



**Terms and Conditions for the implementation of the task:  
“Module of educational programs at the University of Social Sciences through the incorporation of lecturers from abroad who have achievements in academic and professional work” in the project “Integrated Program of Development of the University of Social Sciences - new quality”, co-funded by the European Union under the European Social Fund, Priority Axis III Higher education for economy and development, Measure 3.5 Comprehensive programs of higher education institutions.**

General provisions

§ 1

1. The objective of the Task **“Module of educational programs at the University of Social Sciences through the incorporation of lecturers from abroad who have achievements in academic and professional work”** is to:
  - introduce an international context necessary for the comprehensive development of the university and competences,
  - increase the number of teachers from abroad conducting classes at SAN
  - diversify the educational offer by introducing classes conducted in the English language,
  - raise the quality of teaching through the incorporation of new content.
2. The Task referred to in paragraph 1 is implemented in the framework of the Agreement for project co-financing under the Operational Program Knowledge Education Development concluded between the University of Social Sciences in Łódź and the National Research and Development Center (agreement no. POWR.03.05.00-00-Z206/18 of 11.06.2019)
3. These Terms and Conditions specify the principles for the hiring of teachers from abroad on the position of visiting lecturers, their rights and obligations, and the scope of support provided to the visiting lecturers by the University of Social Sciences in Łódź in the framework of the project **“Integrated Program of Development of the University of Social Sciences - new quality”**, co-funded by the European Union under the European Social Fund, Priority Axis III. Higher education for economy and development, Measure 3.5 Comprehensive programs of higher education institutions.

§ 2

The following terms used in these Terms and Conditions shall have meanings as set forth below:

1. Rector-appointed Commission - commission for matters of visiting lecturers, appointed by the Rector of University of Social Sciences;
2. SAN - University of Social Sciences in Łódź (Społeczna Akademia Nauk w Łodzi);
3. Program - the Operational Program Knowledge Education Development 2014-2020 adopted by the Commission Implementing Decision of 17 December 2014;



4. Project - the project entitled "Integrated Program of Development of the University of Social Sciences - new quality" implemented as part of the measure, and specified in the project co-funding application no. WND-POWR.03.05.00-00-Z206/18.
5. Terms and Conditions – these Terms and Conditions for the implementation of the task "Module of educational programs at the University of Social Sciences through the incorporation of lecturers from abroad who have achievements in academic and professional work" implemented within the framework of the Project;
6. Task - the Task "Module of educational programs at the University of Social Sciences through the incorporation of lecturers from abroad who have achievements in academic and professional work" implemented within the framework of the Project;
7. Projects Office - the SAN Projects Office (Projects Office of the University of Social Sciences);
8. Host Department - **department of the University of Social Sciences conducting studies, submitting a lecturer from abroad, to whom it plans to entrust teaching duties, as a candidate for the position of a visiting lecturer;**
9. **Visiting Lecturer - lecturer from abroad (that is, one who does not hold Polish citizenship or who has Polish citizenship, but has been employed by a foreign university or research institution for at least 3 years) employed at SAN pursuant to a civil law contract on the position of a visiting lecturer, who exhibits proficiency in spoken and written English language at the B2 level according to the European language scale;**
10. Host Department Liaison Officer - **academic teacher employed at the Host Department, whose task is to provide teaching support to the visiting lecturers;**
11. **Application - the complete set of documents required in the competition procedure for the employment of a visiting lecturer** in the framework of the project "Integrated Program of Development of the University of Social Sciences - new quality", co-funded by the European Union under the European Social Fund, Priority Axis III. Higher education for economy and development, Measure 3.5 Comprehensive programs of higher education institutions.

