Human Resources Excellence in Research Action Plan for 2021-2023 (medium-term activities)

	Activity	Indicator	Deadline	Responsibility	Complementarity with Code and Charter/ JU Development Strategy 2030
I ETHICAL AND PROFESSIONAL ASPECTS					
1	Systematizing information related to HRS4R activities undertaken at the JU and to the principles of the European Charter for Researchers	1.1. A Task Force and a Steering Committee appointed to respectively coordinate and oversee the implementation of the Charter, the Code and the OTM-R Policy at the JU in 2021-2024	Q II 2021	Rector	1-40
		1.2. Comprehensive information related to the European Charter for Researchers, HRS4R recognition, Task Force activities and progress, the EC trainings and HRS4R-related actions - systematized and published	Q 1 2022	Deputy Chancellor for General Affairs	IV.1.2, IV.4.5
II RECRUITMENT AND SELECTION					
2	Development and implementation of the policy for Open, Transparent and Merit-based Recruitment (OTM-R) of Researchers at the JU	2.1 OTM-R Policy developed and implemented by rector's ordinance (publication of the policy in the JU Bulletin of Public Information; the information on the OTM-R Policy distributed via email to all JU staff members)	Q II 2022	Deputy Chancellor for General Affairs	10, 12, 13, 14, 15, 16, 17, 18, 19
		2.2 The JU OTM-R Policy published on HRS4R website in Polish and in English			IV.1.2, IV.4.2, IV.4.3, IV.4.5
3	Drafting procedures and instructions related to the implementation of the OTM-R policy at the JU	3.1 Recruitment procedures for all positions (R1-R4) described 3.2 New competition announcement templates for all positions (R1-R4) introduced in accordance with the OTM-R principles 3.3 New report template documenting the selection process and decision of selection committees developed 3.4 Transparent evaluation criteria described, including recognition of mobility and variations in the chronological order of academic career 3.5 Appeal procedure, including an appeal form developed 3.6 Candidate experience questionnaire developed and introduced to allow candidates to evaluate quality and transparency of the recruitment process 3.7 System for monitoring and quality control of recruitment (including a total number of candidates, registered competitions, appeals) designed and implemented	Q IV 2022	Centre for Human Resources/ Department of Human Resources, MC	10, 12, 13, 14, 15, 16 III.3.4, IV.1.2, , IV.4.3, IV.4.5, IV.4.6

		3.8 Transparent communication system with candidates introduced (feedback mail information to candidates following subsequent recruitment stages drafted) 3.9 Guidelines and good practices related to recruitment and selection developed and made available to the JU recruiters and candidates 3.10 Transparent principles for appointing selection committees defined 3.11 Recruitment documents easy to access and available in English			
4	Launch of a new HRS4R website containing key information for candidates at the JU (especially foreign candidates)	4.1 New HRS4R website launched to communicate about the JU, job offers, recruitment process, working conditions and career perspectives, available both in Polish and in English	Q I 2022 (Polish version) Q II 2022 (English version)	Deputy Chancellor for General Affairs / Centre for Human Resources/ International Relations Office	10, 12, 13, 14, 15, 16 III.3.3, III.3.4, III.3.5, IV.1.5, IV.4.1. IV.4.7
5	Creation and launch of an electronic employee recruitment system	5.1 Electronic recruitment platform linked with job offers database, supporting the recruitment process and communication with candidates established	Q III 2023	Deputy Chancellor for General Affairs / IT Centre	12, 13, 14, 15 III.3.3, III.3.4,IV.1.2, IV.1.5, IV.4.5
6	Design and delivery of a training program for committees and staff responsible for handling a recruitment process	6.1 Training program and materials reflecting the OTM-R principles, equality policies and unconscious bias developed 6.2 Trainings for selection committee members and professional staff involved in recruitment delivered (with a focus on increasing language skills of those handling the process in English)	Q IV 2022	Centre for Human Resources	14 IV.1.2
III WORKING CONDITIONS AND SOCIAL SECURITY					
7	Introducing/formalizing an adaptation program for new employees	7.1 Needs analysis conducted with a view to evaluating current recruitment and adaptation practices in regard to employees from abroad (research conducted; recommendations for improvement drafted and presented to top management) 7.2 Adaptation program for new employees from Poland and abroad covering such issues as diversity management, multiculturalism and disability awareness developed and introduced 7.3 Information package – "A guide for a new employee" developed	Q III 2021 Q IV 2022	Centre for Human Resources (in cooperation with Disability Support Service, Department of Security, Safety and Equal Treatment - Safe JU)	22, 23 IV.1.3

