



UNIVERSITY
OF WARSAW



COMPETITION ANNOUNCEMENT

The Rector of the University of Warsaw hereby announces a competition for the position of **director of the Centre for Research on Culture, Language and Mind**, established as part of the “Excellence Initiative – Research University” (IDUB) Programme.

Ref no	UW/IDUB/2021/52
Position	head of a university-wide organisational unit at the University of Warsaw, director of the Centre for Research on Culture, Language and Mind
Academic discipline	humanities, social sciences
Keywords	humanities, interdisciplinary and inter-disciplinary research, research unit
Employment type	an employment contract (when selecting a person not already employed at the University of Warsaw) or supplementary remuneration (when selecting a person already employed at the University of Warsaw)
Number of job offers	1
Starting date	3 January 2022
Minimum period of employment	2 years
Organisational unit at UW	Centre for Research on Culture, Language and Mind
Description of the Programme and Activities	<p>“Excellence Initiative – Research University” (IDUB) is a programme of the minister responsible for higher education and science, which gives the University of Warsaw opportunities to raise the level of quality in scientific activity and education and, as a result, to increase the international prestige of the University’s activities.</p> <p>The Centre for Research on Culture, Language and Mind is a flagship activity within the Priority Research Area (POB) IV of IDUB – “The Humanities: Crossing Borders, Extending Capabilities”. The purpose of this Action is to create a university-wide unit at the University of Warsaw in accordance with § 12 para. 3 and § 19 para. 1 point 5 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190). The Centre will conduct research projects with ground-breaking potential, with cross-domain and interdisciplinary profiles.</p>

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Specific objectives of the Centre:

1. Stimulating interdisciplinary and cross-disciplinary research with the participation of the humanities at the University of Warsaw by creating conditions for the creation and implementation of innovative research projects; comprehensive support for research and projects (organisational, technical, IT, methodological, popularisation).
2. Supporting the transfer of knowledge and skills among research teams working in various fields involving the humanities.
3. Facilitating better use of the research infrastructure at the University of Warsaw and supporting laboratories by providing services to research teams.
4. Cooperation with foreign institutions: facilitating the establishment of international contacts for research teams at the Centre, scientific exchange, internships, etc. (in cooperation with the relevant administrative and organisational units at the University of Warsaw).
5. National and international promotion of interdisciplinary and cross-disciplinary research with the participation of the humanities, which is being carried out at the University of Warsaw.

Regulations of the Centre for Research on Culture, Language and Mind can be found at:

<https://monitor.uw.edu.pl/Lists/Uchway/Uchwa%C5%82a.aspx?ID=5549>

<p>Terms of reference – responsibilities</p>	<p>The tasks of the Director include coordinating the current activities of the Centre, such as:</p> <ol style="list-style-type: none"> 1. acting on behalf of the Centre; 2. cooperating with the Programme Manager and the Program Coordinator in the capacity of Ordinance No. 115, Monitor UW, 1 June 2020, on the implementation of the “Excellence Initiative – Research University” Programme at the University of Warsaw; 3. developing and updating the strategy for the Centre, in consultation with the Centre Council, in accordance with the strategy of the University; 4. setting priorities and preparing the work schedule for the Centre; 5. creating favourable conditions for conducting scientific research and carrying out other tasks entrusted to the Centre, including the development of interdisciplinary and multidisciplinary research cooperation; 6. announcing competitions for research projects at least twice a year, depending on the funding available;
	<ol style="list-style-type: none"> 7. initiating interdisciplinary and cross-disciplinary scientific seminars; 8. planning and organising cooperation with other organisational units at the University as well as external entities; 9. implementation of the Centre’s strategy, work schedule, and ongoing research projects, as well as other tasks carried out in the Centre in terms of their substantive, financial, and organizational aspects, in cooperation with the administration of the Centre 10. managing the distribution of the results of scientific research carried out with the participation of the Centre, and appropriate communication with the media and the external environment; 11. supervising the implementation of the Centre’s budget in accordance with its intended purpose; 12. preparing an annual report on the Centre’s activities, containing a report on the implementation of the annual plan, the activities of research groups affiliated with the Centre, and activities financed by IDUB, and subsequently presenting it to the Council and the Rector.