Rules for hiring lecturers from abroad on the position of a visiting lecturer through a competition

§3

1. The **employment of lecturers from abroad on the position of visiting lecturers under the Program will take place through a competition** whose results will be determined by the Rector-appointed Commission.
2. The Chairman of the Commission is appointed by the Rector.
3. The Secretary of the Commission is the Substantive Coordinator of the Task.
4. The Commission functions in accordance with the Rector's ordinance on its appointment as well as its own internal rules of procedure approved by the Rector.
5. The mode of operation of the Commission is determined by the Chairman of the Commission, in consultation with the Substantive Coordinator of the Task.
6. The Commission shall draw up the minutes of the competition proceedings in each round of the competition. The ranking list constitutes an annex to the minutes.
7. The Commission shall post the documents useful for the proper conduct of the competition procedure on the website: <http://nowajakosc.san.edu.pl/>



§4

1. The competition referred to in § 3 paragraph 1 **will be carried out in two rounds, announced respectively**
  - a. in May / June 2021 – relating to the hirings for the academic year 2021/2022,
  - b. in January 2022 – in the event a competition supplementing the enrollment for the second semester of the academic year 2021/2022 is required.
2. **In the first round of the competition the applications will be accepted until 15 July 2021. The list of persons qualified** for employment on the position of a visiting lecturer in the academic year 2021/2022 on the basis of the competition procedure **will be published at the latest on 31 July 2021.**
3. **In the academic year 2021/2022 employment on the position of a visiting lecturer will be possible starting from 1 October 2021.**

§5

1. **In the two rounds of the competition the Commission will select a total of at least 16 lecturers from abroad who will be employed pursuant to a civil law contract on the position of a visiting lecturer and who will participate in the academic teaching activities for a given period starting from October 2021 to September 2022.**

Competition procedure

§6

1. The application shall include:
  - a. The **application for employment** on the position of a visiting lecturer (Visiting Lecturer Application Form) completed in the English language and signed by the candidate - Annex no. 1;
  - b. **a professional Curriculum Vitae** of the applying candidate, along with a list of publications;
2. Applications should be sent to the e-mail address: [visitingprof@san.edu.pl](mailto:visitingprof@san.edu.pl)
3. The SAN Substantive Coordinator shall confirm the receipt of the application via e-mail no later than on the next business day.

§ 7

1. The applications are assessed by the Commission.
2. **The following elements are subject to application assessment:**
  - a. **the candidate's academic achievements (0-20 points)**
    - i. **0-5 points - local experience in scientific publications (without publications with Scopus and Web of Science indexing, publications on a local scale only in the national language);**
    - ii. **6-10 points - national experience in scientific publications (without publications with Scopus and Web of Science indexing, national publications in the local language and in the English language);**



- iii. **11-15 points - international experience in scientific publications (publications with Scopus and Web of Science indexing)**
    - iv. **16-20 points - international experience in scientific publications and high visibility in the international scientific community (publications with Scopus and Web of Science indexing, with Impact Factor, SNIP, high citation rate according to Google Scholar)**
  - b. **candidate's teaching experience (0-20 points);**
    - i. **0-5 points - up to two years of experience in teaching at a university;**
    - ii. **6-10 points - more than 2 to 5 years of experience in teaching at a university;**
    - iii. **11-15 points - over 5 years of experience in teaching at a university, carrying out teaching activities in the English language;**
    - iv. **16-20 points - over 5 years of experience in teaching at a university and experience in educating doctoral students, carrying out teaching activities in the English language.**
3. The result of the assessment is expressed in points.
4. The assessment is the basis for the preparation of a ranking list of all the applications in a given round of the competition. In the event that two or more applications receive the same number of points, their order in the ranking is decided by the Chairman.
5. **On the basis of the ranking list the Commission prepares the list of candidates qualified for employment on the position of a visiting lecturer as well as a reserve list.** Both lists are approved by the Rector.
6. The applications of the candidates qualified for employment on the position of a visiting lecturer must obtain at least 50% of points in each of the criteria listed in paragraph 2, and a total of at least 60% of the points.
7. **The list of candidates qualified for employment on the position of a visiting lecturer and the reserve list shall be published on the website <http://nowajakosc.san.edu.pl/>.**
8. **Within two months from the date of publication of the two lists referred to in paragraph 7 the qualified candidates are required to fulfill – in cooperation with the SAN Substantive Coordinator – all the formal requirements related to employment on the position of a visiting lecturer.** In special circumstances a civil law contract may be signed at a later date agreed with the SAN Projects Office.
9. Failure to sign a civil law contract at SAN within the period specified in paragraph 8 or any other period agreed with the SAN Projects Office is considered to be equivalent to the withdrawal of the Application. In such a situation the next candidate from the reserve list is then qualified for employment and the provisions of paragraph 8 are then respectively applied to them.