8	Defining career development paths for all academic positions (R1-R4)	8.1 Academic career paths, including among the others research funding and competency development opportunities, academic mobility, career transition, breaks in academic career clearly defined 8.2 Research career development system further elaborated (including proposals for modelling, coaching, career consulting, and enhancing research staff development initiatives like *A Research Staff Development Day*))	Q IV 2023	Research Support Centre/ Centre for Human Resources / Department of Human Resources, MC	24, 28, 29 IV.2.1, IV.2.2
9	Improving and further developing motivation system for researchers	9.1 New incentive tools developed (including allowances for outstanding academic performance, mini-grant system, etc) 9.2 Support programs for international project managers put in place (through projects like LeaderUJ, Project Manager – PM)	Q I 2022 Q II 2022	Research Support Centre	23, 24, 26, 28 I.1.9, IV.2.6, IV.2.7
10	Working out solutions, procedures, mechanisms that support the building of a stable and friendly working environment for the JU academic community	10.1 Creation of a University Dialogue Zone aimed at resolving conflicts amicably, in particular using professional mediators 10.2 Debates/workshops/meetings to actively promote the idea of mediation, mutual respect, equal treatment, ways to prevent destructive conflicts, initiate changes in practices and rules, working conditions and academic freedom 10.3 Mechanisms and procedures for mediation and conflict resolution in the workplace and anti-discrimination (including updating anti-discrimination policies) implemented 10.4 Expanded medical care and psychological support for the JU employees 10.5 Programs to level the playing field for male and female researchers combining work and parental care during the Covid-19 pandemic developed and implemented 10.6 JU's active involvement in the EU Scholars at Risk program 10.7 New solutions to foster the integration of the environment, maintaining a balance between professional and personal life 10.8 Gender Equality Plan developed and introduced	Q III 2023 Q II 2022	Academic Ombudsperson Department of Security, Safety and Equal Treatment - Safe JU Centre for Human Resources Research Support Centre	22,23,24,25,27 I.1.12, I.2.9, IV.3
11	Development of a questionnaire and implementation of a regular employee satisfaction survey – an Employee Satisfaction Barometer	11.1 A questionnaire on employee satisfaction drafted and implemented	Q IV 2022	Centre for Human Resources	24, 34 IV.3.5
IV DEVELOPMENT AND TRAINING					
12	Building and introducing of a competence development system	12.1 A comprehensive competency development program for all career stages and paths including:	Q IV 2023	Centre for Human Resources, Research	36, 37, 38,39, 40

	for researchers at all career stages (including in particular early career researchers)	o a program developing research, methodological and transversal competencies, o a program developing teaching competencies, o a program developing leadership and management competencies, o individual development programs - IDPs, o individual supervision/ mentoring programs for PhD students in particular 12.2 Development program for young researchers promoting, among other things, scientific mobility, research teams formation and competence building 12.3 Course catalogue and information system about training offer put together		Support Centre, Centre of Technology Transfer CITTRU, Centre for Academic Support (Academic Business Incubator)	I.1.8, I.1.10, II.1.10, II.2.5, IV.2.4, IV.2.5, V.1.5
13	Development and implementation of a competence development program for administrative and technical staff involved in research grants	13.1 Development program for project managers responsible for administrative and financial aspects of research projects management 13.2 Specialized managerial courses and trainings for professional staff delivered	Q II 2022	Research Support Centre Centre for Human Resources – Office of Staff and Faculty Training and Development	38, 39 I.3.4

Human Resources Excellence in Research Action Plan for 2021-2023 (medium-term activities)

40 ZASAD KARTY I KODEKSU	I ETHICS	II RECRUITMENT					III WORKING CONDITIONS AND SOCIAL SECURITY					IV DEVELOPMENT AND TRAINING	
	1	2	3	4	5	6	7	8	9	10	11	12	13
I ETHICAL AND PROFESSIONAL ASPECTS													
1 Research freedom	x												
2 Ethical principles	x												
3 Professional responsibility	x												
4 Professional attitude	x												
5 Contractual and legal obligations	x												
6 Accountability	x												
7 Good practice in research	x												
8 Dissemination, exploitation of results	x												
9 Public engagement	x												
10 Non-discrimination	x	x	x	x						x			
11 Employee evaluation systems	x												
II RECRUITMENT													
12 Recruitment	x	x	x	x	x								
13 Recruitment procedures	x	x	x	x	x								
14 Selection procedures	x	x	x	x	x	x							
15 Transparency	x	x	x	x	x								
16 Judging merit	x	x	x	x									
17 Variations in the chronological order of CVs	x	x											
18 Recognition of mobility experience	x	x											
19 Recognition of qualifications	x	x											
20 Seniority	x												
21 Post-doctoral appointments	x												
III WORKING CONDITIONS AND SOCIAL SECURITY													
22 Recognition of the profession	x						x	x		x			
23 Research environment	x						x	x		x			
24 Working conditions	x								x	x	x		
25 Stability and permanence of employment	x									x	x		
26 Funding and salaries	x										x		
27 Gender balance	x									x	x		
28 Career development	x								x		x		
29 Value of mobility	x								x				
30 Access to career advice	x										x		

31	Intellectual Property Right	x														
32	Co-authorship	x														
33	Teaching	x														
34	Complaints/appeals	x														
35	Participation in decision-making bodies	x														
IV **DEVELOPMENT AND TRAINING**																
36	Relation with supervisors	x													x	
37	Supervision and managerial duties	x													x	
38	Continuation of professional development	x													x	x
39	Access to research training and continuous development possibilities	x													x	x
40	Supervision	x													x	

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Gantt Chart for 2021-2023

		2021				2022				2023			
		1	2	3	4	1	2	3	4	1	2	3	4
I ETHICAL AND PROFESSIONAL ASPECTS													
1	Systematizing information on HRS4R activities, principles of the Charter, the Code and the OTMR Policy	■	■	■	■	■							
II RECRUITMENT													
2	Elaboration and implementation of the OTM-R Policy at the JU		■	■									
3	Developing procedures and instructions related to the implementation of the OTM-R Policy				■	■							
4	Launching of a new HRS4R website		■	■									
5	Developing and launching of an employee e-recruitment system							■	■				■
6	Designing and introducing of a training program for recruitment committees							■	■				
III WORKING CONDITIONS AND SOCIAL SECURITY													
7	Developing and implementing an adaptation program for new employees				■	■							
8	Building and introducing of a model for diversified academic career paths										■	■	■
9	Enhancement of the current incentive system for researchers					■	■						
10	Working out solutions/procedures/mechanisms that support a stable and friendly working environment							■	■				
11	Development and implementation of the Employee Satisfaction Barometer							■	■				
IV DEVELOPMENT AND TRAINING													
12	Building and introducing of an integrated competence development system								■	■	■	■	■
13	Development and implementation of a competence development program for administrative and technical staff involved in research grants							■	■	■	■	■	■