



***A Human Resources Strategy
for Researchers***

incorporating

the European Charter for Researchers
and

the Code of Conduct for the Recruitment of Researchers

INTERNAL GAP ANALYSIS AND ACTION PLAN

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1. Introduction and methodology

1.1 Introduction

The Institute of Philosophy and Sociology of the Polish Academy of Sciences (hereinafter referred to as "IFiS PAN" is a research and education unit of the Polish Academy of Sciences. Established in 1956, the Institute is entitled to award the academic degrees of "doktor" [PhD] and "doktor habilitowany" [higher doctorate]. The Institute has made fundamental research its priority. Despite the fact that we are engaged in educational and popularisation activities, the continuation and development of the analysis in such classic areas as sociology of culture, sociology of social structures, epistemology and history of philosophy have prior significance for us. Moreover, we attempt to combine theoretical reflection with research in two basic aspects – theory and research methodology. The human resource policy of the Directors is aimed at making the structure of the Institute more flexible by means of departing from the departmental model and moving towards a less rigid model of research groups that are created on the initiative of the employees who work on certain topics or implement research projects. The employment of new staff is based on the principle of open competition. For several years already it has been the only mode of recruitment of new employees to the positions of Professor, Associate Professor, Assistant Professor and Assistants. Together with the Scientific Council the Directors hope to attract young talented people to philosophy and sociology and prevent their mass departure from academia.

The Graduate School for Social Research(GSSR), created at the Institute in 1992 contributes to the educational role of the Institute. In the GSSR over a hundred young scholars from Poland and abroad work on their doctoral theses.

Jointly with the Department of Philosophy and Sociology of Warsaw University and the Polish Philosophical Association, the Institute maintains the largest Polish library of social and philosophical sciences implementing large-scale bibliographic, cataloguing and editorial projects.

The mission of the Institute is not only to provide scientific results but also to organise the academic life in Poland through over a dozen national seminars. Since 2003 the Institute has organized a series of open public debates devoted to the problems and events of contemporary Poland. Scholars as well as representatives of politics and the media take part in these discussions.

The Institute has been recognized by the Ministry of Science and Higher Education as a leading institution with respect to academic activity. In the nationwide parametric evaluation of academic units the Institute was awarded the highest category, A+.

1.2 Organization

The Institute (IFiS PAN) is headed by the Director, who with the help of two Deputy directors (in the areas of philosophy and sociology) manages all the activities of the Institutes and represents it externally.

The Scientific Council supervises the activities of the Institute, ensures the high academic standards of research and education and promotes the development of junior academic staff. The competences of the Council include running the doctoral and post-doctoral procedures, and giving recommendations for the title of professor in two disciplines: philosophy and sociology.

In 2016 the Institute had 125 employees including 89 research staff, out of which 45 were senior research staff (17 professors and 28 with higher doctorate [habilitacja]), 44 – junior academic staff (36 associate professors and 8 assistant). The library employs 6 people, the publishing house – 3 peoples, the Center of Sociological Research (ORBS) 4, and the technical and administrative section employs 27 people.

The organizational structure of the Institute of Philosophy and Sociology consists of:

- Research units, including Departments that implement long-term academic programmes, Research Groups and individual scholars' short-term projects in philosophy and sociology.
- Center of Sociological Research (ORBS)
- Educational institutions affiliated or associated with IFiS PAN:
 - ✓ Graduate School for Social Research,
 - ✓ Post-Graduate Program in Public Relations
 - ✓ Publishing unit of the Institute of Philosophy and Sociology publishes books, periodicals and non-periodicals in philosophy, sociology and praxeology.
- Library, jointly with the Philosophy and Sociology Department of Warsaw University and Polish Philosophical Association, containing the largest collection of publications in philosophy and sociology in Poland.

