

Directive no. 59/2016

of the Rector of Jan Kochanowski University in Kielce

of 12 September 2016

regarding the establishment of the Team for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Jan Kochanowski University in Kielce

On the basis of Article 66 (1, 2) of the Higher Education Act of 27 July 2005 (Journal of Laws of 2012, item 572 with further amendments) and Sec. 69, par. 2 of the Statute of Jan Kochanowski University, the following is hereby ordered:

§ 1

1. The establishment of the Team for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers at Jan Kochanowski University, hereinafter referred to as the Team, whose tasks include the preparation for implementing the principles and requirements set out in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers at Jan Kochanowski University, according to the guidelines of the European Commission. The Charter and Code have been published on EURAXESS website: http://ec.europa.eu/euraxess/pdf/brochure_rights/kina21620b8c_pl.pdf
2. The European Charter for Researchers sets out general rules and requirements defining roles, scope of duties and rights of researchers, as well as their employers and/or funders.
3. The Code of Conduct for the Recruitment of Researchers covers general rules and requirements which should be followed by employers and/or funders when appointing or recruiting researchers.
4. The scope of the Team's duties include:
 - 1) analysis of internal legal regulations, procedures and practices that are used at the University and which indicate the extent to which the University implements the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
 - 2) preparation of organizational, legal and information documentation as a result of the conducted internal analysis whose aim is to identify the areas that require specific actions regarding the adjustment of internal regulations to the requirements of the Charter and Code;
 - 3) development of an action strategy (both in Polish and English versions), hereinafter referred to as the HR strategy, which includes:
 - a) a time schedule of the Team's work and responsibilities,
 - b) results and conclusions of the internal analysis with regard to the implementation of the Charter and Code,
 - c) an action plan including a description of actions to be undertaken in order to implement the provisions of the Charter and the Code together with a description of already existing actions to be improved in order to ensure compliance with the provisions of the Charter and Code,
 - d) preparation of the implementation process of the provisions of the Charter and Code into the internal legal regulations, procedures and practices,
 - e) information concerning plans for promotional actions of the provisions of the Charter and Code on both the internal level (at the University) and the external level (regional or state),
 - f) establishment of a team for monitoring the implementation of the provisions of the Charter and Code and ensuring the quality of procedures conducted in the frame of the HR Strategy.

§ 2

The implementation of the HR Strategy for researchers is one of the priority actions in the scope of constantly aiming to create a friendly work and research environment, improve its quality, as well as the quality of research conducted in its frame, and to guarantee transparent rules of recruiting researchers.

§ 3

1. The Team consists of:

- 1) representatives of the research staff:
 - a) Prof. Marek Przeniosło - Team Coordinator,
 - b) Prof. Agnieszka Gałuszka – Deputy Team Coordinator,
 - c) Lidia Michalska-Bracha, Ph.D. habil. JKU Assoc. Prof. – Vice-Dean for Research, the Faculty of Humanities,
 - d) Dariusz Banaś, Ph.D. habil. – Vice-Dean for Science and International Cooperation, the Faculty of Mathematics and Natural Science,
 - e) Dorota Kozieł, MD Ph.D. – Vice-Dean for General Affairs, the Faculty of Medicine and Health Sciences,
 - f) Prof. Urszula Ślusarczyk – Vice-Dean for Research, the Faculty of Pedagogy and Arts,
 - g) Leszek Wieczorek, Ph.D. habil. JKU Assoc. Prof. – Vice-Dean for Research and International Cooperation, the Faculty of Law, Administration and Management,
 - h) Wojciech Baran-Kozłowski, Ph.D. habil. JKU Assoc. Prof. – Vice-Dean, the Faculty of Language Studies and History, JKU Branch in Piotrków Trybunalski,
 - i) Joanna Majchrzyk-Mikuła, Ph.D. habil. – Vice-Dean, the Faculty of Social Sciences, JKU Branch in Piotrków Trybunalski.
- 2) employees who are responsible for the preparation of organizational, legal and information documentation, including preparation of the HR Strategy and promotion and communication of the elaborated documents:
 - a) the Chancellor,
 - b) the Chief Accountant – Vice Chancellor for Finance,
 - c) the Head of HR Department,
 - d) the Head of Research and International Cooperation Department,
 - e) the Head of Innovation and Technology Transfer Department,
 - f) the Head of European Funds Department,
 - g) the Head of IT Security Department,
 - h) a representative of Promotion and Information Office,
 - i) a representative of the University Counsel of Government of JKU Ph.D. students,
 - j) a representative of Organization and Legal Office for Legal Affairs,
 - k) a representative of Organization and Legal Office for Intellectual Property Affairs,
 - l) a specialist for Ph.D. studies.

2. The tasks of the Team Coordinator include:

- 1) supervision of ongoing actions of the Team,
- 2) coordination of actions carried out by the Team, according to the approved scope of work and the time schedule,
- 3) ensuring a proper flow of information and communication within the framework of actions carried out,
- 4) presentation of periodic reports regarding the Team's actions to the Rector.

§ 4

The University staff are obliged to cooperate with the Coordinator of the Team in order to allow a smooth and effective realization of the specific stages of work.

§ 5

This Directive shall enter into force on the day of signing.