



HR EXCELLENCE IN RESEARCH

FORM FOR EMPLOYERS

INSTITUTION	UNIVERSITY OF WARSAW, FACULTY OF PHYSICS
CITY	WARSAW, POLAND
POSITION	ASSISTANT PROFESSOR (ADJUNCT)
GROUP	TEACHING AND RESEARCH
DISCIPLINE	NAUKI FIZYCZNE (PHYSICAL SCIENCES)
NUMBER OF POSITIONS	1
POSTED	June 13th, 2024
EXPIRES	September 30th, 2024
WEBSITE	WWW.FUW.EDU.PL
KEY WORDS	THEORETICAL PHYSICS

DESCRIPTION (field, expectations, comments):

The candidates have to conform to the conditions stated in art. 113 of Higher Education Law dated 20.07.2018 (Journal of Laws of the Republic of Poland 2023, item 742 with subsequent amendments).

The requirements:

We seek a scientist with a recognized research record and an innovative research plan in theoretical physics that is complementary to the research conducted in the Institute of Theoretical Physics. A PhD degree obtained in the area of theoretical physics and at least one-year employment in academic or research institution after the PhD are required for this position. Previous experience in teaching at a university level is mandatory. Priority will be given to candidates who have received a doctoral degree within the last 10 years.

Key responsibilities:

The successful candidate is expected to conduct research in theoretical physics and to be successful in attaining external funds for research projects. He or she must demonstrate a commitment to excellence in teaching introductory courses, as well as advanced courses pertaining to his/her field of specialization. The number of teaching hours is 210 per academic year.

Employment conditions:

This is an offer for a full-time position. Depending on qualifications of the candidate, the employment contract will be either for a fixed term (up to 33 months with possible extension) or for an indefinite term. The employee will undergo periodic evaluations. The position will be available starting from the 1st of March 2025.

The candidate should provide the following documents:

1. Application for the position (cover letter) - *the pdf-format with a scanned signature.*
2. Information on the processing of personal data - information clause and consent clause - attachment to the announcement (available on the website https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/Klauzula-informacyjna-przy-rekrutacji-do-pracy_11_2019_EN.docx) - *the pdf-format with a scanned signature.*
3. Statement on reading and accepting the rules for job applications for a position of an academic teacher at the University of Warsaw (available on the website <https://www.fuw.edu.pl/dokumenty-i-formularze.html>) - *the pdf-format with a scanned signature.*
4. CV.
5. Information about the candidate's scientific career and teaching experience.
6. List of scientific publications with citation numbers according to the Web of Science database (without self-citations). Two most important achievements should be specified.
7. Research plan.
8. Copy of PhD diploma.
9. At least 2 reference letters from professors or senior faculty members familiar with the candidate's achievements. The letters should be treated as confidential and e-mailed directly to the address given below.

The documents in *pdf* format should be e-mailed to: sekretariat.ift@fuw.edu.pl

In order to start the employment process, a successful candidate will need to submit original, signed documents.

The candidate should provide all documents by **September 30th, 2024**

The entire procedure will be concluded by **31st of January 2025**. The candidate might be invited for an interview with the Committee appointed by the Dean of the Faculty.

The results will be communicated by *e-mail* on an individual basis. The Faculty reserves the right to close the procedure without selecting a candidate.

This announcement is the first step in the procedure of employing an academic teacher and its positive result will be a base for consecutive steps.

.....
given and family name

Information on personal data processing

Controller

Controller of your personal data processed in connection with the recruitment process 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 (name the organizational unit to which your letter is addressed);
- by phone: 22 55 20 355.

Data Protection Officer (DPO)

Controller has designated Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on current recruitment process.

Purpose and legal grounds of data processing

Personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope as indicated by employment law¹ (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process², whereas other data³ shall be processed based on your consent which may take the following wording:

I agree to the processing of personal data provided in (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

If your documents include data as mentioned in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data⁴ which may take the following wording:

I agree to the processing of special categories of personal data, as mentioned 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 realising my recruitment process.

The University of Warsaw shall be also processing your personal data in future recruitment processes upon your consent⁵ which may take the following wording:

¹ Art. 22¹ of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes);

² 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 the 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 as the GDPR);

³ Art. 6 section 1 letter a of the GDPR;

⁴ Art. 9 section 2 letter a GDPR;

⁵ Art. 6 section 1 letter a GDPR;

I consent to 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 by, for example, sending an email at sekretariat.ift@fuw.edu.pl..... (email address due for the recruitment process).

Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.⁶

Data retention period

Your personal data collected in this recruitment process shall be stored over the period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period of nine months.

Data recipients

Officers authorized by the Controller shall have access to your personal data, the processing of which is in the scope of their duties.

Recipients of personal data may be other subjects obligated by the Controller to provide specific services involving data processing, like
.....the Competition Committee.....
(name all recipients of data)

Data transfer outside the European Economic Area (EEA)

Your personal data shall be disclosed to subjects authorized by law. Signing-in is through Google Forms. Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres.⁷ Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.⁸ This shall guarantee an adequate level of data security.

Rights of the data subject

Under the GDPR data subjects have the following rights:

- *to access data and to receive copies of the actual data;*
- *to correct (rectify) your personal data;*
- *to restrict processing of personal data;*
- *to erase 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 violates 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.

.....
place and date

.....
applicant's signature

⁶ Art. 7 section 3 GDPR;

⁷ <https://www.google.com/about/datacenters/inside/locations/index.html>

⁸ <https://www.privacyshield.gov>