#### Rules of employment

#### §8

1. **Lecturers from abroad qualified for employment on the position of a visiting lecturer through the competition** referred to in § 3 **will be employed** at the University of Social Sciences pursuant to a civil law contract for a period specified in the Application **with the consent of the Rector.**



2. The **submission of an application for employment** on the position of a visiting lecturer along with a justification, referred to in § 6 paragraph 1 point a) and b), which constitute a part of the Application, **shall be considered equivalent to a positive opinion on employment on the part of the Dean of the Host Department.**
3. The procedure of employment on the position of a visiting lecturer will be coordinated by the SAN Substantive Coordinator in cooperation with the Host Department Liaison Officer and the Projects Office.
4. The financial conditions will be determined in a civil law contract concluded between SAN and the lecturer from abroad.

Responsibilities of a visiting lecturer

§ 9

1. **Each person employed on the position of a visiting lecturer is obliged to conduct at least 8 hours of teaching classes in the remote form, and additionally, depending on the individual demand of the students, the visiting lecturer will be required to conduct individual consultations in the remote form with the students participating in the project.**
2. Additionally, each person employed on the position of a visiting lecturer, regardless of the duration of the period of employment, is required to **develop substantive contents for the classes in the electronic form to be made available on the e-learning platform.**
3. **Requirements concerning the development of substantive content of the lectures:**
  - a. preparation of the syllabuses of lectures in the English language;
  - b. development of the substantive contents of the conducted lectures in the English language (20-30 pages in the MS Word text editing software; Calibri 12 font, 1.5 line spacing),
  - c. development of English-language presentations containing the above contents in the MS Power-Point software (50 slides).
4. Teaching classes conducted by the visiting lecturers should be held regularly, at dates set in advance for the entire period of employment.
5. The implementation of the teaching obligations of the visiting lecturer should be documented in accordance with the requirements of the Operational Program Knowledge Education Development, made available by the SAN Projects Office.

Support provided to visiting lecturers

§10

1. The SAN Substantive Coordinator will provide teaching support and scientific guidance to the visiting lecturer.
2. The responsibilities of the SAN Substantive Coordinator include in particular: assistance in the organization of the teaching process, coordinating the preparation of class programs and plans necessary for the proper conduct of the lectures, preparation and development of the necessary forms and documents relating to substantive activities, preparation of syllabuses, as well as ongoing communication with lecturers from abroad.
3. The Host Department Liaison Officer is obliged to settle the stay of the visiting lecturer on the basis of syllabuses of classes conducted by the visiting lecturer, developed teaching materials



and audio recordings, time sheets of the visiting lecturer, students' attendance lists on classes conducted by a visiting lecturer.

