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**OTM-R – Open, transparent and merit-based policy of recruiting researchers at UITM**

The University of Information Technology and Management in Rzeszów (UITM) is a non-state university that strives for continuous development of its human resources and improvement of working conditions for scientists. The development of the scientific staff is treated as one of the five elements of the general mission of UITM.

The specific objectives of the UITM Strategy, adopted in September 2019, are:

(1) recruitment of researchers with high research potential,

(2) creating conditions for the development of research groups and improving their competence in organizing and conducting research,

(3) improving the system of evaluation and motivation supporting the development of scientists.

UITM has received the HR Excellence in Research award in September 2017. This award confirms the University's adherence to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The University of Information Technology and Management offers flexible employment. Employment contracts are personalized and largely depend on the research and scientific potential of the candidate and their individual achievements.

UITM conducts recruitment of academic staff (for teaching and science) and research workers (for scientific work) for the positions of: Assistant Lecturer (PL: asystent), Assistant Professor (PL: adiunkt) and Associate Professor (PL: profesor nadzw).

Recruitment at UITM is conducted on a **transparent, non-discriminatory basis** **and in full compliance with EU and national law as well as the University's internal regulations**.

Key values and principles of the recruitment process at UITM:

- non-discrimination and equal opportunities,

- transparency,

- substantive decisions,

- low administrative burden for applicants.

The recruitment process consists of four phases:

(1) creating a job advertisement

(2) collecting applications

(3) selecting candidates

(4) making an offer to the selected candidate and employing them

Job Ads

Vacancies at UITM are announced on an ongoing basis at the UITM website and in the database of academic vacancies available on the website of the Ministry of Education and Science and on the Euraxes portal. Job advertisements are also distributed to selected academic communities (in the EU, Central and Eastern Asia, China, the USA) by UITM employees visiting those communities and by UITM partners.

Collecting applications

Incoming applications are analysed primarily by the HR Consulting Office (BDP). In order to collect necessary information about a candidate, BDP contacts other units of the university (Science Department, Teaching Department). Then, all information is passed on to the heads of individual units in order to gather opinions about the candidate.

Applications inconsistent with current job offers are collected in the UITM database in accordance with the EU and national data protection regulations

Selecting candidates

Selection for academic positions (Assistant Lecturer and Assistant Professor) consists of three stages:

1) selection of the application from the UITM database/approval of the application received by the HR Consulting Office (preliminary assessment of applications);

2) interview with the candidate (the interview is aimed at checking predispositions for scientific work, character traits and personality profile);

3a) for research and teaching positions, teaching skills are checked. Applicants are asked to prepare a 10-minute presentation on any topic of their choice. The presentation takes place in front of a board consisting of the Rector, Vice-Rector(s) and Dean/Vice-Dean. The presentation is evaluated within: substantive quality of the presentation, language correctness, personal involvement in the presentation (voice, gestures, digressions, additional comments);

3b) for research positions as well as research and teaching ones, the board also evaluates the latest publications and research plans.

Deviations from the above procedure are possible in the case of professors and in special circumstances.

Making an offer to the selected candidate and later employment

The criteria for appointment to individual positions are specified in the internal regulations of the UITM. Nominations are closely related to the candidate's academic degree.

If you have any questions regarding the UITM OTM-R policy or other recruitment issues, please contact the HR Consulting Office (bdp@wsiz.edu.pl).