

MAY 2021 - AUGUST 2023

REPORT

**ON THE WORKS OF THE WORKING
GROUP FOR THE IMPLEMENTATION OF
THE EUROPEAN CHARTER FOR
RESEARCHERS, THE CODE OF CONDUCT
FOR THE RECRUITMENT OF
RESEARCHERS AND POLICY OF OPEN,
TRANSPARENT, AND MERIT-BASED
RECRUITMENT TO JAGIELLONIAN
UNIVERSITY**

PREPARED BY

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INTRODUCTION

The Working Group for the implementation of the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers and Policy of Open, Transparent, and Merit-Based Recruitment to Jagiellonian University was established by the decision of the Rector of the Jagiellonian University (JU) on 6 April 2021.

The Working Group's tasks include :

- An analysis of internal legal acts and practises within JU in accordance with the criteria of relevance for the goals, terms, and principles of the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers and the OTM-R Policy;
- Initiating actions for the effective implementation of principles following from the HR Excellence in Research accreditation obtained by the University;
- Updating the action plan for the years 2021–2024 and monitoring the implementation stage of the objectives specified in the HR Strategy for Researchers of Jagiellonian University;
- Reporting to the Steering Committee and the European Commission on the progress of the implementation of the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers and the OTM-R Policy.

The Working Group members (since 13 February 2023)

- 1) mgr Małgorzata Grzelewska – JU Deputy Chancellor for General Affairs, Chairperson;
- 2) prof. dr hab. Tomasz Guzik – Faculty of Medicine;
- 3) dr hab. Katarzyna Kuras, JU professor – Faculty of History;
- 4) dr hab. Maciej Ulas, JU professor – Faculty of Mathematics and Computer Science;
- 5) dr hab. Katarzyna Kurpiewska – Faculty of Chemistry;
- 6) dr hab. Marcin Grabowski – Faculty of International and Political Studies;
- 7) dr Gabriel Borowski – Faculty of Philology;
- 8) mgr Dorota Buchwald-Cieślak – Research Support Centre;
- 9) mgr Monika Rzepka – JU MC Office of Human Resources;
- 10) mgr Edyta Serwatka – Centre for Human Resources;
- 11) mgr Bożena Stanio – Centre for Human Resources;
- 12) mgr Justyna Sikora – Centre for Human Resources;
- 13) mgr Kinga Nastalek-Fałowska – JU Legal Team;
- 14) mgr Halina Czubala – Education Support Centre.



HR EXCELLENCE IN RESEARCH

WORKING GROUP'S ACTIVITIES

Ten meetings of the Working Group on Implementation of the European Charter for Researchers, the Code of Conduct for Recruitment of Researchers and the Policy for Open, Transparent and Merit-based Recruitment at JU were held between May 2021 and August 2023. Based on the recommendations of the European Commission's experts who carried out a periodic assessment of the progress in the implementation of the HRS4R strategy (*Internal Review*) at JU in 2020, the Team set the following priorities for action:

Improving the recruitment policy (OTM-R), in particular:

- defining transparent recruitment criteria for candidates applying for employment at JU,
- defining clear rules for the appointment of competition committees, their tasks and rules of operation,
- development of an appeal procedure against the decisions of the selection committee,
- creation of control mechanisms for the implementation of the OTM-R policy,
- standardization of documentation, including the development of new templates of documents related to recruitment in Polish and English;

Updating and enriching the existing Action Plan with new, ambitious tasks planned for the medium and long term, reflecting the assumptions of the new JU 2030 Development Strategy and the Excellence Initiative Program for Research University;

Improving the information policy on HRS4R Strategy at JU, in particular:

- creation of a new website which will become the primary source of information for researchers on the provisions of the European Charter for Researchers, the principles of the Code of Conduct for the recruitment of researchers, conditions of employment, work and prospects for development at the University,
- providing access to information and documents related to the implementation of the HRS4R strategy at JU in English.



