

## **RULES OF THE PROCEDURE**

### **for competitions for research positions at**

#### **the Institute of Genetics and Animal Breeding of the Polish Academy of Sciences**

(Legal basis: Section 91(5) of the Act on the Polish Academy of Sciences of 30 April 2010

(Dz.U. (Journal of Laws) No.96, item 619, as amended) and Act on the Law on Higher Education and Science of 20 July 2018 (Dz.U. (Journal of Laws), item 1668, as amended)

#### § 1.

The employment of a researcher is preceded by a competition announced on the website of the minister competent for higher education and science in the Public Information Bulletin and on the European Commission's website on the European portal for active researchers intended for publication of job offers of researchers.

#### § 2.

The Institute may offer employment for the following research positions:

- research assistant (Polish: asystent),
- assistant professor / adjunct (Polish: adiunkt),
- associate professor (Polish: profesor instytutu) or
- full professor (Polish: profesor).

#### § 3.

At the positions referred to in § 2, a person without Polish citizenship may be employed without the permission of the voivod referred to in art. 87 of the Act of 20 April 2004 on employment promotion and labor market institutions (Dz. U. (Journal of Laws) of 2018, item 1265, as amended).

#### § 4

1. The scientific position of the research assistant, assistant professor / adjunct, associate professor and full professor is opened by the Director of the Institute.
2. Requirements for the candidate for the specific scientific position are specified by the Scientific Council upon request of the Institute Director.

#### § 5.

1. The position of **research assistant** shall be opened only to the candidates with at least a master-level degree or an equivalent degree.
  - Candidates for this position must demonstrate at least good English knowledge.
  - A record of research achievements (e.g. conference contributions or original research papers) is desirable.

#### § 6.

The position of **assistant professor / adjunct** shall be opened only to candidates with at least a

doctoral degree.

The candidate should:

- have publication record (papers published in journals from the Journal Citation Reports list), proportional to the period of time after obtaining the doctoral degree (minimum 3 papers if 1 year or less has passed since obtaining the doctoral degree). The candidate's achievements will be evaluated by the Scientific Staff Development Committee
- have a good command of English, enabling independent writing of scientific publications in this language, making submissions to the scientific conferences, etc.
- preferably complete an international research internship.

A foreigner or a Polish citizen who has obtained an academic degree abroad may be employed as an adjunct.

#### § 7.

The position of **associate professor** shall be opened only to candidates with at least the postdoctoral degree / habilitated doctor (Polish: Doktor habilitowany) or the title of professor.

The candidate should:

- significantly increase the number of his/her scientific achievements: be an author of at least 5 papers in the Journal Citation Reports list published **after obtaining the post-doctoral degree**, including at least 2 papers in which the candidate is the first or corresponding author;
- complete a minimum 3-month international scientific internship, which may be waived in justified cases;
- possess organizational- (e.g. organization of scientific conferences) and didactic experience (e.g. lectures for students, doctoral students, chapters in textbooks or academic scripts; care for graduate students);
- be a doctoral thesis supervisor or supervise at least 1 doctoral student or at least 5 graduate students.

The requirements of having a postdoctoral degree and demonstrating a foreign internship can be waved when employing a foreigner or a Polish citizen who has obtained a doctoral degree abroad. The candidate should have significant academic achievements, i.e. be the author or co-author of at least 20 works from the JCR list classified in the quartile of at least 2. according to Web of Science, of which 5 should be the first author.

#### § 8.

The position of **full professor** may only be offered to a holder of the academic title of *profesor*.

The candidate should:

- significantly increase the number of his/her scientific achievements: be the author of at least 5 papers in the journals from the Journal Citation Reports list, ranked in quartile 1 or 2 (Q1 or Q2), published after the initiation of the procedure for granting the academic title, including at least 3 papers, whose candidate is the first, last or correspondent author;
- have a significant career-long history of scientific achievements and recognized position in the international scientific community, documented by scientific performance indicators, (Hirsch index not less than 10 and at least 250 citations (without self-citations), according to the Scopus database);

- possess organizational (organization of scientific conferences) and didactic experience (e.g. lectures for students, doctoral students, chapters in textbooks or academic textbooks, care for graduate students);
- lead research projects financed from funds obtained through competitive procedures (e.g. EU, NCN, NCBiR, FNP);
- act as a promoter in not less than two completed doctoral dissertations;
- demonstrate scientific cooperation with research centers in Poland and possess experience in conducting scientific research in foreign scientific centers for a period of at least 3 months (e.g. postdoctoral fellowship, visiting professor, etc.).

The requirement to hold the title of professor can be waived when employing a foreigner or a Polish citizen who has obtained a doctoral degree abroad. The candidate should have significant scientific achievements, i.e. be the author or co-author of at least 30 publications from the JCR list classified in a quartile of at least 2. according to Web of Science databases, of which 10 should be the first, corresponding or last author.

#### § 9.

The Scientific Council and the Director of the Institute may define additional requirements for candidates for any research position at the Institute of Genetics and Animal Breeding of the Polish Academy of Sciences, particularly regarding requirements or specialists in a specific field of science, of particular research skills, laboratory work skills etc.

