



HR EXCELLENCE IN RESEARCH

FORM FOR EMPLOYERS

INSTITUTION	UNIVERSITY OF WARSAW, FACULTY OF PHYSICS
CITY	WARSAW, POLAND
POSITION	Senior assistant lecturer
GROUP	teaching
DISCIPLINE	Physical sciences
NUMBER OF POSITIONS	1
POSTED	20.06.2024
EXPIRES	30.08.2024
WEBSITE	www.fuw.edu.pl
KEY WORDS	physics, teaching 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 724 with subsequent amendments).

The requirements:

A necessary condition for entering the competition is meeting the conditions specified in §122 section. 2 of the Statute of the University of Warsaw, i.e. having at least a doctoral degree and qualifications needed to conduct classes or, alternatively, a professional title of master's degree or equivalent, experience in independently conducting teaching classes for a period of not less than five years and high teaching skills confirmed by results of student surveys or distinctions and awards for teaching activities. The professional title should be obtained in physics or a related field. The degree should be obtained in a physical science discipline. Experience in conducting classes or qualifications for conducting classes should enable preparing and conducting classes using modern teaching methods in at least two of the first-cycle fields of study: astronomy, biophysics, nuclear energy, European studies of opthalmic optics and optometry, physics, nanoengineering, physics education. The candidate must have a command of Polish sufficient to conduct teaching classes in this language.

Key responsibilities:

- educating students in the basic course subjects in the fields of study organized at the Faculty of Physics of the University of Warsaw,
- developing teaching programs for first-cycle studies,
- introducing didactic innovations and obtaining financing for this purpose,
- organization of activities popularizing science.

The candidate should provide the following documents:

1. Application for the position - *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. Copy of the diploma
6. Scenario of classes selected by the candidate conducted at the Faculty of Physics and lasting from 90 to 135 minutes.

The candidate should provide all documents directly to the HR section of the Faculty of Physics (office 1.13, ul. Pasteura 5, 02-093 Warszawa, Poland) or by email (kadry@fuw.edu.pl).

In the case of submitting documents by e-mail, the selected candidate is required to submit the original documents during the employment.

The entire procedure will be concluded before 15.09.2024. The candidate might be asked by email for an interview with the commission appointed by the Dean of the Faculty.

The candidates will be individually informed by email about the results of the selection.

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.

Name and Surname

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 atkadry@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 members of 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>