Candidate profile, requirements, qualifications

The competition is open to persons who:

1. meet the conditions set out in the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2020, item 85, as amended) and the Statute of the University of Warsaw (Resolution No. 443 of the Senate of the University of Warsaw, from 26 June 2019, Monitor item 190);
2. meet the conditions set out in Art. 32 section 2 of July 20, 2018, Law on Higher Education and Science:
 - has full legal capacity;
 - enjoys full civil rights;
 - has not been convicted of an intentional offence or intentional tax offence under a final and binding judgment;
 - has not been punished by disciplinary action;
 - did not work for the State security authorities, did not serve in them or cooperate with them in the period from 22 July 1944 to 31 July 1990 within the meaning of Art. 2 of the Act of 18 October 2006 on the disclosure of information about documents of the State security bodies from the years 1944-1990 and the content of these documents (Official Gazette of 2019 r. item 430, 399, 447, 534 i 1571);
3. hold at least a doctoral degree; candidates with a doctoral degree in the humanities or social sciences will be preferred;

	<ol style="list-style-type: none"> 4. experience working in a managerial position at an institution of higher education, a research institution, a funding agency, or other related organisation; 5. have scientific achievements documented by publications in renowned international journals and bibliometric indicators; 6. have proven experience in managing research projects, in particular with an interdisciplinary, crossdisciplinary and / or humanities profile; 7. have the ability to manage an interdisciplinary team, as verified to date in the course of their academic career; 8. are fluent in both Polish and English in speaking and writing; 9. have good interpersonal skills, network easily and cooperate well with various teams. <p>Other, desirable points:</p> <ol style="list-style-type: none"> 10. documented, long-term international cooperation in the field of interdisciplinary and / or cross-disciplinary research related to the broadly-understood research area of the Centre; 11. knowledge of foreign languages other than English.
Required documents	<ul style="list-style-type: none"> • academic curriculum vitae in English, • a copy of the document confirming the doctoral degree, • cover letter in English, • a concept for the operations and development strategy of the Centre (no more than 2,500 words long, in English), • a signed declaration of consent to the processing of personal data by the University of Warsaw, • written recommendations in English from two researchers with the title of professor, including one from outside the University of Warsaw; those from foreign research centres are welcome, • a document indicating the names of no more than 4 scientists or other people with experience in research management, from whom the selection committee may request an additional opinion on the candidate's experience and skills, • a statement in which the candidate confirms having read and accepted the rules of conducting competitions at the University of Warsaw (Ordinance No. 106 of the Rector of the University of Warsaw, from 27 September 2019¹).

¹ <https://monitor.uw.edu.pl/Lists/Uchway/Uchwala.aspx?ID=5034>

What we offer	<ul style="list-style-type: none"> • A high degree of independence, the opportunity to manage the process of creating a modern research centre at the University of Warsaw. • Opportunities for professional development in a managerial position, related to research management and international cooperation. • Strong support at the initial organisational stage.
Form of submitting applications	by email to the address rekrutacja.idub@uw.edu.pl with the subject line "UW/IDUB/2021/52"
Recruitment	<p>Selected candidates will be invited to an interview with the members of the Selection Committee. The interview will be conducted mainly in English and will concern the candidate's qualifications and the concept for the Centre's development strategy, as presented by him/her. After completing the interviews and evaluating the candidates, the Committee will present the Rector with a list of 3 candidates (maximum) for the Director of the Centre.</p> <p>After the initial analysis of the submitted applications, selected candidates will be contacted for the subsequent stages of the recruitment procedure.</p> <p>The competition is the first stage of the procedure for appointing the Director, specified in the Regulations of the Centre, and its positive outcome is the basis for further proceedings. The Director of the Centre will be appointed by the Rector from among the candidates selected in the competition. The Rector may choose not to appoint any of the candidates indicated by the Committee.</p> <p>The University of Warsaw reserves the right to cancel the competition without stating the reason.</p>
Deadline for submitting applications	19.12.2021 r.
The deadline for announcing the results of the competition	23.12.2021 r.
Method of informing candidates about the results of the competition	by email or by phone

Equal opportunities

The constitutional principle of equal treatment of all members of the University community is the foundation of its activity. The University supports diversity and prevents discrimination. The University implements the highest ethical standards, upholds scientific integrity and follows the principles of the European Charter for Researchers



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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. 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 ² (*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 ³, whereas other data ⁴ shall be processed based upon your consent, which may take the following wording:

² Art. 22¹ of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes).

³ 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).

⁴ Art. 6 section 1 letter a of the GDPR.

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.

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 data², 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 consent³, 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 rekrutacja.idub@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.⁴

Data retention period

Your personal data collected in this recruitment process shall be stored within the period of up to 5 years from the planned completion of the “Excellence Initiative – Research University” Programme, i.e. until 31.12.2031.

In case you agree to process your data in future recruitments, your data will be used for this purpose for a period of 9 months from the end of recruitment.

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.

² Art. 9 section 2 letter a GDPR.

³ Art. 6 section 1 letter a GDPR.

⁴ Art. 7 section 3 GDPR.

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.⁵

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;
- 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.

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(place and date)

.....

(applicant's signature)

⁵ <https://www.google.com/about/datacenters/inside/locations/index.html>