#### Processing of Personal Data

##### §11

1. All persons entering the competition referred to in § 3 are obliged to submit a declaration of consent to the processing of personal data. In the event of failure to submit such a declaration, their application will not be considered due to formal reasons.
2. The Controller of the Personal Data referred to in paragraph 1 is the minister responsible for regional development, acting as the Managing Authority for the Operational Program Knowledge Education Development 2014-2020, and seated at ul. Wspólna 2/4, 00-926 Warszawa.
3. The Controller has appointed a Data Protection Inspector to supervise the correct processing of personal data, who can be contacted via the following email address: [iod@miir.gov.pl](mailto:iod@miir.gov.pl).
4. The University of Social Sciences in Łódź is the Joint Controller of the Personal Data referred to in paragraph 1. The Joint Controller has a designated Data Protection Inspector supervising the correct processing of personal data, who can be contacted via the following email address: [iod@san.edu.pl](mailto:iod@san.edu.pl).
5. The personal data of persons referred to in paragraph 1, will be collected and processed for the purpose of:
  - 1) conducting the competition referred to in § 3, and employing the visiting lecturers in the framework of the Project at the University of Social Sciences;
  - 2) promotion and other activities undertaken in the framework of the Project.
6. The provided data will be processed on the basis of the consent of the persons referred to in paragraph 1 to the processing of personal data.
7. The provision of data is voluntary, but necessary in order to participate in the competition referred to in § 3.
8. The collected data will be made available to the National Research and Development Center – an intermediary institution with which the University of Social Sciences concluded an agreement on project co-financing (agreement no. POWR.03.05.00-00-Z206/18 of 11.06.2019), and also to other institutions controlling the implementation of the project.
9. The data will be stored for 7 years from the date of completion of the project, that is, until 12.2029.
10. Each person participating in the competition referred to in § 3 has the right to access the content of their personal data and the right to rectify, remove, restrict the processing of data, the right to transfer the data, the right to submit an objection, and the right to withdraw their consent at any time.
11. Each person participating in the competition referred to in § 3 has a right to file a complaint with the Inspector General for the Protection of Personal Data (Prezes Urzędu Ochrony Danych Osobowych).

##### §12

1. These Terms and Conditions enter into force on the day of announcement.



Annex No. 1

**“Module of educational programs at the University of Social Sciences through the incorporation of lecturers from abroad who have achievements in academic and professional work” in the project “Integrated Program of Development of the University of Social Sciences - new quality”, co-funded by the European Union under the European Social Fund, Priority Axis III Higher education for economy and development, Measure 3.5 Comprehensive programs of higher education institutions.**

**APPLICATION FOR EMPLOYMENT ON THE POSITION OF A VISITING LECTURER**

**(Visiting Lecturer Application Form)**

INFORMATION ABOUT THE CANDIDATE

Degree / Academic title	
First name	
Last name	
Date of birth	
Citizenship	
E-mail address	
Phone number	
Current employer ( <i>Name and address</i> )	

INFORMATION ABOUT THE PROPOSED CLASSES

Host department	
Planned period of employment ( <i>Year and months</i> )	
Planned teaching load	8 hours of teaching

Language of instruction: English	Level of proficiency in spoken English: Level of proficiency in written English:
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SPOŁECZNA AKADEMIA NAUK

Title of the proposed classes <i>(In the language of instruction and in the Polish language)</i>	
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Declaration

I hereby consent to the processing of my personal data by the minister responsible for regional development, acting as the Managing Authority for the Operational Program Knowledge Education Development 2014-2020, and seated at ul. Wspólna 2/4, 00-926 Warszawa, for the purpose of conducting the recruitment process within the project “Integrated Program of Development of the University of Social Sciences - new quality”, co-funded by the European Social Fund under the Operational Program Knowledge Education Development.

I hereby declare that I have become acquainted with the Terms and Conditions for the implementation of the task “Module of educational programs at the University of Social Sciences through the incorporation of lecturers from abroad who have achievements in academic and professional work” in the project “Integrated Program of Development of the University of Social Sciences - new quality”, co-funded by the European Social Fund under the Operational Program Knowledge Education Development, including the principles of personal data collection and processing, as described in § 11. I have been informed in this way about my rights and obligations. I acknowledge that the provision of my personal data is voluntary.

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*(Date and signature of the Candidate)*

**NOTE:**

**Please remember to attach the candidate's Curriculum Vitae with a list of publications.**





SPOŁECZNA AKADEMIA NAUK



**Fundusze Europejskie**  
Wiedza Edukacja Rozwój



**Rzeczpospolita  
Polska**

**Unia Europejska**  
Europejski Fundusz Społeczny

