Appendix no. 1 to Ordinance no. 72 of the Rector of the Cracow

University of Technology from 1 October 2019

**Internal qualification procesure applied in the course of recruitng academic teachers**

§ 1

1. The hereby procedure specifies the principles of conducting qualificaiton procedures specified in § 62 par. 1 of the PK Statute.

2. This procedure is applicable in case of:

1) employing academic teachers in cases in which, in accordance with Art. 119 of the Act on Higher Education Law, there is no necessity to conduct an open contest,

2) transferring to another position at work as part of the existing employment,

3) Extending employment on the existing or new position,

4) change of place of employment,

5) re-employing academic teachers who terminated the so-far employment relationship on account of retiring.

3. The Rector of PK, at their own initiative, pursuant to a motion submitted by a dean or head of non-departmental unit may decide to conduct an open contest also in cases specified in par. 2 point 1. In such case the provisions specified in Appendix no. 5 to the PK Statute shall apply.

§ 2

1. In order to conduct internal qualification procedure, the dean (in case of non-departmental units - a relevant prorector) appoints a qualification committee, known also as “committee”.

2. Members of such a committee are: dean or head of non-departmental unit, direct superior of the employee or person employed, at least one representative of the same or similar scientific discipline to one in which the employed academic teacher specializes. In the event of employing an academic teacher, as specified in Art. 119 par. 2 point 3 of the Act, the committee should also include a project head in the framework of which the employee will be employed.

3. Members of the committee cannot include any person who remains employed in such a legal or factual relation whereby this would raise justified doubts as to their impartiality.

4. Disclosed circumstances specified in par. 3 in the course of qualification proceedings constitute the basis for excluding such a person from the composition of the committee.

5. The task of the committee is to prepare an opinion concerning the employed academic teacher, which encompasses:

1) fulfillment of requirements for a given position, as specified in the PK Statute,

2) fulfillment of requiremetns concerning achievements specific for a given scientific discipline should these have been specified by the releveant scientific council or head of the employing unit,

3) assessment of the aptitude for scientific and didactic work and skills in this regard,

4) so-far course of employment on the basis of results of the final periodic assessment (this concerns academic teachers specified in § 1 par. 2 points 2-5)

5) assessment of validity of employment upon considering the planned burden with didactic classes at the faculty (non-departmental unit).

6. The dean or the non-departmental unit head applies to the relevant college or the relevant prorector with a motion concerning expressing opinion regarding employment of a candidate indicated by teh committee, submitting the committee's opinion as specified in par. 5

7. Such application for employmetn of an academic teacher, directed to the Rector of PK must include opinions specified in par. 5 and 6 to be enclosed by the dean or the non-departmental unit head.

§ 3

1. The dean (or relevant prorector) may refrain from conducting an internal qualificaiton procedure specified in § 2 in case of employing academic teachers as specified in Art. 119 par. 2 points 1 and 2 of the Act.

2. In case of refraining from the procedure, the dean (or the relevant prorector) encloses justification of employmetn of a given academic teacher to the application form specified in § 2 par. 7.