OTM-R POLICY

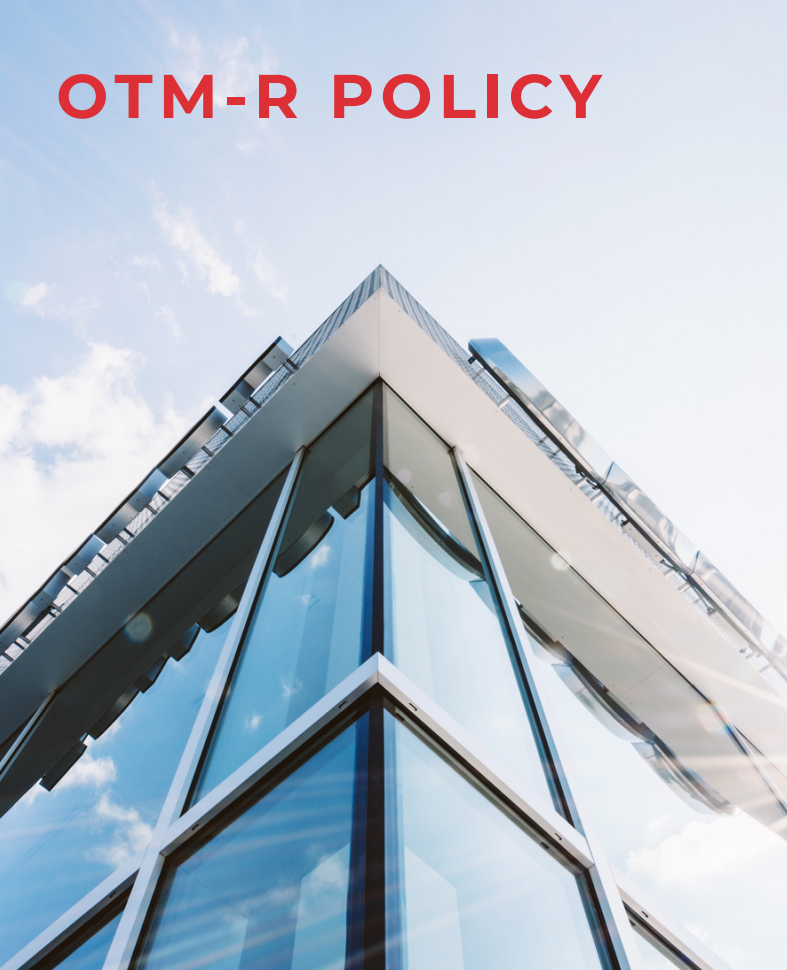
In terms of the OTM-R Policy, the Group members reviewed internal regulations and practices concerning the organization of selection procedures and selection boards in Faculties and non-Faculty units, for their compliance with the principles of the Code of Conduct for the recruitment of researchers, including in particular:

- the principle of openness of information: a candidate participating in the selection procedure should have access to, among other things, information on the composition of selection boards, eligibility requirements and evaluation criteria;
- the principle of competence-based assessment: the composition of the board (representation of disciplines/specialties) ensures that candidates are assessed solely on merit;
- the principle of balanced board composition (board composition should ensure balanced gender representation).

Conclusions from the analyses were the basis for formulating the OTM-R policy at JU. The work undertaken by the Group concerned:

- defining the objectives, scope and principles of the OTM-R policy at JU aimed at ensuring transparent and internationally comparable recruitment rules and procedures and fostering the development of a researcher-friendly ecosystem;
- defining rules related to recruitment for positions in the research area (scientists and people involved in the implementation of research projects);
- developing the content and templates of the information on the selection procedure;
- determining the path of publication of the information on the selection procedure and the results of ongoing proceedings;
- developing a procedure for appealing against the decisions of the selection boards;
- determining the rules for the appointment and working procedures of selection boards;
- training for members of selection boards and staff handling the recruitment process (in line with the European Charter for Researchers, the Code of Conduct for Recruitment),
- professionalization of communication with the candidate;
- development of a system for monitoring a recruitment process with a view to ongoing improvement.





The draft document of the Jagiellonian University Open, Transparent and Merit-based Recruitment Policy prepared by the Working Group was submitted to the Steering Committee for approval, and then sent for consultation to the trade unions operating at the University. After approval of the draft by the trade unions, review by the JU Legal Team and final acceptance by the University authorities, the OTM-R policy was enforced by Order No. 61 of the Jagiellonian University Rector, dated April 28, 2022, and subsequently published in the JU Public Information Bulletin and on the HRS4R website in both Polish and English.

The OTM-R Policy Document is a tool for the implementation of the JU's HR Development Strategy and obligations under the HR Excellence in Research award, designed to regulate the following aspects:

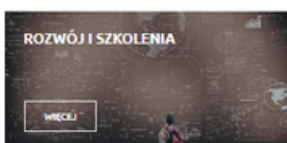
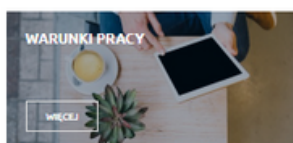
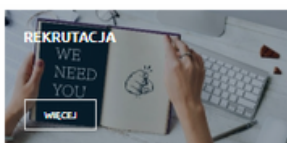
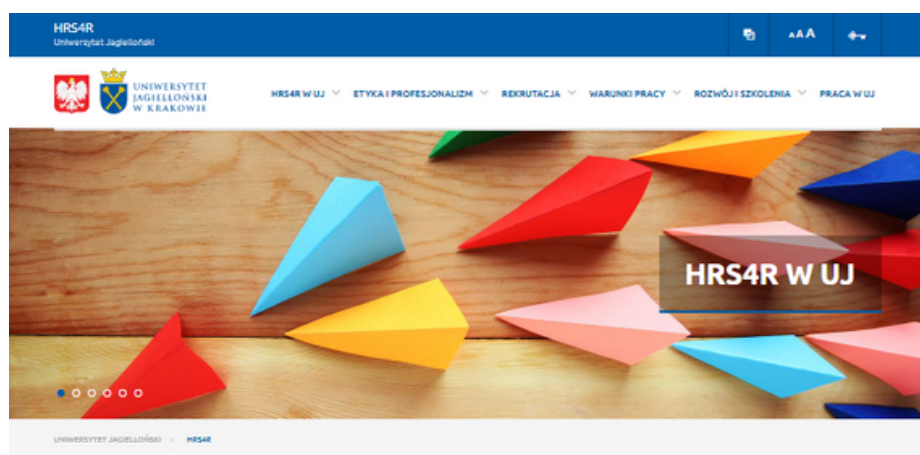
- organisation of a selection procedure
- publication of information on a selection procedure
- submission of application documents
- selection boards' appointment, composition and operation mode
- assessment and selection of candidates
- appeal procedure
- settlement and publication of a selection procedure results
- quality control system of recruitment