1.3 Methodology

For the purposes of mapping the European Charter for Researchers and the Code of Conduct for the recruitment of researchers against existing rules and practices of the Institute, the Director of the Institute of Philosophy and Sociology of the Polish Academy of Sciences has formed a Committee, its members being representatives at each level of the Institute's organizational structure: Directors, Scientific Council, Graduate School for Social Research (Management and PhD students), administration, Research Services Department and the Centre of Sociological Research. The Committee has carried out a comprehensive gap analysis, the relevant national legislation and internal law here being:

The Act of 30th April 2010 on the Polish Academy of Sciences (Journal of Laws [Dz.U.] of 2015, Item 1082 - consolidated text)

The Act of 26th June 1974 –Labour Code (Journal of Laws [Dz.U.] of 2014, Item 1502 - consolidated text)

The Act of 4th February 1994 on Copyright and Related Rights (Journal of Laws [Dz.U.] of 2006, No. 90, Item 631 - consolidated text)

The Act of 29th January 2004 - Public Procurement Law (Journal of Laws [Dz.U.] of 2015, Item 2164 – consolidated text)

The Act of 17th December 2004 on the Liability for the Violation of the Public Finance (Journal of Laws [Dz.U.] of 2013, Item 168 – consolidated text)

Ordinance of the Minister of Economy and Labour of 27th July 2004 on Occupational Safety and Health (Journal of Laws [Dz.U.] of 2004, No. 180, Item 1860, as amended)

Statute of the Institute of Philosophy and Sociology of the Polish Academy of Sciences of 5th July 2011

Regulations for the Scientific Council of the Institute of Philosophy and Sociology of the Polish Academy of Sciences of 26th October 2011

Employment Regulations at the Institute of Philosophy and Sociology of the Polish Academy of Sciences of 18th September 2013

Anti-Mobbing Policy within the Institute of Philosophy and Sociology of the Polish Academy of Sciences of 18th September 2013

Rules on Remuneration in the Institute of Philosophy and Sociology of the Polish Academy of Sciences of 3rd January 2011

Rules on Social Benefits Fund in the Institute of Philosophy and Sociology of the Polish Academy of Sciences of 2nd January 2013

Rules on Competition for Research Positions in the Institute of Philosophy and Sociology of the Polish Academy of Sciences of 26th September 2012

Rules on Competition for the Director of the Institute of Philosophy and Sociology of the Polish Academy of Sciences of 2010

Rules on Periodic Researcher Performance Appraisal (approved by the Scientific Council of the Institute of Philosophy and Sociology of the Polish Academy of Sciences as of 30th November 2011)

Supervision by Principal Investigators and Research Teams Over Tasks Performed by Contractors as of 5th January 2015; Postdoctoral Programme Handbook as of 14th July 2015

Code of Ethics for Research Staff (approved by the Scientific Council of the Institute of Philosophy and Sociology, PAS as of 24th June 2015)

Rules on Authorship and Related Rights, Industrial Property Rights and Commercialization of Research Results (approved by the Scientific Council of the Institute of Philosophy and Sociology, PAS as of 25th February 2015)

Rules on Sexual Harassment in the Workplace of 24th June 2015

Rules on Public Procurement in the Institute of Philosophy and Sociology of the Polish Academy of Sciences of 9th February 2016

Rules on the Award of Contracts Below 30 000 EUR of 20th January 2014.

Following the careful gap analysis, the Committee has drafted the following document, taking into consideration:

- the relevant national legislation,
- the relevant internal regulations at the Institute,
- generally applicable practices and rules of conduct not regulated by internal provisions,
- opinions and remarks by research staff of the Institute with regard to the compliance of internal regulations of the Institute with the European Charter for Researchers and the Code of Conduct for the recruitment of researchers.

The Committee has found that the rules and practices in the Institute comply with the European Charter for Researchers and the Code of Conduct for the recruitment of researchers, at the same time pointing to the areas that would require additional verification or addition so that they be adjusted to the Charter and Code.

Detailed findings of the Committee, namely an analysis of the current legal and factual landscape, is illustrated below together with possible solutions as to how to adapt the regulations under the Charter and Code.

1.4 Overview of tools applied

In order to define a high quality Action Plan on the basis of the current level of implementation of C&C rules in IFiS PAN a few tools were applied, as shown in the table below.

