;

3. conducting Panel meetings and ensuring their proper course;
 4. drawing up the final version of the Report of the Selection Panel;
 5. submitting the recruitment documentation to the organisational unit's office or secretariat.
9. The Chair and members of the Selection Panel shall maintain full neutrality and, before the commencement of the Panel's proceedings, shall make a verbal declaration that they do not have a relationship with any candidate participating in the recruitment that could indicate a conflict of interest (in particular, a family relationship). In cases where the supervisor referred to in paragraph 4 above (the head of the unit to which the vacancy applies) serves as the candidate's thesis supervisor, it shall not constitute an obstacle to making the declaration referred to in the preceding sentence, nor shall it constitute grounds for exclusion from the proceedings of the Panel.
 10. In the event of the circumstances referred to in paragraph 9, the person concerned shall be excluded from participating in the work of the Panel, and the Rector shall appoint a new member in their place.
 11. In the event that the circumstances referred to in paragraph 9 are disclosed after the completion of the recruitment but before the candidate's employment, the recruitment shall be annulled, and the Rector shall appoint a new Selection Panel.
 12. Panel members must be guaranteed the freedom to express their own opinions on matters related to the recruitment.
 13. Members of the Selection Panel must hold an authorisation to process personal data in accordance with the regulations in force at GMU and are obliged to maintain confidentiality regarding the recruitment.

Section 4: Vacancy Announcement

1. The Vacancy Announcement shall contain the following information:
 1. employment conditions (employing unit, location, form of employment, working pattern (full-time / part-time / FTE), expected date of employment);
 2. candidate criteria (detailed description of required competences and professional experience), distinguishing between essential criteria and desirable criteria;
 3. expected scope of duties;
 4. working conditions and rights related to employment at GMU in relation to the specified position;
 5. list of required documents (CV, Personal Details Form – included as Annex 2 to the Rules, documents confirming qualifications and professional experience, and other documents relevant to recruitment to the selected position);
 6. application deadline, and place and method for submitting documents;
 7. expected date of the recruitment outcome;
 8. contact details for administrative enquiries relating to the recruitment;
 9. any additional elements relevant to the recruitment being conducted;
 10. personal data protection clauses.
2. The Vacancy Announcement template is provided in Annex 3 to the Rules.
3. The Vacancy Announcement shall be published:
 1. in the GMU Public Information Bulletin (BIP) (<https://bip.umg.edu.pl/praca>) – in Polish and English;

2. on the website of the ministry responsible for science and higher education in the Academic Job Announcement Database (<https://bazaogloszen.nauka.gov.pl/>) – in Polish;
 3. on the European Commission EURAXESS portal (<https://euraxess.ec.europa.eu/jobs/868117>) – in English;
 4. by informing the ministry supervising GMU (email: secretariatDEM@mi.gov.pl);
 5. on the website ePraca.gov.pl.
4. The Vacancy Announcement is published by the Panel Chair, a Panel member designated by them, or another staff member of the organising unit.

Section 5: Submission of applications

1. Applications must include all documents specified in the announcement.
2. Applications may include additional documents considered appropriate, taking into account the specific nature of the position for which the recruitment is being conducted.
3. The Panel may not require additional documents that are irrelevant to the recruitment.
4. Documents must be submitted in the manner specified in the announcement.
5. In the event of an incomplete application, the Panel shall request that the applicant supplement the missing documents within 3 working days.

Section 6: Evaluation of applications and selection of the best candidate

1. The process of evaluating applications and selecting the best candidate shall be conducted in two stages. The first stage comprises the analysis of applications submitted by applicants, while the second stage comprises interviews with candidates selected in the first stage.
2. Applicants who qualify for the second stage shall be informed by telephone or email of the proposed date and venue for the interview.
3. Candidates shall be notified of the date of the interview at least 3 working days prior to the scheduled date of the interview.
4. In justified cases, the interview with a candidate may be conducted remotely using available remote communication tools.
5. Candidates qualified for the second stage of recruitment shall present the specified original documents (diplomas, certificates, etc.) or certified copies of the original for the Panel's inspection, if they did not provide them in this form at the application stage.
6. If the recruitment interview is conducted remotely, the authenticity of the documents referred to in paragraph 5 will be verified prior to employment.
7. The interview shall cover the candidate's research interests, teaching and pedagogical competences, past achievements, and professional experience.
8. During the interview, Panel members shall ask the candidate questions to assess their competences and suitability for professional work in the given position.

9. The Selection Panel may evaluate a candidate based on their performance of practical tasks or sample teaching sessions prepared by the Panel.
10. Panel members must allow the candidate to ask questions to the Panel.
11. Following the completion of interviews with all candidates qualified for the second stage, the Panel shall evaluate the candidates using the form in Annex 4 to the Rules.
12. On the basis of the evaluations referred to in paragraph 11, the Panel shall select the best candidate, recommending their employment to the Rector, or indicate that no candidate has been selected.