In parallel with the work on the OTM-R Policy, members of the Working Group prepared preliminary proposals for new templates of the information on the selection procedure which are compliant with the Code and the European Charter for Researchers. The templates of the documents were presented to the Centre for Human Resources for consultation and implemented.

New website: www.hrs4r.uj.edu.pl

As a result of the Group's work, a new HRS4R website was developed and launched. Its internal structure reflects the 4 main areas of the European Charter for Researchers such as ethics, recruitment, working conditions, training and development. The creation of the portal was aimed at systematizing the otherwise scattered content across the university's web pages, and fulfilling its informational and image role.

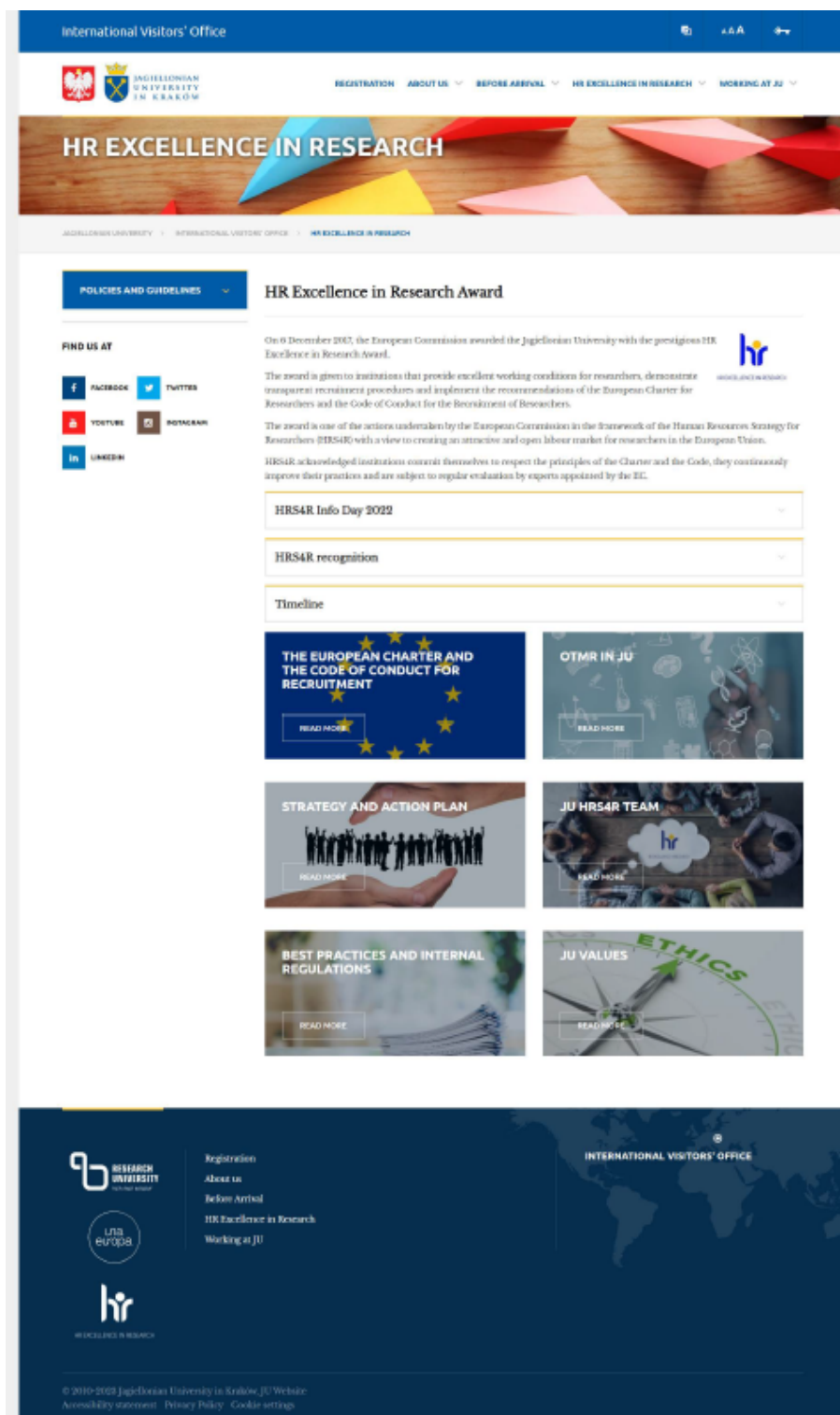
The HRS4R site contains relevant information for employees on key documents related to the HR Logo, recruitment procedures, the university's research infrastructure, international mobility of researchers, competitions, grants.