Main activities
Working Group
Analysis of convergences to and deviations from the Charter and Code principles and existing in-house procedures
Final Internal analysis and action plan

Each tool was used within a strategy to improve the level of knowledge gathered using earlier tools. This gave a new sort of data necessary for defining the Action Plan. It was essential to define the role of the Working Group while finalizing each part of the survey and starting a new one.

1.5 Working Group – Committee

Firstly, a special working group (WG) was established with participation of representatives of key scientific and administrative positions at IFiS PAN:

- coordination: Dr. hab. Danilo Facca – Deputy Director of IFiS PAN,
- professors: Prof. Dr. hab. Anna Lewicka – Strzałecka, Prof. Dr. hab. Krzysztof Jasiński and Dr. hab. Paweł B. Sztabiński,
- adjunct: Dr. Zbigniew Karpiński,
- administration (5 persons),
- Mec. Bogusław Niemirka – legal advisor,
- Jacek Olender, MA – PhD Student Representative.

The Working Group was a key source of high quality quantitative data that allowed internal analyses to be conducted and allowing the Action Plan to be finally defined. In particular at the analytical phase they analyzed convergences to and deviations from the Charter and Code principles and existing in-house procedures and at the concept phase the working group gave recommendations on how to improve the compatibility of IFiS PAN internal rules and principles with those included in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

2. Internal Gap Analysis

General Principles and Requirements applicable to Researchers

2.1 Ethical and professional aspects

1. C&C principle - Research freedom:

Researchers should focus their research for the good of mankind and for expanding the frontiers of scientific knowledge, while enjoying the freedom of thought and expression, and the freedom to identify methods by which problems are solved, according to recognized ethical principles and practices. Researchers should, however, recognize the limitations to this freedom that could arise as a result of particular research circumstances (including supervision/guidance/management) or operational constraints, e.g. for budgetary or infrastructural reasons or, especially in the industrial sector, for reasons of intellectual property protection. Such limitations should not, however, contravene recognized ethical principles and practices, to which researchers have to adhere.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

The employees of the Institute of Philosophy and Sociology, PAS are committed in their scientific work to a common good by ensuring the highest standards of their research and scientific activity. They may choose their field of research and methodology freely. They promote their achievements in that they share the results of their studies with other scholars through scientific databases, archives and publications. The scientific staff is not restricted in terms of choosing the field of study, venue of conducting research (see more in section Working conditions) and methodology applied. Each scientific employee decides him/herself what topics of research will be covered in a calendar year within his/her research team/group. It is also possible to change the topic previously chosen, however solely in justified situations, that is when conceptual changes are required (see more in section Professional approach). The employees of the Institute may conduct research within the existing organizational units and the budget. If necessary, new research teams may also be established.

Actions required: none

2. C&C principle - Ethical principles:

Researchers should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

Ethical principles which apply to the research staff of the Polish Academy of Sciences are stipulated in Article 39 of the Act on the Polish Academy of Sciences of 30th April 2010 (Journal of Laws [Dz.U.] No.96/2010, Item 619, as amended). According to this Article, *the scientific ethics committee shall deliver opinions on matters concerning breaches of scientific ethics by an employee of [...] a scientific unit of the Academy, including without limitation in proceedings instituted by disciplinary committees. The scientific ethics committee may, on its own initiative, refer matters concerning breaches of scientific ethics by the employees referred to in Section 1 to competent disciplinary committees with a recommendation that preliminary investigation be conducted. The disciplinary committee in question shall submit the information on the outcome of such an investigation following its completion to the scientific ethics committee without undue delay. The scientific ethics committee shall draw up the research code of conduct and shall engage in activities whose aim is to disseminate research reliability standards.*

In this regard, the *Code of Ethics for Research Staff* approved by the Scientific Council of the Institute of Philosophy and Sociology, PAS as of 24th June 2015, constitutes a document binding in the Institute. Moreover, pursuant to Article 110 of the Act on the Polish Academy of Sciences, with his decision of 12th June 2014, the Director of the Institute has created a Disciplinary Committee. An impartial Disciplinary Proceedings Representative who is held in a high scientific esteem has been appointed to review complaints and appeals from researchers. It is also recommended that sociologists do abide by the *Code of Ethics of a Sociologist* (approved by the Executive Committee of the Polish Sociological Association on 25th March 2012) and by the ESOMAR Code. The latter document obliges researchers to take responsibility for ensuring that research is carried out in accordance with the requirements of ethics and to promote standards of ethical conduct among colleagues, students and in other social circles.