#### § 10.

The recruitment process at the Institute of Genetics and Animal Breeding of the Polish Academy of Sciences shall follow the below procedure:

- the Director of the Institute submits a request to the Committee for Scientific Staff Development (RKN) for the preparation of materials for the competition;
- an announcement of the competition is published by the Director of the Institute;
- the Committee for Scientific Staff Development (RKN) interviews candidates in the presence of the Director of the Institute, Deputy Director for Research and the concerned Department Head;
- settlement of the competition by the Committee for Scientific Staff Development (RKN) and issuing the record of the decision;
- submission to the Director and the Scientific Council a motion of the Committee for Scientific Staff Development (RKN) regarding the settlement of the competition for employment in a scientific position;
- the Scientific Council issues its opinion;
- the Director of the Institute (or the President of the Polish Academy of Sciences, if the position concerned is professor) issues the final decision.

By entering the competition for a scientific position, the candidate submits the documents listed in the Annex, to the Institute's secretariat.

**Annex to rules of the procedure  
for competitions for research positions at  
the Institute of Genetics and Animal Breeding of the Polish Academy of Science**

**Documents required from candidates applying for employment at the Institute of  
Genetics and Animal Breeding of the Polish Academy of Sciences**

**RESEARCH ASSISTANT**

- letter of application,
- scientific biography with:
  1. list of publications,
  2. conference abstracts,
  3. list of qualifications and skills,
  4. scope of scientific interests
- a copy of the master's degree diploma,
- letter of motivation,
- personal questionnaire,
- a certificate or other document confirming knowledge of English at the required level (in the absence of such certificate, the candidate must demonstrate passive and active knowledge of English during the interview).

**ASSISTANT PROFESSOR / ADJUNCT**

- letter of application,
- scientific biography with:
  1. listed summary of scientific achievements, the number of researcher career-long citations record and the Hirsch index
  2. list of published, original scientific papers,
  3. listed research projects financed by external funding in which the candidate performed or acts as project manager or contractor,
  4. scientific profile, listing the main scientific interests,
  5. a statement on completion of a foreign scientific internship,
  6. information about research stays abroad, participation in conferences (country, institution, purpose of trip, duration),
  7. information on scientific cooperation with foreign countries (foreign scientific unit, form of cooperation, scope, achievements),
  8. information about prizes and awards of national and international importance (rank, year of receipt)
  9. list of qualifications and skills,
- personal questionnaire,

- a copy of a doctoral degree diploma,
- certificate confirming knowledge of English (in the absence of a certificate, knowledge of English will be checked during an interview).

### **ASSOCIATE PROFESSOR / FULL PROFESSOR**

- letter of application,
- scientific biography with:
  1. listed summary of scientific achievements, the number of researcher career-long citations record and the Hirsch index
  2. list of published, original scientific papers (for the period before and after obtaining the academic degree of habilitated doctor or before and after initiating the procedure of applying for the title of professor),
  3. a list of research projects financed by external funding in which the candidate performed or acts as project manager or contractor,
  4. scientific profile, listing the main scientific interests,
  5. information on the number of reviews of scientific papers completed,
  6. a statement on completing a foreign scientific internship,
  7. information on research stays abroad, participation in conferences (country, institution, purpose of stay, duration),
  8. information on scientific cooperation with foreign countries (foreign scientific unit, form of cooperation, scope, achievements),
  9. information on prizes and awards of national and international importance (rank, year of receipt)
  10. information on didactic and organizational achievements,
  11. list (title, authors and full bibliographic data) of the 5 most important papers..
- a copy of the diploma of obtaining the degree of habilitated doctor or conferring the title of professor,
- personal questionnaire.

**The detailed information on scientific, didactic and organizational achievements that should be included in the scientific biography:**

**1. Scientific biography:**

- first name and last name,
- date and place of birth,
- year of graduation, university, faculty,
- year of obtaining the doctoral degree, scientific unit,
- year of obtaining the degree of habilitated doctor (doktor habilitowany), scientific unit,
- year of obtaining the title of professor,
- periods of previous employment, name of the organizational unit, scientific positions and functions performed.

**2. Scientific and research activity:**

- the number of individual and co-authored publications, including those after obtaining the degree of habilitated doctor or initiating proceedings for conferring an academic title. The listed summary of scientific achievements should be presented according to the scientific journals scores by the Ministry of Science and Higher Education in place in the year of publication and in the case of papers published before 2019, also points according to the list of scientific journals and reviewed materials from international conferences (Regulation of the Ministry of Science and Higher Education of November 7, 2018 on preparing lists of scientific monograph publications and scientific journals and peer-reviewed materials from international conferences, Journal of Laws of 2018, item 2152), with the obligation to submit scores not applicable to foreigners,
- Hirsh index and the number of citations from the Scopus database at <http://apps.isiknowledge.com>,
- list of the most important publications (maximum 5 publications) - concerns the position of professor of the Institute and professor,
- information on the activities in the area of knowledge dissemination and dissemination of scientific achievements (including implementation agreements), cooperation with the region (maximum 5 items),
- scientific cooperation with foreign countries (foreign scientific unit, form of cooperation, scope, achievements),
- number of reviews of scientific papers,
- list of research projects financed from external sources in which the candidate performed or is the project manager or contractor, with information about the function.

**3. Abroad trips (countries, institutions, the purpose of a trip, periods):**

- scientific internships, lectures, missions,
- participation in conferences.

4. **Achievements in teaching scientific/research staff:**

- list of open doctoral dissertations and promoted doctors,
- number of doctoral and postdoctoral reviews, doctor HC.

5. **Organisational activity:**

- organisation of scientific conferences, symposia and training courses;
- membership of the scientific/research commissions, committees, boards, councils;
- participation in editorial boards of Polish and/or foreign scientific journals;
- details on the roles performed as an elected member in scientific societies and organizations – domestic or foreign;
- details of other forms of organisational activity.

6. **National and international awards and honorary mentions (year of receipt).**

7. **Other relevant information.**