WWW HRS4R

New website in English

https://international.iro.uj.edu.pl/en_GB/hr-excellence-in-research



RESEARCH ON EMPLOYMENT AND ADAPTATION PROCESS

Survey

On the initiative of the Working Group, a Survey on the process of hiring and adaptation of foreign employees at the Jagiellonian University was developed and conducted in order to analyze the needs and evaluate the current internal practices and procedures, with a focus on:

- assessing the quality of the process of adapting and hiring foreign employees at JU,
- identifying key sources of information on job opportunities at JU,
- identifying factors influencing decisions to apply for jobs at JU,
- determining problems and needs of newly hired foreign employees,
- improving the process of hiring and adapting foreign employees,
- assessing support forms offered to new JU employees (mentor role).

ONLINE SURVEY

- CONDUCTED BETWEEN 30.07.2021. – 15.09.2021.

- ADDRESSED TO 123 FOREIGN EMPLOYEES HIRED AT JU OVER THE LAST 3 YEARS

- OBJECTIVE: IMPROVING PROCESSES RELATED TO RECRUITMENT AND ADAPTATION OF NEW EMPLOYEES FROM ABROAD

- SURVEY RETURN RATE 25%



The results of the survey revealed the need to:

- ensure greater transparency of procedures related to the employment of foreigners (recruitment documents must be available in English and the access path to the documents should be simplified),
- reduce the administrative burden - reduce the number of documents required to be completed/submitted at the recruitment stage,
- provide systematized care program in the adaptation process as JU's differentiator,
- increase recognition of JU abroad,
- improve the quality of recruitment and adaptation through competence building of the staff involved in the processes (development of their linguistic, multicultural competencies),
- promote research infrastructure at JU, international project teams, grant funding opportunities, as factors that encourage job applications at the University and enhance professional development.

SURVEY RESULTS

Report and impact

The report on the survey, which included a detailed compilation of the results, was presented to the University authorities at the meeting of the JU Council for Responsible Support and Sustainable Development on 19 October 2021, then handed over to Professor Piotr Jedynak, Vice-Rector for Finance and Human Resources, and at the same time Chairman of the Steering Committee for monitoring the implementation of the European Charter for Researchers, the Code of Conduct for Recruitment of Researchers and the Policy for Open, Transparent and Merit-based Recruitment at JU.

Conclusions arising from the survey regarding the organization of the staff recruitment process have been incorporated into the developed OTM-R policy. Recommendations related to the employee adaptation process were reflected in the new adaptation program, which was developed by the Working Group in cooperation with representatives of: Faculty of Health Sciences, Research Support Center, International Relations Office, Department of Security, Safety and Equal Treatment, Disability Department, Unit for Staff Training and Development-Centre for Human Resources and JU Medical College Personnel Department.



NEW EMPLOYEE ADAPTATION

ONBOARDING

The result of joint activities is a proposal for an employee adaptation program divided into 3 stages (stage I: pre-arrival, stage II: on-boarding, stage III: post-hire) with a checklist presenting the adaptation paths specific to a particular group of employees, including international staff.

Example: adaptation path for academic staff

ADAPTATION PROCESS Checklist*

Academic staff (FOREIGNERS)

STAGE I - BEFORE STARTING WORK

LP	TASK	WHO IS RESPONSIBLE?	DEADLINE**	STATUS
1.	Issuing an employment decision	Jagiellonian University Centre for Human Resources / Department of Human Resources, JU MC	Up to 14 days before starting work	<input type="checkbox"/>
2.	Appointing a buddy to guide a new employee through employment formalities	Direct supervisor	Up to 14 days before starting work	<input type="checkbox"/>
3.	Issuing a referral for medical examinations	Jagiellonian University Centre for Human Resources / Department of Human Resources, JU MC	Up to 7 days before starting work	<input type="checkbox"/>
4.	Obtaining / presenting a residence permit (for research staff from outside the EU) Obtaining a work visa	Employing unit / in cooperation with Jagiellonian University Centre for Human Resources / Department of Human Resources, JU MC	Up to the 1st day before starting work	<input type="checkbox"/>
5.	Providing the new employee with information on Employment Regulations at the JU	JU MC Jagiellonian University Centre for Human Resources / Department of Human Resources, JU MC / Direct supervisor / Designated supervisor	Up to the 1st day before starting work at the latest	<input type="checkbox"/>
6.	Signing of the employment contract (requesting accessibility conditions)	Jagiellonian University Centre for Human Resources / Department of Human Resources, JU MC	Up to the 1st day before starting work	<input type="checkbox"/>
7.	General training: health and safety, fire protection, job-related training: health and safety at work, personal data protection and defense training	Jagiellonian University Centre for Human Resources / Department of Human Resources, JU MC	Up to the 1st day before starting work	<input type="checkbox"/>
8.	Preparing workplace and equipment for the new employee taking into account specific requirements, if needed	Direct supervisor / Head of Unit in cooperation with the Disability Support Service	Up to the 1st day before starting work	<input type="checkbox"/>
9.	Preparing relevant credentials and requests (request for setting up a business email, access to systems, premises, etc.)	Direct supervisor	Up to the 1st day before starting work	<input type="checkbox"/>