Actions required: none

3. C&C principle - Professional responsibility:

Researchers should make every effort to ensure that their research is relevant to society and does not duplicate research previously carried out elsewhere. They must avoid plagiarism of any kind and abide by the principle of intellectual property and joint data ownership in the case of research carried out in collaboration with a supervisor(s) and/or other researchers. The need to validate new observations by showing that experiments are reproducible should not be interpreted as plagiarism, provided that the data to be confirmed are explicitly quoted. Researchers should ensure, if any aspect of their work is

delegated, that the person to whom it is delegated has the competence to carry it out.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

The Institute of Philosophy and Sociology, PAS carries out advanced research in philosophy and sociology. Apart from its research activity, the Institute is engaged in education, publishing and popularization of science. In line with the *Code of Ethics for Research Staff*, researchers are responsible for providing appropriate citations and references (section 3.3.3) as well as for publishing the results of their research and interpretations in a clear and meticulous manner to enable their verification by other scholars (section 3.3.1). Authorship of a scientific paper must be based upon creative and meaningful contribution to the study (section 3.3.4), and the intellectual contribution of others who have provided valuable input shall be appropriately listed (section 3.3.7). Scientific misconduct lies in the violation of the ethic principles and good practices (section 4). It is an imperative for scientists to observe intellectual property rights and common intellectual property rights in the case of research conducted in cooperation with PhD students, other scholars or a research supervisor. Providing financial resources or facilities, collecting data or general supervision over a research group do not give entitlement to the authorship (section 3.3.5). While the issue of originality and standards for conducting research seems to be clearly defined in the *Code* and by the ethical norms, implications of research for society is a much more problematic issue. The Institute conducts basic research and its significance for society cannot be easily evaluated. Economic impact is not required as the main emphasis is put on new knowledge which as such is socially useful. Such an understanding of the mission of the Institute entails high standards of professional responsibility, and in particular means respecting the intellectual property rights of other scholars and avoiding plagiarism.

Actions required: none

4. C&C principle - Professional attitude:

Researchers should be familiar with the strategic goals governing their research environment and funding mechanisms, and should seek all necessary approvals before starting their research or accessing the resources provided. They should inform their employers, funders or supervisor when their research project is delayed, redefined or completed, or give notice if it is to be terminated earlier or suspended for whatever reason.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

The principles governing statutory activity in the Institute of Philosophy and Sociology, PAS are set out in the Statutory Activity Planning and Accountability

Rules (introduced by the Order [“Zarządzenie”] of the Director of the Institute of Philosophy and Sociology, PAS, No.15/2015 of 12th August 2015). Research activity of the Institute is based on annual and multiannual statutory activity plans. Multiannual plans comprise research tasks (internal orders) within which researchers plan their yearly topics [§ 2]. A researcher has the right to change his yearly topic of research, yet each modification shall have a substantive justification and be reported as soon as the problem arises. A change of the yearly topic is subject to approval by the Director of the Institute (or Deputy Director of the Institute) [§ 4].

Where Principal Investigators of research projects are concerned, the issue of informing a grant giving organization of any modifications to the schedule of research or budget is governed by a grant contract. The Institute monitors the timely performance and the correctness of spending and supports the investigators whenever it is necessary to contact a grant giving institution or prepare any documents required.

Respondents in sociological research are being informed that they have the right to refuse to participate in the study, and in the case of panel research written consent to participate in the next round is required.

