



UNIVERSITY  
OF WARSAW



EXCELLENCE INITIATIVE  
**RESEARCH  
UNIVERSITY**

## CALL FOR CANDIDATES

The Rector of the University of Warsaw has opened a call for applicants for the position of Adjunct, as part of the “Excellence Initiative – Research University” programme.

Ref no	UW/IDUB/2020/21
Position	adjunct
Position category	researcher
Fields and disciplines of science	astronomy, chemical sciences, Earth and related environmental sciences, physical sciences
Key words	experimental physics, theoretical physics, astronomy, geophysics, biophysics, mathematical physics, organic chemistry, inorganic chemistry, theoretical chemistry, physical chemistry, geology
Type of employment	employment contract
Working pattern	full-time
Number of positions	1
Salary	13,000 - 16,000 PLN gross/month
Planned starting date	1 October 2021 the latest
Minimum period of employment	2 years (subject to an evaluation after the first year to continue employment; the contract may be extended for a third year)
Department	Faculty of Chemistry or Faculty of Geology or Faculty of Physics or CeNT (depending on the employee's profile).
IDUB project description	<p>The “Excellence Initiative – Research University” is a programme of the Ministry of Education and Science, which enables the University of Warsaw to raise the level of quality of scientific activity, quality of education and, consequently, the international recognition of the University.</p> <p>The recruited persons will fulfil the job requirements in the Action I.3.3 – “Institute for Advanced Studies”. The objective of this activity is to establish a virtual scientific institute. Its main function will be to initiate, coordinate and provide financial and organisational support for research initiatives whose subject matter and time frame exceed those of the activities which are usually coordinated among the existing research groups, who are carrying out projects in the second priority research area</p>

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	<p>(POB II<sup>1</sup>), and to manage promising innovative activities whose implementation is difficult or at risk.<sup>2</sup></p> <p>The recruitment process concerns a research position open to outstanding scientists which has characteristics of “Distinguished Postdoctoral Fellowship”.</p> <p>The candidate is expected to provide an up-to-date topic of research and to present potential for building research group and applying for national and international grants.</p>
Job description and responsibilities	<ol style="list-style-type: none"> <li>1. carrying out research concerning the project;</li> <li>2. publishing the results of the research in leading international journals in the given field of science.</li> </ol>
Candidate profile, requirements, qualifications	<p>The competition is open to persons meeting the conditions specified in Article 113 of the Act of 20 July 2018 – The law on higher education and science (Dz.U.2021 item 478).</p> <p>The competition is open, without defining a specific theme within the listed scientific disciplines.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• the presentation of research plans;</li> <li>• within the first 18 months of the fellowship the recipient should submit a grant application to an external funding agency unless the recipient was awarded a grant, which will be carried out at the UW, prior to obtaining a position at the UW;</li> <li>• availability to begin working no later than 1 October 2021;</li> <li>• a very good knowledge of English.</li> </ul> <p>It is possible that after successful completion of the fellowship and fulfilling other conditions presented by the dean of appropriate faculty, the recipient can be considered for the employment at the UW as a regular academic teacher.</p>
Required documents	<ul style="list-style-type: none"> <li>• a signed application for the opened position with a scanned signature;</li> <li>• a cover letter;</li> <li>• a copy of the candidate's doctoral diploma;</li> </ul>

<sup>1</sup> POB II – Second Priority Research Area, one of five areas of the “Excellence Initiative – Research University” programme that includes the traditionally strong disciplines of astronomy, biology, chemistry and physics, which have outstanding human capital and a long-established international position, located on the Ochota campus of the Faculty of Biology, Chemistry and Physics and in the New Technologies Centre.

<sup>2</sup> More information can be found here: <https://inicjatywadoskonosci.uw.edu.pl/en/actions/i-3-8/>

	<ul style="list-style-type: none"> <li>• a description of the research project, which should incorporate existing laboratorial infrastructure at UW and its human resources;</li> <li>• a CV, including contact information;</li> <li>• a list of publications with citations (without self-citations) according to Web of Science (and the Hirsch index), along with the three achievements which the candidate considers the most significant;</li> <li>• letters of recommendation concerning the applicant from at least two senior academic employees – <b>these letters are confidential and should be sent directly to the email address <a href="mailto:isz-rekrutacja@uw.edu.pl">isz-rekrutacja@uw.edu.pl</a></b>;</li> <li>• copies of other diplomas certifying the qualifications of the candidate;</li> <li>• a signed and scanned statement in which the candidate acknowledges having read and accepted the regulations as set out in Directive 106 of the Rector of the University of Warsaw from 27 September 2019, concerning the organisation and recruitment procedures for positions of academic teachers at the University of Warsaw.<sup>3</sup></li> <li>• a signed statement (scan) of consent to the processing of personal data, which comprises the attachment to this call for candidates.</li> </ul>
What we offer	<ul style="list-style-type: none"> <li>• The selected candidate will receive a budget of 15,000 PLN per year for travel and/or equipment.</li> <li>• We offer work in a dynamic team which carries out projects with international partners.</li> </ul>
How to send an application	Please send an e-mail to <a href="mailto:isz-rekrutacja@uw.edu.pl">isz-rekrutacja@uw.edu.pl</a> with the subject line “UW/IDUB/2020/21”.
Recruitment procedure	<p>Selected candidates will be invited for an interview with the Recruitment Committee. Candidates will be informed individually about the date/time of the interview.</p> <p>The Committee reserves the right to carry out a preliminary assessment prior to the stage of fully evaluating the candidates.</p> <p>The candidate selected as a result of the recruitment process is obliged to supply the originals of his/her documents before undertaking employment.</p>