*The proposed checklist is recommended as a good practice and is an auxiliary material for support in the process of adapting a new employee. It can be adapted to meet the specificity and needs of a given unit.
**Optional/recommended deadline.

ADAPTATION PROCESS Checklist*

STAGE II - ONBOARDING (FIRST DAY ON THE JOB AND FOLLOWING WEEKS)

LP	TASK	WHO IS RESPONSIBLE?	DEADLINE**	STATUS
1.	Provision of a job-related training	Direct supervisor	On the 1st day of work	<input type="checkbox"/>
2.	Familiarizing the employee with the workplace equipment, entrusted property management regulations	Direct supervisor	On the 1st day of work	<input type="checkbox"/>
3.	Assigning a buddy for the new employee	Direct supervisor	On the 1st day of work	<input type="checkbox"/>
4.	Activating of an e-mail address, access to systems, workplace and other premises, etc.	IT Centre	Between the 1st and the 5th day from starting work	<input type="checkbox"/>
5.	Sending a welcome email	IT Centre / Unit Manager / Recruitment Department / IT machine sending welcome email, etc.	On the 1st day after activation of mailbox	<input type="checkbox"/>
6.	Providing necessary information about basic communication tools and systems: PL, Staff search, MS TEAMS, social networks, calendar of events and recommendation of in-depth training on IT systems	Direct supervisor or designated person / IT Centre	Up to 7 days after starting work	<input type="checkbox"/>
7.	Updating contact information on the unit's website and in the description of the unit's organizational structure	Direct supervisor or designated person	Up to 7 days after starting work	<input type="checkbox"/>
8.	Familiarizing the employee with the workplace and the surroundings	Direct supervisor	Up to 7 days after starting work	<input type="checkbox"/>
9.	Presenting the scope of the employer's duties	Direct supervisor	Up to 7 days after starting work	<input type="checkbox"/>

*The proposed checklist is recommended as a good practice and is an auxiliary material for support in the process of adapting a new employee. It can be adapted to meet the specificity and needs of a given unit.
**Optional/recommended deadline.

ADAPTATION PROCESS Checklist*

STAGE II

LP	TASK	WHO IS RESPONSIBLE?	DEADLINE**	STATUS
10.	Providing the new employee with information about the adaptation programme	Jagiellonian University Centre for Human Resources / Office of Staff and Faculty Training and Development / Department of Human Resources, MC / Direct supervisor	Up to 14 days after starting work	<input type="checkbox"/>
11.	Handing over the Welcome pack	Department of Communications and Marketing	Up to 14 days after starting work	<input type="checkbox"/>
12.	Introducing the new employee to the organizational structure of the unit, the most important tasks and the principles of organization and cooperation	Direct supervisor / Designated supervisor	Up to 14 days after starting work	<input type="checkbox"/>
13.	Introductory meeting with the JU authorities. Presenting the JU mission and vision. Presenting the offer and activities of key JU units	Department of Communications and Marketing	Periodically in arrangement with the authorities of the University	<input type="checkbox"/>
14.	Outlining the development opportunities and prospects offered within the JU and planning a training programme tailored to the role / position / function	Direct supervisor / Designated supervisor (buddy)	During employment	<input type="checkbox"/>
15.	Execution of People with Disabilities e-learning training	Disability Support Service	During employment	<input type="checkbox"/>
16.	Disability awareness e-learning training	Disability Support Service	During employment	<input type="checkbox"/>

*The proposed checklist is recommended as a good practice and is an auxiliary material for support in the process of adapting a new employee. It can be adapted to meet the specificity and needs of a given unit.
**Optional/recommended deadline.

