

Excerpt from the Rules and Regulations of the SGH Warsaw School of Economics, constituting an Appendix to Resolution No. 499 of the Senate of the SGH Warsaw School of Economics of 29 May 2019, as amended.

Legal status in force as of 16 January 2023

Rules and Regulations of the SGH Warsaw School of Economics

SECTION IV

SGH staff

Chapter 2

Employment relationship of academic teachers

§ 90

1. An academic teacher holding the title of 'profesor' shall be engaged as a professor. If a person who is not an employee of the SGH is engaged as a professor, they must additionally meet the requirements for significant scientific, teaching or professional achievements, respectively, not less than those further specified for the position of a School professor.
2. To be engaged as a School professor, the person needs to hold at least the degree of 'doktor' and have the following significant achievements:
 - 1) teaching or professional – in the case of teaching staff;
 - 2) scientific – in the case of research staff;
 - 3) scientific or teaching – in the case of research and teaching staff.
3. Significant achievements which are:
 - 1) scientific achievements, referred to in section 2, shall be understood as:
 - a) the publication in the last four years preceding the call for applications or the application for promotion to a given post of at least one single-author monograph considered in the evaluation of research activities pursuant to separate regulations, for which, in accordance with these regulations, not less than 100 points may be obtained, and in the case of a multi-author monograph not less than 300 points, or of at least three scientific publications in which they are the author or co-author, for which a total of not less than 130 points may be obtained, including one for at least 70 points, excluding the publication of a doctoral dissertation, and

- b) participation in at least three academic conferences, including one international conference, with a paper; and
 - c) participation in at least two research projects;
- 2) teaching achievements, referred to in section 2, shall be understood as at least:
- a) a very good interim evaluation in the field of teaching, obtained within the last four years, and
 - b) the development and publication of one textbook or script for students, or of a scientific monograph that meets the teaching objectives, and
 - c) a positive evaluation of teaching activities by students and doctoral students over the past four years;
- 3) professional achievements, referred to in section 2, particularly with regard to practitioners, shall be understood as:
- a) at least eight years of work experience in positions related to the teaching activities planned to be entrusted, constituting a guarantee of having the necessary qualifications to teach, and
 - b) positive references from a previous employer or employers, and
 - c) the presentation of a special innovative professional achievement relevant to the profession.
4. A candidate for the position of a School professor in the group of research and teaching staff with teaching achievements referred to in section 3(2) must additionally demonstrate the scientific achievements referred to in section 3(1). The provisions of the second sentence of section 1 shall apply.
5. The position of assistant professor in the group of research or research and teaching staff may be filled by a person with at least the degree of 'doktor' and at least the following achievements in scientific work:
- a) scientific publications, including at least one for not less than 40 points, and
 - b) participation in two scientific conferences, including at least one international conference, with a paper.
6. The position of assistant professor in the group of teaching staff may be filled by a person with at least the degree of 'doktor' and at least the following achievements in teaching or professional work:
- 1) teaching:
- a) a very good interim evaluation in the field of teaching, obtained within the last four years, and

- b) a positive evaluation of teaching activities by students and doctoral students over the past four years; or
- 2) professional:
 - a) four years of work experience in positions related to the teaching activities planned to be entrusted, constituting a guarantee of having the necessary qualifications to teach, and
 - b) positive references from a previous employer or employers.
- 7. A person with at least the professional title of 'magister' or an equivalent title may be engaged as an assistant.
- 8. The position of senior lecturer may be filled by a person with at least the professional title of 'magister' and who meets the following requirements altogether:
 - 1) at least ten years of work experience in the teaching profession or fifteen years of professional experience in the field corresponding to the subject of teaching duties;
 - 2) a very good interim evaluation within the last four years; positive references from a previous employer or employers – in the field of teaching activities or in the case of persons who are not employees of the School;
 - 3) a positive evaluation of teaching activities by students and doctoral students over the past four years, whereas this condition does not apply to those who were not previously engaged at higher education institutions.
- 9. The position of a lecturer may be filled by a person with at least the professional title of 'magister' or equivalent and appropriate teaching or professional qualifications in the field corresponding to the subject of teaching duties.
- 10. The position of a language teacher may be filled by a person with at least the professional title of 'magister' in language studies or an equivalent qualification in a particular language.
- 11. The position of an instructor may be filled by a person with a higher education degree.
- 12. In justified cases, the Rector may agree to reduce the requirements, in particular with regard to years of experience, in the cases referred to in section 3(3), and sections 6 and 8, taking into account the specific qualifications possessed by the candidate towards the years of experience, but by no more than half.

13. The Rector may waive some of the requirements set forth in the preceding sections, subject to the provisions of the Act in the case of hiring a person who has continuously conducted scientific activity abroad at least in the last five years preceding the announcement of the call for applications, as well as in the case of foreigners and retired academic teachers and researchers. The provisions of the preceding sentence shall also apply to candidates representing fields other than social sciences, if this is justified by the specific nature of the scientific discipline represented.

§ 91

The employment relationship with an academic teacher shall be established on the basis of an employment contract.