Section 7: Report of the Selection Panel

1. The proceedings of the Panel shall be recorded in the form of a report, the template of which is in Annex 5 to the Rules.
2. The Report of the Selection Panel shall be drawn up by a Panel member designated by the Chair.
3. The Report shall contain a description of the actions taken by the Panel, the progress of work at successive stages of recruitment, information regarding the candidate selection method, and the recruitment outcome.
4. The Report shall present information on the number of applications submitted and the number of candidates interviewed.
5. The evaluation sheets of candidates qualified for the second stage shall be attached as an annex to the report.
6. The Panel shall submit the Report to the Rector, recommending the employment of the selected candidate or declaring the recruitment unsuccessful and recommending a re-run.
7. The recommendation of a candidate or candidates for employment shall be based on a decision of the Panel made by a simple majority of votes. In the event of a tie, the Chair's vote shall be decisive.

Section 8: Outcome of the recruitment

1. The outcome of the recruitment does not by itself constitute employment of the selected candidate but only serves as the basis for the Rector's decision on their employment.
2. GMU reserves the right to declare the recruitment unsuccessful without selecting a candidate for employment and without providing reasons.
3. In the event that all candidates fail to meet the criteria and the Panel does not recommend any of them, or when the recommended candidate refuses to enter into an employment contract, the recruitment shall be deemed unsuccessful and, with the Rector's consent, a new recruitment may be announced.
4. The selected candidate shall be informed immediately of the Panel's decision by telephone or email.
5. Feedback shall be provided by telephone or email to all persons who applied for the vacancy and were not recommended for employment by the Panel.
6. It is recommended that, additionally, all candidates qualified for the second stage of the recruitment who were ultimately not selected be provided with feedback, which

includes indications of the candidate's strengths and weaknesses, and highlights the arguments that determined the lack of recommendation for employment.

7. Candidates who were not selected shall also be informed of the possibility to retrieve their documents submitted in connection with the recruitment within 14 days of the date of the feedback, and of the possibility to lodge an appeal with the Rector against the decision of the Selection Panel.
8. The information referred to in paragraphs 4–7 shall be provided by the Selection Panel Chair or a Panel member designated by them.
9. Candidates who were not selected shall have the right to appeal against the decision of the Panel to the Rector within 4 days of the date of obtaining information about the Panel's decision.
10. Information on the recruitment outcome (the full name of the person recommended for employment by the Selection Panel, along with information on the total number of candidates who participated in the recruitment, or information that the recruitment was unsuccessful), together with a justification, shall be published on the GMU Public Information Bulletin within 7 days after its completion. The scope of the published data is specified in Annex 6 to the Rules.

Section 9: Evaluation of the quality of conducted recruitments

1. GMU monitors the quality of recruitments conducted for academic staff positions by carrying out a survey aimed at obtaining candidates' feedback on the recruitment.
2. A survey questionnaire (Annex 7), shall be sent within 10 days of the recruitment outcome to all candidates who qualified for the second stage of the recruitment and attended an interview.
3. The questionnaire shall be sent to candidates by the Selection Panel Chair, a Panel member designated by them, or another employee of the appropriate organisational unit.

Section 10: Recruitment documentation

1. Recruitment documentation is stored by the GMU organisational unit responsible for the recruitment.
2. The documentation referred to in paragraph 1 comprises:
 1. the Recruitment Request along with a justification and the appointment of the Panel;
 2. the text of the Vacancy Announcement in Polish and English;
 3. all CVs and Personal Details Forms submitted by the applicants;
 4. the Report of the Selection Panel along with the Candidate Evaluation Form of each person who attended an interview.
3. The documents of the candidate selected in the recruitment shall be transferred to the HR and Payroll Department no later than within 10 days of the date of the recruitment outcome, but no later than 20 days prior to the planned date of employment.
4. The Director of the HR and Payroll Department shall present the selected candidate's documents to the Rector.
5. Upon obtaining the Rector's approval for the appointment, the selected candidate's documents shall be transferred to the HR and Payroll Department for processing.

6. The documents referred to in paragraph 2(2) and (4), concerning candidates who were not selected, shall be stored for no longer than 30 days of the decision on the recruitment outcome. After the specified deadline, the documents, in both paper and electronic form, shall be destroyed by the Selection Panel, with the exception of those where the candidate has consented to the processing of their personal data for the purposes of future recruitments.

Annexes

1. Recruitment Request – Academic Staff
2. Personal Details Form
3. Vacancy Announcement – Academic Staff
4. Candidate Evaluation Form
5. Report of the Selection Panel (template)
6. Information on the Outcome of the Recruitment Published in the Public Information Bulletin (BIP)
7. Survey Questionnaire for Candidates Participating in the Recruitment for an Academic Staff Vacancy at Gdynia Maritime University