ADAPTATION PROCESS Checklist*

STAGE III - SUMMARY OF THE PROCESS

LP	TASK	WHO IS RESPONSIBLE?	DEADLINE**	STATUS
1.	Follow-up meeting of the adaptation process, providing feedback on the adaptation process, performance, progress and any difficulties in the process	Direct supervisor	12 weeks after starting work	<input type="checkbox"/>
2.	Provision of an anonymous questionnaire to assess the adaptation process by the new employee	Direct supervisor / JU Centre for Human Resources - Office of Staff and Faculty Training and Development	12 weeks after starting work	<input type="checkbox"/>
3.	Closing and sum-up of the adaptation process	Direct supervisor	12 weeks after starting work	<input type="checkbox"/>

*The proposed checklist is recommended as a good practice and is an auxiliary material for support in the process of adapting a new employee. It can be adapted to meet the specificity and needs of a given unit.
**Optional/recommended deadline.

NEW EMPLOYEE ADAPTATION

ONBOARDING

Complementing the adaptation program is the Guide for new employees developed by the Group, available in an interactive form, which is designed to facilitate employees' assimilation in the new workplace and provide quick and easy access to the most important information about the University, work organization, internal regulations, and offerings for employees.

GETTING STARTED

- HR at JU
- HR Guide
- European Charter for Researchers
- Information on employment at the JU
- Working conditions
- Leaves
- Teaching load
- Safety and equal treatment
- **PL** Section for Protection of Classified Information and Defence Affairs
- Academic calendar
- Calendar of JU events
- IT Support

WORTH KNOWING ABOUT JU

- History of the JU
- JU Governance
- JU Development Strategy 2021-2030
- JU Facilities
- Malopolska Centre of Biotechnology
- Copernicus Centre for Interdisciplinary Studies of the JU
- Jagiellonian Centre for Experimental Therapeutics
- Museums of the JU
- Libraries and Archives of the JU
- Botanic Garden of the JU
- Astronomical Observatory of the JU
- **PL** JU Campus
- International networks

NEWS FEEDS PL

- Bulletin of Public Information
- Alma Mater monthly
- Podcasts
- SmartJU app
- Cafe Science

EMPLOYEE AND FAMILY ZONE

- Multisport cards
- Medical Care Package
- Tourist trips
- Non-refundable monetary aid
- Holiday subsidies
- Subsidies for children and young people
- Loans for housing purposes
- Creative work houses
- **PL** Living facilities and hotels
- JU for seniors
- JU for children
- **PL** JU as an accessible institution
- Support from the Ombudsman for Academic Rights and Values
- **PL** Support on dispute resolution issues
- Support for people with disabilities
- Student Support and Adaptation Centre
- Assistance in crises situations
- **PL** Trade union organizations

COMPENDIUM for a new employee

MANDATORY INITIAL TRAINING

- Health and safety training
- **PL** Fire safety training
- **PL** Data protection training
- **PL** Training on protection of classified information and defence affairs
- **PL** Evacuation rules
- Position briefing

LEGAL REGULATIONS

- Law on higher education and science
- Labour Code
- **PL** Statute of the JU
- Academic Code of Values
- **PL** Powers of the Rector, Vice Rectors and Chancellor of the JU
- **PL** Organisational regulations of the JU
- Work regulations of the JU
- **PL** Regulations for remote work at the JU
- Rules for remunerating JU employees
- JU intellectual property management regulations
- **PL** Anti-mobbing Procedure
- Social benefits regulations at the JU
- **PL** Data protection
- **PL** Registration of publication achievements of employees
- **PL** Regulations of projects financed from external sources

DEVELOPMENT PERSPECTIVES

- Jagiellonian University training offer
- Additional forms of learning:
 - **PL** Postgraduate education
 - Professional training offer of the JU Wszelchnica
 - Language courses
 - International mobility

Visit: www.uj.edu.pl

hr
HR EXCELLENCE IN RESEARCH

SURVEY ON THE DEGREE OF IMPLEMENTATION OF THE CHARTER PRINCIPLES

SURVEY

The team monitors the implementation of the European Charter for Researchers on an ongoing basis, analysing the strengths and weaknesses of current practices and the expectations of the academic community. As part of the monitoring activities, in May 2023, a survey was developed and conducted on the degree of implementation of the principles of the European Charter for Researchers at Jagiellonian University. The survey structure and questions replicated the survey conducted in 2016. However it included additional questions from the "recruitment and selection" area, which concerned medical care, familiarity with the OTM-R procedure, the onboarding process of new employees, and the principles of HRS4R. The survey, available in two language versions (Polish and English), was completed by 598 respondents. In 35 closed-ended questions (out of 44), the percentage of positive responses outweighed negative ones. The questions were grouped into four thematic areas corresponding to the four pillars of the ECR:

Ethics and Professionalism
Recruitment and selection
Working conditions and safety
Development and training.