§ 92

1. Subject to the cases referred to in Article 119(2) of the Act, the first-time establishment of an employment relationship with an academic teacher at SGH, for an indefinite or definite time longer than three months, in excess of half of a full-time position, shall take place after an open call for applications, the conditions and procedure for which are specified in Appendix No. 9 constituting the integral part of the Rules and Regulations. An open call for applications is also required in the case of an academic teacher who is a former employee of SGH when the break in their employment at the School exceeds five years.
2. Cases in which the provisions of section 1 do not apply shall be determined by the Act. The Rector may also decide to hold a call for applications in cases where the Act or the Rules and Regulations do not require it.
3. The first employment contract of an academic teacher at the School shall be for the following term:
 - 1) indefinite, or
 - 2) fixed for up to four years– the decision on this matter shall be made by the Rector.
4. If it is intended to conclude a contract for an indefinite term with an academic teacher engaged under a fixed-term contract, such employment may be made only after an open call for applications. The provisions of the preceding sentence shall not apply if an academic teacher has received a positive interim evaluation for the last period of employment under a fixed-term employment contract prior to the conclusion of a contract for an indefinite term.

§ 93

1. An academic teacher shall be engaged by the Rector on their own initiative or at the request of the Dean of the college or the head of a non-collegiate organisational unit, subject to the following sections.
2. An academic teacher in the position of School professor shall be engaged by the Rector at the request of, respectively, the Dean of a college or the head of an all-School or intercollegiate unit (submitted after obtaining the opinion of the scientific council competent for the candidate's discipline) or on their own initiative (after consulting the Senate). The opinion of the scientific council is not required in the case of selection of a candidate for employment at the position of a School professor through a call for applications, as well as of a retired teacher who applies for employment at the position of a School professor immediately after the termination of their employment with the SGH.
3. In the case of teaching as well as research and teaching staff, the basic condition for applying for employment is the applicant's statement that the academic teacher will be provided with a full teaching workload, along with a list of classes planned for assignment and their scope.

Appendix No. 9 to the Rules and Regulations of the SGH

Rules and procedures for conducting calls for applications for positions of academic teachers

1. Calls for applications for the positions of a professor and a School professor shall be announced by the Rector at the request of the relevant Dean of a college, the head of the relevant non-collegiate unit or on their own initiative.
2. The call for applications referred to in section 1 shall be conducted by the School's commission dedicated to the call, which shall consist of:
 - 1) the Rector, as Chair;
 - 2) the relevant Vice-Rector;
 - 3) the Chair of the Senate's Committee for Research;
 - 4) three persons appointed by the Rector at the request of the relevant Dean of a college or the head of the non-collegiate organisational unit, from among specialists in the given or related scientific disciplines, including the head of the unit in which the candidate is to be employed, and in the case of a call for applications for the position of a research or research and teaching staff

member, also the chair of the scientific council competent for the discipline required of the candidates, or a member of the council delegated by them.

3. The call for applications for positions other than those indicated in section 1 shall be announced by the Rector at the request of the relevant Dean of the college, the head of the relevant non-collegiate unit or on their own initiative. The Rector may approve the announcement and conduct of the call for applications by the relevant Dean of the college or the head of the relevant non-collegiate unit.
4. The call for applications referred to in section 3 shall be conducted by a committee appointed by the Rector or the authority announcing the call, respectively. The committee shall be composed of:
 - 1) the relevant Vice-Rector or Dean of a college, as Chair;
 - 2) the Chair or a member designated by the Chair of the Senate's Committee for Research or the Curriculum Committee, respectively,
 - 3) three persons from among specialists in a given or related scientific discipline, including the head of the unit in which the candidate is to be employed.
5. The eligibility criteria for candidates shall be those stated in the call announcement, including the requirements set by the Act and the Rules and Regulations.
6. The call announcement shall include, in particular:
 - 1) an indication of the requirements set forth in the Act and the Rules and Regulations to be met by the candidate;
 - 2) the determination of the scientific field or discipline to which the candidate's main scientific achievements are to be related (does not apply to teaching positions);
 - 3) information on the required teaching or professional experience of the candidate (not applicable to research positions);
 - 4) other specific substantive requirements that the candidate should meet;
 - 5) information whether SGH is to be the candidate's primary place of work, as defined in the Act, upon their employment,
 - 6) a clause that reads:
 - a) "The School reserves the right not to select anyone for the position without a reason."; and

b) "The result of the call is not tantamount to the employment of the candidate, but constitutes a recommendation in this regard to the Rector. The final decision concerning the employment is taken by the Rector."

7. The Chair of the relevant committee:

- 1) shall provide for an adequate public announcement of the call in the manner prescribed by Article 119(3) and (4) of the Act;
- 2) shall specify, in particular, the conditions that the candidates' applications must meet, taking into account the provisions of the Act and the Rules and Regulations, and the deadlines:
 - to file applications – not less than 30 days;
 - to conduct interviews, indicating whether they are mandatory;
 - to announce results with justification.

8. The result of the proceedings, understood as the name of the person who wins the call along with the reasons for their selection, shall be subject to publication in the Public Information Bulletin at the pages of the School and the minister competent for higher education for 30 days. The justification for the selection shall consist, in particular, in indicating information regarding the achievements, experience and other specific qualifications that determined the choice. The committee shall be responsible for developing the announcement of the results with justification.

9. Calls for applications shall be administratively handled by the unit competent for human resources, which involves the formal control of their compliance with the Act and the Rules and Regulations.

10. Resolutions of the committees dedicated to the calls shall be adopted by a simple majority. In the event of a tie, the Chair shall have the casting vote.

11. The employment of a candidate qualified by the committee dedicated to the call shall be carried out in accordance with the procedures set forth in the Act and the Rules and Regulations. The final decision concerning the employment shall be taken by the Rector.