Actions required: none

5. C&C principle - Contractual and legal obligations:

Researchers at all levels must be familiar with the national, sectoral or institutional regulations governing training and/or working conditions. This includes Intellectual Property Rights regulations, and the requirements and conditions of any sponsor or funders, independently of the nature of their contract. Researchers should adhere to such regulations by delivering the required results (e.g. thesis, publications, patents, reports, new products development, etc) as set out in the terms and conditions of the contract or equivalent document.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

Research staff of the Institute, prior to being employed, may become acquainted with the Institute’s internal regulations on the working conditions, trainings, remuneration, intellectual property protection and other related aspects. Before undertaking research in the framework of grant contracts, researchers may read the conditions set forth in the contract. The Institute provides support for the Grantees at each stage of project realization.

1. Stage of submitting application: in terms of explaining what the requirements are.

2. Stage of running the project: in terms of conducting research as specified in the contract and provisions, including but not limited to competitiveness, public procurement, protection of the environment and gender equality.

What is more, the Institute hires intellectual property protection specialists. Detailed regulations on intellectual property protection have been introduced in the *Rules on Authorship and Related Rights, Industrial Property Rights and Commercialization of Research Results* (approved by the Scientific Council of the Institute of Philosophy and Sociology, PAS on 25.02.2015)

Actions required: *none*

6. C&C principle – Accountability:

Researchers need to be aware that they are accountable towards their employers, funders or other related public or private bodies as well as, on more ethical grounds, towards society as a whole. In particular, researchers funded by public funds are also accountable for the efficient use of taxpayers' money. Consequently, they should adhere to the principles of sound, transparent and efficient financial management and cooperate with any authorised audits of their research, whether undertaken by their employers/funders or by ethics committees.

Methods of collection and analysis, the outputs and, where applicable, details of the data should be open to internal and external scrutiny, whenever necessary and as requested by the appropriate authorities.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

The Institute of Philosophy and Sociology, PAS endeavors to spend money efficiently and ensure the most effective use of funds. The Institute places orders in a way which guarantees fair competition and equal treatment of the bidders, whereby it adheres to the transparency principle – according to the *Rules on the Award of Contracts Below 30 000 EUR* (introduced by the Order [Zarządzenie] of the Director of the Institute of Philosophy and Sociology, PAS, No.8/2014 of 20th January 2014). Procedures for placing orders of above 30 000 EUR are established under the Public Procurement Law and the *Rules on Public Procurement in the Institute of Philosophy and Sociology, PAS* (introduced by the Order [Zarządzenie] of the Director of the Institute of Philosophy and Sociology, PAS, No.1/2016 of 9th February 2016).

Research staff and grantees are obliged through legal provisions and grant contracts to submit detailed reports and financial statements. In the case of research staff, supervision is undertaken by their immediate superiors. Each researcher is subject to an annual evaluation by *Researcher Assessment Committee* appointed by the Scientific Council of the Institute. At least every four years, the Institute is evaluated by the Polish Academy of Sciences and subject

to external audit. The Institute's balance sheet is verified for correctness of spending. In all of the situations described above, the Institute is required to present any documents as necessary.

Grantees, in turn, may be subject to inspection by a grant awarding organization or other authorized institution and are also required to make available any project related documentation. Some projects are subject to audit. The grantees are obliged to secure and keep the results of their studies.

Actions required: none

7. C&C principle – Good practice in research:

Researchers should at all times adopt safe working practices, in line with national legislation, including taking the necessary precautions for health and safety and for recovery from information technology disasters, e.g. by preparing proper back-up strategies. They should also be familiar with the current national legal requirements regarding data protection and confidentiality protection requirements, and undertake the necessary steps to fulfil them at all times.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

Appropriate precautions in the Institute are taken for health and safety – the Employment Regulations at the Institute of Philosophy and Sociology, PAS, are applied here (introduced by the Order ["Zarządzenie"] of the Director of the Institute of Philosophy and Sociology, PAS, No.17/2013 of 18th September 2013).

The Employer is responsible for safety and workplace hygiene. It is within his competences to take practicable steps to ensure that rooms are maintained in hygienic conditions, facilities are maintained in good order and condition, and are used appropriately, and to test safety equipment. The Employer also ensures appropriate working conditions for disabled employees.

