



HR EXCELLENCE IN RESEARCH

Human Resources 4 Researchers Strategy at IFJ PAN

The pillars of creating a friendly working environment and fostering a scientific career at IFJ PAN are:

ETHICS

Employees of IFJ PAN are obligated to adhere to the applicable legal regulations and recognized ethical standards (responsibility, integrity, professionalism) in their work.

The Institute takes continuous actions to promote principles related to best practices in scientific research, publication, and dissemination of their results, as well as to familiarize employees with the prevailing anti-discrimination rules and performance evaluation systems.

Employees of IFJ PAN have a high degree of autonomy in choosing their research topics, under legal regulations, ethical standards, and financial considerations

- ✔ Implementation and dissemination of guidelines regarding ethics in the profession of a scientist.
- ✔ Periodic assessment of scientific personnel and mid-term evaluation in KISD, reviews of scientific activities, annual reports on scientific activities, Award of the Director of IFJ PAN for scientific and organizational activities for scientific and research workers.
- ✔ Gender Equality Plan (GEP) and Director's Plenipotentiary for Equality.
- ✔ Mandatory anti-plagiarism control system for doctoral theses.
- ✔ Open access policy for publications and research results, and a Coordinator for Open Access.
- ✔ Repository - dissemination and access to scientific articles produced at IFJ PAN.
- ✔ Coordinator and Team for Open Research Data (promoting publishing principles).
- ✔ Regulations for managing copyrights and principles for commercializing research results.
- ✔ Personal data protection system and information infrastructure management (policies, mandatory training, and periodic audits).
- ✔ Administrative support in research management (Research Service and Administration).
- ✔ Training in data management, commercialization of research results, and open access.

KATEGORIA
NAUKOWA



www.ifj.edu.pl/kariera/hrs4r/



RECRUITMENT

In the selection of candidates for employment at IFJ PAN, the Institute follows the principles outlined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, as well as the principles of OTM-R, and the applicable legal regulations.

Recruitment is carried out by a properly prepared commission in an open, transparent, and effective manner, based on substantive criteria and with support provided to candidates at every stage.

Among the evaluation criteria, factors such as excellence in scientific research, independence, scientific achievements, mobility, as well as candidates' experience in other scientific disciplines are taken into consideration.

- ✔ **Implementation of the OTM-R Policy at IFJ PAN, as well as policies and regulations for competitions for scientific positions, and recommendations for members of recruitment committees.**
- ✔ **Introduction of the possibility to appeal decisions made by recruitment committees (Appeals Committee).**
- ✔ **Implementation of standardized document templates.**
- ✔ **Development of communication standards with candidates - transparent job offer formulation (a guide on posting job announcements), the option to submit documents electronically in Polish or English, a dedicated email address for correspondence, the ability to conduct recruitment interviews through electronic connections, communication templates, feedback with candidate evaluation forms and recommendation cards at the end of the recruitment process, and information about the strengths and weaknesses of the candidate.**
- ✔ **Job postings are published in both Polish and English on the Institute's website, nauka.gov.pl portal, and EURAXESS, and as needed on industry-specific websites.**
- ✔ **A dedicated "Career" website with essential information for candidates and newly hired personnel.**
- ✔ **Training for heads of scientific departments and their secretariats on recruitment procedures.**



OTM-R POLICY AT IFJ PAN



www.ifj.edu.pl/kariera/hrs4r/



rekrutacja@ifj.edu.pl

WORKING AND SAFETY CONDITIONS

IFJ PAN conducts numerous activities aimed at creating a friendly working environment and conditions that facilitate research at the highest level. Employees are provided with free and non-discriminatory access to the necessary tools for their work. The Institute values mobility by supporting international collaboration and enabling connections with scientists from abroad. Through cooperation with units around the world, IFJ PAN scientists participate in innovative experiments and have the opportunity to work with state-of-the-art equipment.

The regulations for work and compensation in place at IFJ PAN ensure stable employment conditions and flexible working hours, allowing for the freedom to conduct research and facilitating the balance between professional and personal life. IFJ PAN protects intellectual property and appreciates the benefits of teamwork, positively evaluating the scientific staff who present research results based on the principles of co-authorship.

The institute's authorities encourage representatives of all groups and genders to actively participate in shaping the unit's strategies by attending informational meetings and various decision-making bodies. IFJ PAN ensures the protection of employees' rights and interests through clearly defined procedures for filing complaints and requests, as well as assistance in resolving difficult or conflict situations.

- ✔ **Work and remuneration regulations (transparent and based on career stage).**
- ✔ **Flexible work arrangements and promotion of work-life balance principles.**
- ✔ **Freedom to choose the research topics (task plans).**
- ✔ **Non-discriminatory access to equipment (rules for equipment usage and equipment database).**
- ✔ **Opportunities for international travel - providing funds and comprehensive organizational assistance.**
- ✔ **Adapting architectural and IT infrastructure to the needs of individuals with disabilities.**
- ✔ **Development of social facilities (cafeteria renovation, a room for parents), and a creative work area.**
- ✔ **Trade unions, Assistance and Loan Fund, Company Social Benefits Fund, scholarship system for doctoral candidates.**
- ✔ **Ombudsman - an Advocate for Rights and Ethical Values at IFJ PAN, Spokesman for Rights of Doctoral Candidates, Anti-mobbing Commission, Director's Plenipotentiary for Equality.**
- ✔ **Campaign encouraging women to participate in elections for the Scientific Council.**
- ✔ **Meetings between institute authorities and heads of scientific departments and employees.**
- ✔ **Assistant for foreigners, translation of relevant forms, bilingual communications.**
- ✔ **Information meetings about available research funding opportunities.**
- ✔ **Organization of first aid points and safety training.**



TRAINING AND DEVELOPMENT

The authorities of IFJ PAN are aware that the development of the institution is dependent on the development of its employees. Therefore, the Institute supports them in their professional career development and in the process of enhancing their knowledge and skills. The Institute provides financial resources and administrative support to researchers and doctoral candidates necessary for seeking available educational opportunities, and competitions, and assists scientists in advancing their professional development and career advancement.

Department leaders serve as informal mentors for their employees, and experienced scientists strive to build constructive relationships with young employees, facilitating the exchange of substantive knowledge and passing on practical aspects of their profession.

- ✔ Training, workshops, scholarship and internship opportunities, participation, and organization of conferences and meetings with the global scientific community.
- ✔ Email notifications with information about training offerings, and a dedicated website.
- ✔ Unit for the support of the Scientific Council and Doctoral Candidates (administrative support for students and scientific personnel in their education and professional advancement).
- ✔ Career path - procedural guidelines.
- ✔ Krakow Interdisciplinary Doctoral School (comprehensive education program, scholarship opportunities, additional lectures, seminars, conferences on disseminating research results, soft skills training).
- ✔ Seminars, including seminars for young scientists - knowledge exchange and opportunity for improving presentation skills.
- ✔ Support from academic supervisors and the KISD Directorate for students at every stage of their education and professional development (consultative meetings).
- ✔ Training for department heads in team management and conflict resolution.
- ✔ Regulation for conferring the "Professor Emeritus IFJ PAN" status - ensuring opportunities for intergenerational contacts conducive to the exchange of professional and scientific experiences.



ACTION PLAN - REALIZATION