<sup>3</sup> <https://monitor.uw.edu.pl/Lists/Uchway/Uchwa%C5%82a.aspx?ID=5592>

	<p>The call for candidates comprises the first stage as defined in the procedures from the Statute of UW for the employment of an Adjunct; positive completion of this stage constitutes the grounds for continuing the hiring process.</p> <p>The University of Warsaw reserves the right to cancel the recruitment process without stating the reason.</p>
Closing date for applications	19.05.2021
Planned date for completing the evaluation of the applications	09.06.2021
Results will be announced	by email



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.....  
given and family name

## Information on personal data processing

### Controller

The controller of your personal data, which is processed in connection with employee recruitment, is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

Contact with the controller:

- by traditional mail at: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (specify the organisational unit to which your letter is addressed);
- by phone: **22 55 20 355**.

### Data Protection Officer (DPO)

The controller has a designated Data Protection Officer, whom you may contact via email at [iod@adm.uw.edu.pl](mailto:iod@adm.uw.edu.pl). You may contact the DPO about all matters relating to the processing of your personal data by the University of Warsaw and in order to exercise your rights in relation to the processing of personal data.

The DPO, however, does not perform other functions, such as handling recruitment procedures, collecting recruitment documents, or providing current information on the recruitment process.

### Purpose and legal grounds of data processing

The personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope indicated by employment law<sup>4</sup> (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process<sup>5</sup>, whereas other data<sup>6</sup> shall be processed based upon your consent, which may take the following wording:

*I agree to the processing of my personal data provided in .... (e.g., CV, cover letter, and other documents submitted) for the recruitment process conducted by the University of Warsaw.*

<sup>4</sup> Art. 22<sup>1</sup> of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes).

<sup>5</sup> Art. 6 section 1 letter b of the Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on protection of individual persons with regard to personal data processing and on the free flow of such data, and also repealing Directive 95/46/EC (general regulation on data protection) (Official Journal EU L 119 of 04.05.2016, page 1, with subsequent changes) (hereinafter referred to as the GDPR).

<sup>6</sup> Art. 6 section 1 letter a of the GDPR.

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If your documents include data as included in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data<sup>7</sup>, which may take the following wording:

*I agree to the processing of special categories of my personal data, as stated in Art. 9 section 1 of the GDPR, provided in ..... (e.g., CV, cover letter, and other submitted documents) by the University of Warsaw for conducting the recruitment process.*

The University of Warsaw will also process your personal data in future recruitment processes upon your consent<sup>8</sup>, which may take the following wording:

*I consent to the processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw, for the period of the next nine months.*

You may revoke all such consents at any time, for example by sending an email to [isz-rekrutacja@uw.edu.pl](mailto:isz-rekrutacja@uw.edu.pl)

Be advised that the revocation of your consent does not affect the lawfulness of the processing of personal data, which had been completed upon consent and before its revocation.<sup>9</sup>

## **Data retention period**

The personal data collected in this recruitment process shall be stored for a period of three months from the date the recruitment process is completed.

In the event you agree to process your data in future recruitment activities, your data may be processed during a period of nine months.

## **Data recipients**

Officers authorized by the Controller shall have access to your personal data, the processing of which is within the scope of their duties.

## **Data transfer outside the European Economic Area (EEA)**

Your personal data shall be disclosed to subjects authorized by law. Your personal data may be also processed by the provider of the G-Suite services for education by the Google Corporation in their data processing centres.<sup>10</sup>

## **Rights of the data subject**

Under the GDPR, data subjects have the following rights:

- to access data and to receive copies of the current data;
- to correct (rectify) your personal data;
- to limit processing of personal data;

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<sup>7</sup> Art. 9 section 2 letter a GDPR.

<sup>8</sup> Art. 6 section 1 letter a GDPR.

<sup>9</sup> Art. 7 section 3 GDPR.

<sup>10</sup> <https://www.google.com/about/datacenters/inside/locations/index.html>

- to remove personal data, subject to provisions of Art. 17 section 3 of the GDPR;
- to file a claim with the President of the Personal Data Protection Office, if you believe data processing is in violation of the law.

### **Information on the requirement to provide data**

Providing your personal data in the scope resulting from law is necessary to participate in the recruitment process. Providing other personal data is voluntary.

.....

(place and date)

.....

(applicant's signature)