

Maria Curie Skłodowska University in Lublin **Rector's Disposition No. 53/2016**

of September 2016

on the Committee appointment to implement the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS.

Pursuant to Art. 66 sec. 2 of the Act of July 27, 2005 on Higher Education Law (i.e. Journal of Laws, 2012, item 572 with further amendments)

I dispose as follows:

§1

1. The implementation of Human Resources Strategy for Maria Curie Skłodowska University researchers and academics is one of the highest priority activities aiming at creating a friendly scientific environment, improving the quality of their work and research performance as well as ensuring transparency of the researchers recruitment process.
2. The European Charter for Researchers is a set of general principles and requirements which specify the roles, scope of duties and entitlements of researchers as well as of their employers and project funders.
3. The Code of Conduct for the Recruitment of Researchers specifies the general principles and requirements which should be followed by employers and/or project funders during the recruitment and appointment process.

§2

1. On September 19, 2016 I appoint the Committee to implement the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS, hereinafter referred to as "The Committee" being composed of:

The Committee chairman: Prof. Marek Pietraś

The Committee Vice-chairman: Prof. Anna Rakowska, Associate Professor

The Committee coordinator: Grzegorz Narolski

The Committee Secretary: Paweł Kucharski

The Committee members:

Agnieszka Krukowska – HR and Payroll Services Department

Hanna Jaworska – HR Department

Ewa Kwiatkowska – Payroll Department

Karina Kasperek – Scientific Research Centre and International Cooperation Manager

Anna Polaczek-Skiba – Scientific Research Centre and International Cooperation

Anna Grzegorzcyk – Knowledge and Technology Transfer Centre

Maria Brodzicka – Patent Agent

Grzegorz Kseniak – Internal Auditor

Marcin Gołębiowski – Promotion Centre Manager

Katarzyna Kołbut – Promotion Centre

Aneta Adamska – Spokesperson

Wojciech Widelski – Lubman UMCS Manager

Sylwia Pawłowska-Jachura – Internal Legislation Team

scientific researchers' representatives:

Prof. Zbigniew Hubicki, Ph.D

Prof. Anna Żukowska, Associate Professor

Wojciech Janicki Ph.D, Associate Professor

Andrzej Kapusta Ph.D, Associate Professor

Piotr Łuczkiwicz Ph.D, Professor Associate

Karol Dąbrowski, Ph.D

Agata Kusto, Ph.D

Joanna Reszko-Zygmunt, Ph.D

Robert Zubel, Ph.D

Anna Tudruj, M.A.

The mentioned below employees are conceptually and substantially responsible for preparing the organizational, legal and information documentation, they are particularly responsible for HR Strategy and action plan preparation:

Agnieszka Krukowska

Karina Kasperek

Grzegorz Narolski

The doctorate degree candidates self-government chairperson: Marcin Sanakiewicz

2. The chairperson's duties include the following:

- a) supervision of the team's performance on a regular day to day basis
- b) monitoring progress and ability on the team's regularly assigned duties against the guidelines for the scope of work and time schedule
- c) ensuring proper information flow and constant communication within the team at work
- d) providing Rector with periodic reports of the team's performance

### §3

1. The team's primary objective is to implement the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at UMCS along the criteria outlined by the European Union.

2. The team's duties include:

a) an analysis of the internal legal regulations, procedures and practices at UMCS to define how well the principles of the European Charter and the Code of Conduct for the Recruitment of Researchers are followed by the University.

b) preparation of the organizational, legal and information documentation as a result of the internal analysis to recognize the areas where the University is obliged to take proper measures to adjust its internal regulations to the requirements of the Charter and Code.

c) drafting an action plan hereinafter referred to as HR Strategy (in English and Polish) which would include the following:

- the team's tasks schedule and their scope of responsibilities,
- suggestions and conclusions resulting from the internal analysis of how the principles of the European Charter and the Code are followed by UMCS,
- an action plan showing which measures need to be taken to implement the principles of the European Charter and the Code as well as a description of the present actions which need to be corrected to be in compliance with the provisions of the European Charter and the Code.
- the implementation of the European Charter and the Code provisions into the internal legislation, procedures and practices,
- information about activities to be carried out in order to promote the provisions of the European Charter and the Code at the internal level (at University) and at the external level as well (regional or domestic),
- appointing a team to monitor the implementation of the provisions of The European Charter and the Code as well as quality assurance procedures undertaken within HR Strategy.

§4

1. The content-related supervision over the execution of the present disposition is entrusted to the Vice-Rector for Research and International Cooperation.
2. The University employees are obliged to cooperate with the Team's Coordinator in order to enable an efficient staging of the implementation process.

§5

This disposition shall become effective upon the date of its signature.

Rector

Prof. Stanisław Michałowski