An employee is only deemed qualified to work once s/he has undergone OHS training and once an occupational physician has certified his/her fitness for work. Each employee is to comply with the OHS and fire safety regulations.

There are persons appointed from among the Institute's employees to take charge of first-aid arrangements, fire safety arrangements and evacuation, this being in accordance with fire safety regulations.

A policy on personal data protection has been implemented in the Institute. The Institute's employees working with personal data have been trained in data confidentiality procedures. Each new employee will be provided with materials covering the topic. An Information Safety Administrator [ABI] has been appointed, his/her role being internal data protection. Moreover, the Institute

hires two IT specialists responsible for technical support with regard to personal data processing.

As far as data is concerned, the following practices are adopted:

1. Up to date backup copies of server data are created on a regular basis. To this aim, concrete devices (server and storage) are used solely for backup purposes (still under implementation)
2. Professional monitoring services – Kaseya
3. Installation of redundant devices and network stack devices to prevent unauthorized users from gaining network access
4. System of complex passwords changed every month (still under implementation)
5. Respondent data collected when conducting research shall be stored in a locked strongbox.

Actions required:

1. Publishing on the Institute’s website rules on safety, data storage and responsibility with respect to sensitive data
2. Creating a separate virtual network for guest users - implementing a VLAN type solution, centralized wireless network controllers
3. Implementing edge devices such as *Fortinet* to streamline the control of information flow within the network.

8. C&C principle – Dissemination, exploitation of results:

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialized. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

The Institute does not impose either on its employees or grantees who conduct their research projects in the Institute the form in which the results of studies shall be disseminated and exploited. It does expect, however, that such actions be undertaken. Dissemination of the results of studies constitutes one of the criteria for assessment of researchers – taken into account are publications, as well as organization of seminars and conferences and conference presentations. Detailed assessment criteria with regard to the dissemination of research are described in the *Ocena* programme, both facilitating assessment and encouraging researchers to disseminate their findings.

Every employer has a right to publish his texts on the Institute's website, in an electronic monthly bulletin „Aktualności IFiS PAN”. Moreover, the employees of the Institute share the results of their studies through electronic media, press, radio, television, press conferences which they organize and festivals of science.

Actions required: none

9. C&C principle – Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

That the Institute attaches importance to the dissemination of results of research, finds expression in procedures for assessment of researchers. Section XV B of the *Rules on Periodic Researcher Performance Appraisal* (introduced by the Order [“Zarządzenie”] of the Director of the Institute of Philosophy and Sociology, PAS, No.3/2012 of 23rd July 2012) refers to the active and documented participation in popularization of science related activities.

With points being awarded for popularization, researchers are offered an additional incentive to be engaged in such activities. It remains to be said that scientific conferences, seminars and lectures or debates are often organized in the Institute and open to the public. Frequently, also persons from non-scientific environments attend these events and thus communication with society is facilitated.

The results of research are also published in the form of brochures (in electronic and hard copy form) written in a plain, easy-to-read way.

Actions required: Promoting the 'social engagement' factor when conducting regular evaluations of researchers.

10. C&C principle – Non discrimination

Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

Pursuant to the *Employment Regulations at the Institute of Philosophy and Sociology, PAS*, §7, section 1d, access to each and any post, committee, decision-making body, educational programme, research programme, and administrative or research infrastructure is equal, irrespective of one's gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition. The Institute cooperates with researchers from different countries and academic centers irrespective of their political orientation. Competitions announced for new positions and recruitment to the PhD programme are free from any discrimination.