SURVEY



- CARRIED OUT BETWEEN 08.05.2023 – 21.05.2023
- ADDRESSED TO RESEARCH AND RESEARCH AND TEACHING STAFF
- OBJECTIVE: TO EXAMINE THE DEGREE OF IMPLEMENTATION OF THE PRINCIPLES OF THE EUROPEAN CHARTER FOR RESEARCHERS AT THE JAGIELLONIAN UNIVERSITY
- SURVEY RETURN RATE: 15%
- OCCUPATIONAL STRUCTURE OF RESPONDENTS: DOMINANCE OF ASSISTANT PROFESSORS AND PROFESSORS



SUMMARY OF RESULTS (STRENGTHS):

- employees participate in the training and development opportunities offered to them and are encouraged to do so;
- they mostly feel that their current role enables them to achieve their personal career goals;
- most researchers know that JU has earned the HR Excellence in Research award;
- individual research roles are clearly defined;
- JU recruits based on objective performance evaluation and transparent rules;
- JU researchers are enthusiastic and motivated about their research work and enjoy freedom of research;
- the university allows research data to be deposited, archived and shared through the Open Research Data Repository;
- most researchers are familiar with the guidelines of the University's Code of Conduct.

SURVEY ON THE DEGREE OF IMPLEMENTATION OF THE CHARTER PRINCIPLES

Survey

In addition to strengths, the survey made it possible to diagnose significant areas in JU's HR policy that require corrective and/or developmental measures, and to identify expectations of academic staff from the university. In response to the identified problems, the HRS4R Working Group prepared a proposal of actions for the next 36 months in 4 areas.

ETHICS AND PROFESSIONALISM

PROPOSALS FOR CORRECTIVE ACTIONS FOR THE NEXT 36 MONTHS

- 1** Create and implement standards, procedures and guidelines to ensure gender balance and non-discrimination in the employment
(action included in the Gender Equality Plan for JU 2022-2025)
- 2** Promote balanced gender representation among management and decision-making positions
(action included in the Gender Equality Plan for JU 2022-2025)
- 3** Introduction of regular training related to gender equality, empowerment equality and diversity
(action included in the JU Gender Equality Plan for the years 2022-2025)
- 4** Exchange of best practice between Una Europa universities within the framework of the Diversity Council

RECRUITMENT AND SELECTION

PROPOSALS FOR CORRECTIVE ACTIONS FOR THE NEXT 36 MONTHS

- 1** Continued training for selection boards and staff responsible for handling the recruitment process related to an OTM-R and evaluation principles
(consistency with the provisions of the JU Development Strategy, Objective IV, Action 4: Improve the operational efficiency of HR processes -, ensuring compliance with applicable regulations and EU standards, including ECR)
- 2** Developing standards for the adaptation of new staff and the training of managers
(Action included in the JU Development Strategy, Objective IV, Action 1: Recruitment and adaptation of employees)
- 3** Take action to raise the profile of HR Excellence in Research in the policy and culture of JU
(coherence with the provisions of the JU Development Strategy, Objective IV, Action 4: Improve operational efficiency of HR processes)

SURVEY ON THE DEGREE OF IMPLEMENTATION OF THE CHARTER PRINCIPLES

Survey

WORKING CONDITIONS

PROPOSALS FOR CORRECTIVE ACTIONS FOR THE NEXT 36 MONTHS

- 1 Development of and implementation of principles and standards for work-life balance (action included in the In the JU Gender Equality Plan for the years 2022-2025)
- 2 Implement a regular system for measuring staff satisfaction (action included in the Gender Equality Plan for JU 2022-2025)
- 3 Further development of career counselling and mentoring programmes for researchers (IDUB Action 16, IPRK/ Individual staff development programme; IDUB Action 14 Talent management - mentoring for PhD students; Una Futura joint activities)
- 4 Improving the system of evaluation of university teachers, including recognition of the value of mobility, interdisciplinary collaboration, open science, community engagement (coherence with COARA and UNA RESIN/Futura activities)
- 5 Development of a model of a scientific career path at JU (Consistency with UNA RESIN/Futura activities and with the provisions of the JU Development Strategy, Objective IV. Action 2: Staff development and career paths)

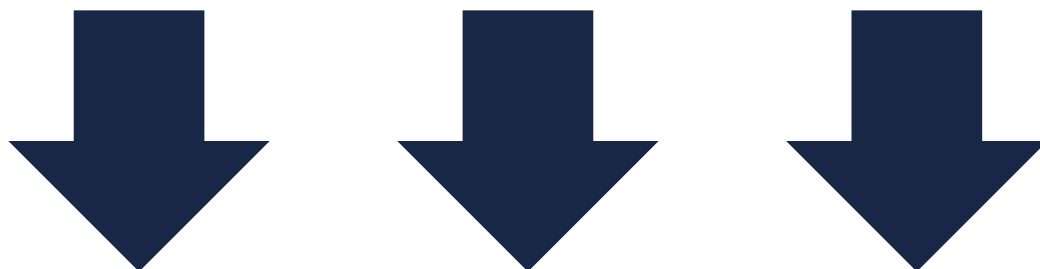
DEVELOPMENT AND TRAINING

PROPOSALS FOR CORRECTIVE ACTIONS FOR THE NEXT 36 MONTHS

- 1 Development of an integrated system of competence development at all stages of academic career (coherence with the provisions of the Jagiellonian University Development Strategy, Objective IV. Activity 4: Improve operational efficiency of personnel processes; activities included in the IDUB programme. Action 13, Action 15)

MEETING OF THE STEERING COMMITTEE FOR MONITORING THE IMPLEMENTATION OF THE EUROPEAN CHARTER FOR RESEARCHERS, THE CODE OF CONDUCT FOR THE RECRUITMENT OF RESEARCHERS AND THE OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT POLICY AT JU ON JULY 11, 2023.

