CALL FOR CANDIDATES

Dean of the Faculty of History invites applications for the position of a postdoctoral researcher under the "Excellence Initiative – Research University" Programme.

Ref no	UW/IDUB/2023/21
Position	postdoctoral researcher
Job type	academic researcher
Scientific discipline	history
Key words	digital humanities
Type of employment	fixed term employment contract
Working pattern / Hours	full-time
Number of job offers	2
Salary	up to 11 400 PLN gross
Estimated starting date	1 October 2023 or the first possible date agreed with the applicants
Estimated period of employment	12 months
Organisational unit	Faculty of History
IDUB Action title	I.3.6. Digital humanities
Project and Action description	The "Excellence Initiative – Research University" is a programme of the minister responsible for higher education and science, which enables the University of Warsaw to raise the level of its research activities, the quality of education and accordingly, the international recognition of the University. The employee will fulfil the duty of POB IV, I.3.6. Digital humanities. The employee should contribute to the area of digital humanities in the field of history.
Job description and responsibilities	• The employee should implement his/her own project at the Faculty of History • and publish a **scientific article** in a highly ranked journal included in the Scopus database (https://www.scopus.com/sources.uri). The publication of the article may take place within half a year after the end of the contract.

Key requirements	**Essential:** • fulfilment of the conditions set out in the article 113 in Act of 20 July 2018. – Law on Higher Education and Science (Prawo o szkolnictwie wyższym i nauce – Dz. U. z 2022 r. poz. 574) and the UW Statute (Resolution No. 443 of the UW Senate of 26 June 2019, Monitor item 190); • PhD diploma and information about qualifications, research interests and achievements; • the applicants should provide a detailed description of their own research project, which they will carry out at the Faculty of History. **Desirable:** • experience with grant-funded research and grant applications is highly desirable; • good research management skills; • interest in developing tools within the digital humanities; • experience in publishing academic papers.
Application	• a copy of the Ph.D. Diploma or the relevant document; • academic CV and list of publications; • description of the planned project that will be implemented at the Faculty of History (in Polish or in English); • cover letter (in Polish or in English); • letter of recommendation (in Polish or in English); • a letter of application (to the Rector of the University of Warsaw); • a signed and completed applicant's questionnaire[1], • a signed declaration in which the candidate confirms that he has read and accepted the rules for conducting competitions set out in the ordinance No. 106 of the Rector of the University of Warsaw of September 27, 2019 on specifying the detailed rules and procedure for conducting a competition for the position of an academic teacher[2], • signed agreement for the processing of personal data by the University of Warsaw, which is attached to this call.
What we offer	• possibility to get additional funding for various forms of academic activity such as conferences, sessions on international congresses, publications; • office space, good or very good (depending on specific research field) library and especially electronic resources;

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[1] https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/KWESTIONARIUSZ_OSOBOWY_KANDYDAT_11_2019_EN.docx

[2] https://monitor.uw.edu.pl/Lists/Uchway/Uchwa%C5%82a.aspx?ID=5592

	- assistance in applying for further projects; - standard benefits package.
How to apply	Please send an e-mail to dziekanat.wh@uw.edu.pl with the subject line "Digital humanities - postdoc"
Selection and recruitment procedure	The call is the first stage of the procedure for recruitment to the position of academic teacher specified in the Statutes of the University of Warsaw, and its positive outcome constitutes the basis for further proceedings. After a preliminary analysis of the submitted applications, the selected candidates will be contacted for further stages of the recruitment procedure. The application process is conducted by the hiring committee in accordance with the regulations of the University of Warsaw. Shortlisted candidates may be invited for an online interview. Interview Language: Polish or English. The University of Warsaw reserves the right to cancel the competition without giving any reason.
Questions	If you have any further questions, please contact dziekanat.wh@uw.edu.pl
Closing date for applications	**31 August 2023**
Notification about the results	**till 22 September 2023**
Results will be announced	by e-mail

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[3] *(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[4], whereas other data[5] 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.

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

[4] 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).

[5] Art. 6 section 1 letter a of the GDPR.

ul. Krakowskie Przedmieście 26/28, PL-00-927 Warszawa
office address:
ul. Dobra 56/66, pok. 2.68, PL-00-312 Warszawa
phone: +48 22 55 24 243 do 247
e-mail: idub@uw.edu.pl
inicjatywadoskonalosci.uw.edu.pl

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[6], 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[7], 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: dziekanat.wh@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.[8]

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.

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.[9]

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[6] Art. 9 section 2 letter a GDPR.

[7] Art. 6 section 1 letter a GDPR.

[8] Art. 7 section 3 GDPR.

[9] https://www.google.com/about/datacenters/inside/locations/index.html

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)