Actions required: none

11. C&C principle – Evaluation/ appraisal systems

Employers and/or funders should introduce for all researchers, including senior researchers, evaluation/appraisal systems for assessing their professional performance on a regular basis and in a transparent manner by an independent (and, in the case of senior researchers, preferably international) committee.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

Each scientific staff member is subject to periodic evaluation which shall cover the results of their work (Article 96 of the Act on the Polish Academy of Sciences of 30th 2010 r, Journal of Laws [Dziennik Ustaw] No. 96, Item 619]. Evaluation in the Institute (encompassing also researchers employed in research projects) is regulated by *Rules on Periodic Researcher Performance Appraisal*, approved by the Scientific Council of the Institute on 30th November 2011. Scientific staff undergo the evaluation process once a year (at a time determined by the Director of the Institute). Yearly evaluation focuses chiefly on the previous year's performance. To facilitate comparison, the Committee examines points received in a time span of three last years (section 2). A basis for evaluation is constituted by materials and reports submitted by each member of the scientific staff (section 3). Committees (for philosophy and for sociology) of the Scientific Council are responsible for the assessment. Authorized by the Scientific Council to carry out the evaluation, the Committees report to the Scientific Council on their findings, for approval by the Scientific Council. The Committees receive work for evaluation and are elected to assess target achievement (section 9). The Committee is convened of a panel of Scientific Council members: ex officio Committee members and members chosen through voting (section 10). A report is to be prepared individually by each scientific staff member in the programme "Ocena" (section 5). Points are assigned to each of the categories below:

- I Authorship of journal articles
- II Authorship of monographs and academic textbooks
- III Authorship of chapters in monographs and academic textbooks
- IV Editorial works in scientific journals
- V Editorial works of monographs and academic textbooks
- VI Other editorial works
- VII Manuscripts of works constituting part of report on statutory activity – summary
- VIII Research projects (grants)
- IX Teaching activities
- X Participation in academic procedures
- XI Obtaining a scientific degree (higher doctorate [habilitacja] or full professor) – in the year when the degree has been awarded
- XII Organization and participation in congresses, conferences and seminars
- XIII Membership in academic associations and other academic organizations. Does not concern academies which accept members upon their own request (e.g. New York Academy of Sciences)
- XIV Awards and stipends
- XV Other fields of activity
- XVI Other
- XVII Citations
- XVIII Activity for the Scientific Council of the Institute of Philosophy and Sociology, PAS
- XIX Preparing reviews of academic texts submitted for publication

Actions required: none

2.2 Recruitment

12. C&C principle – Recruitment

Employers and/or funders should ensure that the entry and admission standards for researchers, particularly at the beginning of their careers, are clearly specified and should also facilitate access for disadvantaged groups or for researchers returning to a research career, including teachers (of any level) returning to a research career. Employers and/or funders of researchers should adhere to the principles set out in the Code of Conduct for the Recruitment of Researchers when appointing or recruiting researchers.

13. C&C principle – Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialized as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement

of the vacancy or the call for applications and the deadline for reply should be realistic.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

Competitions are organized in the Institute to hire research staff, and the regulations concerning employment are clearly set forth in the *Rules on Competition for Research Positions in the Institute of Philosophy and Sociology, PAS* (introduced by the Order [“Zarządzenie”] of the Director of the Institute of Philosophy and Sociology, PAS, No.7/2012 of 26th September 2012). Candidates have the right to access these regulations.

Job offers are published on the notice board of the Director of the Institute, on the website of the Institute, in the Public Information Bulletin [BIP] of the Minister of Science and Higher Education, on the website of the European Commission – portal for Researchers in Motion. Announcements specify: the name of the vacancy, the number of positions available, work time, the formal requirements together with a list of documents that shall be submitted, and the job description. Information on the start date and expiry date of the competition is also placed in the announcement.

Actions required:

1. Publishing on the Institute’s website the *Rules on Competition for Research Positions in the Institute of Philosophy and Sociology, PAS*.
2. Introducing to the *Rules on Competition for Research Positions in the Institute of Philosophy and Sociology, PAS* a provision specifying the exact period in which the offer will be accessible through the websites (Public Information Bulletin [BIP] and Euraxess): „The offer (...) shall be published on websites for at least 14 days. The deadline for submitting applications, in turn, shall be no sooner than 3 days after the offer ceases to appear”.