A meeting of the HRS4R Steering Committee was held on July 11, 2023. The purpose of the meeting was to summarize the HRS4R Team's activities to date, present the results of the survey on the degree of implementation of the principles of the European Charter for Researchers at the University conducted in May 2023, and for the Steering Committee to make strategic decisions on development and corrective actions for 2023-2026.



The Working Team for the implementation of the ECR has updated the Action Plan for the coming years. In response to the results of the survey, and in conjunction with the Strategy for the Development of the Jagiellonian University for 2021-2030 and the assumptions of the Excellence Initiative Program - Research University, the Team formulated a proposal for 13 new tasks, which were approved by the Steering Committee and accepted for implementation.



HR EXCELLENCE IN RESEARCH





GROUP WORK SUMMARY

Key results of the Group's work for the period 2021-2023

- DEVELOPMENT OF A POLICY FOR OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT TO JU
 - PREPARATION OF RECRUITMENT TEMPLATES AND OTHER DOCUMENTS RELATED TO OTM-R (TEMPLATES OF PROTOCOLS OF SELECTION BOARDS, AN APPEAL FORM FOR THE CANDIDATE, PROCEDURE SCHEMES OF THE COMPETITION PROCESS, REPORT TEMPLATE)
 - CREATION OF A NEW WEBSITE DEDICATED TO HRS4R IN POLISH AND ENGLISH LANGUAGE VERSIONS
 - CONDUCTING A STUDY AND DEVELOPING RECOMMENDATIONS ON THE PROCESS OF HIRING AND ADAPTATION IN THE JU OF INTERNATIONAL STAFF
- DEVELOPING AN ADAPTATION PROGRAM FOR NEW EMPLOYEES (DEVELOPING PROPOSALS FOR ADAPTATION PATHS FOR ALL GROUPS OF EMPLOYEES AND A DRAFT GUIDE FOR THE NEW EMPLOYEES)
 - PROVISION OF RECRUITMENT DOCUMENTS IN ENGLISH
 - DEVELOPMENT OF A SYSTEM FOR MONITORING THE EMPLOYEE RECRUITMENT PROCESS (INCLUDING A MODEL REPORT ON QUALITATIVE AND QUANTITATIVE ANALYSIS)
 - MODIFYING THE 2021-2023 ACTION PLAN AND DEVELOPING A NEW 2023-2026 ACTION PLAN (ENSURING CONSISTENCY WITH THE JU'S STRATEGIC DOCUMENTS AND INITIATIVES, TAKING INTO ACCOUNT THE RESULTS OF THE INTERIM REVIEW SURVEY)
 - PREPARING AND CONDUCTING TRAINING FOR MEMBERS OF SELECTION COMMITTEES AND STAFF SUPPORTING THE COMPETITION PROCESSES
- DRAWING UP A SCHEME OF THE COMPETITION PROCESS
 - CONDUCTING THE INTERIM REVIEW STUDY AND DEVELOPING THE RESULTS AND RECOMMENDATIONS FOR THE DIRECTION OF FURTHER ACTIONS
 - DEVELOPMENT AND SUBMISSION TO THE E-TOOL SYSTEM OF A DETAILED REPORT ON THE IMPLEMENTATION OF HRS4R ACTIVITIES



ACTIVITIES PLANNED FOR THE COMING MONTHS

Among the priority activities that the HRS4R Work Group will oversee in the coming months are:

- Preparation for the monitoring visit of the European Commission experts.
- Continuation of activities to raise awareness of the academic community about the principles of the OTM-R Policy at JU, the assumptions of the European Charter for Researchers and new recommendations formulated by the EC in July 2023.
- Development of a description of academic teachers' development paths (R1 - R4) taking into account the assumptions of the European Charter for Researchers.
- Supporting researchers, especially early career researchers in the process of professional development.
- Drafting and implementing solutions that promote work-life balance.

ATTACHEMENTS

1. The Policy of Open, Transparent and Merit-Based Recruitment Process at the Jagiellonian University
2. Onboarding
3. Guide for a new employee
4. Selection procedure
5. Results of a Survey on the process of hiring and adapting of foreign employees at the Jagiellonian University
6. Action Plan 2021-2023
7. Action Plan 2023-2026 (Revised Action Plan)
8. JU HRS4R Strategic Activities 2023-2026 (Analysis of the mid-term survey results)
9. Internal Review for Renewal Assessment, August 2023 - HRS4R



HR EXCELLENCE IN RESEARCH