

## **Ordinance no. 164/2020**

of the Rector of Jan Kochanowski University in Kielce

dated August 21, 2020

### **on the procedure for submitting applications for promotion of academic teachers to the position of university professor or assistant professor in the group of didactic, research and didactic & research staff at the Jan Kochanowski University in Kielce**

Pursuant to Art. 23 sec. 2 item 5 and 6 of the Act dated July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended) in conjunction with § 28 (1) and (2) and § 29 (9), § 52 (3) (10) and § 98 (8) of the Statute of the Jan Kochanowski University in Kielce, it is ordered as follows:

#### **§ 1**

1. An academic teacher employed in an Institute or Chair seeking promotion shall submit an application to the Director of the Institute/Director of the Chair in which he/she is employed. A template request is attached as Appendix no. 1 to this ordinance.
2. The Director of the Institute/Director of the Chair evaluates the application formally and substantively in accordance with the rules for the promotion of academic teachers to the position of university professor or assistant professor in the group of didactic, research and didactic & research staff at the Jan Kochanowski University in Kielce, as determined by the Academic Council of the Institute/Chair Council.
3. An application that meets the formal and substantive criteria is forwarded to the Academic Council of the Institute/Chair Council for opinion.
4. The application to the Rector for promotion of an academic teacher is submitted by the Director of the Institute/Director of the Chair after the application has been reviewed by the Dean of the relevant department/branch.  
The application shall be accompanied by:
  - 1) the application referred to in sec. 1 together with appendixes,
  - 2) opinion of the Scientific Council of the Institute/Chair.
5. The application referred to in sec. 4 shall be submitted through the Office of Personal Affairs.
6. The decision to promote or refuse to promote an employee is made by the Rector after reviewing the opinion of the Academic Council of the Institute/Chair Council.

#### **§ 2**

1. An academic teacher employed in an interdepartmental unit seeking promotion shall submit an application to the head of that unit. A template request is attached as Appendix no. 2 to this ordinance.
2. The head of the interdepartmental unit evaluates the application formally and forwards it to the chairman of the Academic Council of the Institute/Chair Council responsible for the discipline indicated in the application.
3. The Chairman of the Academic Council of the Institute/Chair Council evaluates the application substantively in accordance with the rules for the promotion of academic teachers to the position of university professor or assistant professor in the group of didactic, research and didactic & research staff at the Jan Kochanowski University in Kielce, as determined by the Academic Council of the Institute/Chair Council.
4. An application that meets the formal and substantive criteria is reviewed by the Academic Council of the Institute/Chair Council.
5. The application together with the opinion, referred to in sec. 4, is forwarded to the head of the interdepartmental unit.

6. An application to the Rector for promotion of an academic teacher is made by the Head of the relevant interdepartmental unit. The application shall be accompanied by:
  - 1) the application referred to in sec. 1 together with appendixes,
  - 2) opinion of the Council referred to in Sec. 4,
7. The application referred to in sec. 6 shall be submitted through the Office of Personal Affairs.
8. The decision to promote or refuse to promote an employee is made by the Rector after reviewing the opinion of the Academic Council of the Institute/Chair Council.

### § 3

1. The above order shall enter into force on the date of signing.
2. As of the effective date of this ordinance, Ordinance No. 103/2020 of the Rector of the Jan Kochanowski University in Kielce, dated May 14, 2020, is repealed.