UNIVERSITY of INFORMATION TECHNOLOGY and MANAGEMENT in Rzeszow, POLAND

HR EXCELLENCE IN RESEARCH

Rzeszów, 15th of October 2026

OTM-R – Open, Transparent and Merit-Based Recruitment Policy for Researchers at UTIM

The University of Information Technology and Management in Rzeszów (UITM) is a non-public academic institution committed to the continuous development of its human resources and the improvement of working conditions for researchers.

The development of research staff is regarded as one of the key elements of UITM's overall mission. The specific objectives of the UITM Strategy, adopted in September 2024, include:

- Recruiting staff with strong research potential.
- Creating conditions conducive to the development of research teams and enhancing their competencies in the organisation and conduct of scientific research.
- Improving the staff appraisal and motivation system to support the scientific development of researchers.

The University of Information Technology and Management in Rzeszów implements, among other initiatives, the principles set out in the Gender Equality Plan for 2026–2029, introduced at the University pursuant to Order No. 66/2026 of the Rector of the University of Information Technology and Management in Rzeszów, dated 13 July 2026. The Plan aims to create and strengthen safe and equitable environments that foster the development of all members of the academic community.

Furthermore, UITM has implemented its Sustainable Development Strategy for 2025–2029, which includes, among other objectives, the integration of sustainable development principles into work organisation and the implementation of university processes, with a focus on adopting an integrated and inclusive approach to the workplace.

In September 2017, UITM received the HR Excellence in Research award. This award recognises the University's commitment to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

As of 1 October 2026, the University of Information Technology and Management in Rzeszów is launching the three-year ERA-CAREERS project (Horizon Europe, CSA, No. 101292779). The project represents a further step in the development of institutional mechanisms supporting the implementation of the European Charter for Researchers, particularly in the areas of career development, recruitment, mentoring, working conditions and talent development.

The University of Information Technology and Management in Rzeszów (UITM) offers a flexible employment model. Employment contracts are tailored to individual candidates and are largely based on their research and academic potential, as well as their individual achievements.

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UITM recruits academic staff (with responsibilities in both teaching and research) and research staff (with responsibilities focused on research) for the following positions: Assistant (PL: *asystent*), Assistant Professor (PL: *adiunkt*) and University Professor (PL: *profesor*).

Recruitment at UITM is conducted on **transparent, non-discriminatory terms and in full compliance with European Union and national legislation, as well as the University's internal regulations.**
The key values and principles underpinning the recruitment process at UITM are:

- Non-discrimination and equal opportunities
- Transparency
- Merit-based decision-making
- A straightforward application proces

The recruitment process consists of three phases:

1. Preparation and dissemination of job vacancies
2. Recruitment and selection
3. Job offer and appointment

Job Vacancies and their dissemination

Vacancies at UITM are regularly advertised on the University's website and in the database of academic vacancies available on the website of the ministry responsible for higher education and science. Job advertisements are also disseminated to selected academic communities in the EU, Central and Eastern Asia, China and the USA by UITM staff visiting these communities and by the University's partners. Another channel for attracting candidates is the **EURAXESS** portal. The candidate sourcing process also includes direct search, which involves actively identifying and directly approaching individuals whose qualifications, professional experience and research achievements match the requirements of a given position.

In accordance with the University's internal procedures, an open competition announcement includes:

- The name of the university and the organisational unit.
- The title and type of position, e.g. Assistant, Assistant Professor or University Professor.
- The title and nature of the position.
- The place of work.
- A description of the main responsibilities.
- The required education, qualifications and competencies.
- The required professional or research experience.
- Requirements concerning publications, research projects, teaching or other achievements, where relevant to the position.
- Additional desirable qualifications, clearly distinguished from mandatory requirements.
- A list of the required documents to be submitted as part of the application.

Job advertisements include links to an application form managed through the Elevato Applicant Tracking System (ATS). The form contains all the necessary consent statements and declarations required from candidates.

Recruitment and Selection

Applications are reviewed by the Human Resources Advisory Office (BDP) and the relevant Dean or Vice-Dean. In accordance with the University's internal practical procedure for handling researchers' applications, BDP liaises with other University departments (the Research Department and the Teaching Department) to gather all the information necessary for the preliminary assessment of an application and the preparation of a personalised offer.

Applications are assessed against the requirements specified in the vacancy announcement, the candidate's qualifications and competencies, and their suitability for the responsibilities associated with the position.

Applications that do not relate to currently open recruitment processes may be retained for future recruitment purposes, provided that the candidate has consented to the storage of their personal data for this purpose. Candidates must give the relevant consent when submitting their application. The data retention period and the rules governing further use of the data are determined in accordance with applicable personal data protection legislation.

The selection process for Assistant and Assistant Professor positions generally comprises the following stages:

Stage 1. Assessment of Application Documents

Application documents are reviewed by BDP staff and the relevant Dean or Vice-Dean. The assessment is based on the requirements and criteria specified in the job advertisement.

Stage 2. Job Interview

Candidates are invited to a job interview designed to assess their competencies, experience, motivation and suitability for the position. For positions involving research activities, the interview also covers the candidate's previous research achievements and plans for further academic development.

The interview is conducted by the relevant Dean or Vice-Dean and a representative of the Human Resources Advisory Office (BDP). Where justified, other individuals whose knowledge and expertise are relevant to the assessment may also be invited to participate, particularly representatives of organisational units associated with the position or specialists in the relevant scientific discipline.

For research and research-and-teaching positions, the assessment also covers the candidate's research record, including recent publications, research experience and plans for further academic development. The assessment takes into account the specific nature of the position and the scientific discipline concerned.

Stage 3. Assessment of Teaching and/or Research Competencies

For research-and-teaching positions, teaching competencies are also assessed. Candidates may be asked to prepare an approximately 10-minute presentation on a topic of their choice. The presentation is evaluated by a committee comprising a representative of the University's senior management, the Dean or Vice-Dean, and a representative of BDP.

The presentation is assessed in particular on the basis of:

- The accuracy and academic quality of the content presented.
- The ability to communicate knowledge clearly and logically.
- The suitability of the presentation style for the intended audience.
- The ability to engage the audience and structure the presentation effectively.

Throughout the recruitment and selection process, the criteria applied are directly related to the requirements of the position. Candidate assessments take into account qualifications, achievements and development potential. The findings from each stage form the basis for the final selection decision. Departures from the standard procedure may apply to recruitment for University Professor positions and in exceptional circumstances, taking into account the nature of the position, applicable legislation and the University's internal regulations.

Job Offer and Employment

The decision to select a candidate is based on the results of the assessment stages, the extent to which the candidate meets the position requirements, and the alignment of their qualifications and achievements with the University's needs.

The selected candidate is informed of the decision and receives a proposed offer of employment. The terms of employment are determined with due regard to the nature of the position, the scope of responsibilities, the candidate's qualifications and experience, and the applicable legislation and internal regulations.
Other candidates are informed of the outcome of the recruitment process. Where further clarification of the decision is required, BDP provides candidates with feedback based on objective, merit-related considerations. The recruitment of researchers is conducted in accordance with the principles of **HR Excellence in Research**, the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Recruitment is based on transparent procedures, clearly defined assessment criteria, equal opportunities and the principle of non-discrimination.

Candidates are assessed objectively, taking into account their qualifications, competencies, experience, research achievements and research potential. These measures are intended to ensure an open, fair and competitive working environment that supports the development of research careers.

For questions concerning the UITM OTM-R policy or other recruitment-related matters, please contact the Human Resources Advisory Office (BDP) (bdp@wsiz.rzeszow.pl).