14. C&C principle – Selection (Code)

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

The Director of the Institute appoints a Competition Committee comprising at least three senior academic staff members: a Deputy Director of the Institute,

the head of department/team (organizational unit of the Institute) in which a candidate is to be employed, a senior academic staff member whose interests fall within the area of study specified in the announcement of the competition. Usually both male and female researchers sit on the Committee panel, thus satisfying the gender balance rule which the Director of the Institute always seeks to apply. The qualifications of the Committee member are the primary consideration and consequently, gender parity is not always possible.

Competitions comprise two stages, the first one being evaluation of documents submitted, the second one being an interview with the Committee. It is within the Committee's competences to decide on the criteria and rules of points calculation.

Actions required: none

15. C&C principle – Transparency (Code)

Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

Information on: the recruitment process (two stages), selection criteria and the number of positions available is included in the announcement of the competition. The candidates may also read *Rules on Competition for Research Positions in the Institute of Philosophy and Sociology, PAS* in the Institute's Office. Each and every candidate receives feedback as to the strengths and weaknesses of their application.

Actions required: Publishing on the Institute's website *Rules on Competition for Research Positions in the Institute of Philosophy and Sociology, PAS*

16. C&C principle – Judging merit (Code)

The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

In a yearly evaluation of researchers, scientific activity is subject to complex assessment. The following are taken into consideration: participation in scientific committees (including international scientific committees), research projects, scientific conferences, as well as teaching, managing research projects and popularization of research.

Actions required: none

17. C&C principle – Variations in the chronological order of CVs (Code)

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

The Institute permits candidates for research positions in the Institute to submit – in any form – their CVs, presenting all their achievements and qualifications appropriate to the post for which application is being made.

Actions required: none

18. C&C principle – Recognition of mobility experience (Code)

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Any mobility experience is regarded by the Institute as a valuable contribution to the professional development of researchers. The Graduate School for Social Research at the Institute of Philosophy and Sociology, PAS, which conducts PhD studies, uses the European Credit Transfer System. Consequently, PhD students may pursue their studies both in Polish and international institutions. Moreover, recognizing the value of mobility has been described at length in section *Value of mobility*.

Actions required: none

19. C&C principle – Recognition of qualifications (Code)

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS: not applicable

20. C&C principle – Seniority (Code)

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised.

Existing rules and/or practices in the Institute of Philosophy and Sociology, PAS:

The whole academic background and record of a candidate is evaluated in competitions for scientific positions. What is more, we require that opinions on a candidate and his achievements be written by a senior researcher (of the candidate's choice).

Actions required: none

21. C&C principle – Postdoctoral appointments (Code)

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Owing to a unique combination of high quality research and teaching possibilities, the institutional position of the Institute of Philosophy and Sociology, PAS with its Graduate School for Social Research is favorable in terms

of supporting researchers at an early stage of their academic career. The Institute of Philosophy and Sociology is a leading research unit offering high standards of PhD studies in the fields of philosophy and sociology. Its Center of Sociological Research – a leading unit conducting research at the fieldwork stage and offering methodological supervision of research, its CONSIRT program – Cross-National Studies: Interdisciplinary Research and Training Program conducted in cooperation with Ohio State University, its library, two modern computer laboratories contribute to strong research infrastructure.

A post-doctoral program has been initiated (the Order [“Zarządzenie”] of the Director of the Institute of Philosophy and Sociology, PAS of 15th July 2015) to engage the most promising researchers in research in the Institute and create favorable working conditions. The program determines types of employment positions, duration of the contract, recruitment procedures, sources of financing, rules on supervision and evaluation of research progress. Researchers employed under the program will be required to carry out their research tasks and to contact their supervisor about their scientific development.

Actions required: Implementing internal rules on the advancement of researchers with a doctoral degree.

22. C&C principle – Recognition of the profession

All researchers engaged in a research career should be recognized as professionals and be treated accordingly. This should commence at the beginning of their careers, namely at postgraduate level, and should include all levels, regardless of their classification at national level (e.g. employee, postgraduate student, doctoral candidate, postdoctoral fellow, civil servants).

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

The Act on the Polish Academy of Sciences, Article 88, section 1 specifies the posts that scientific staff may hold. These include 1) full professor [profesor zwyczajny]; 2) associate professor [profesor nadzwyczajny]; 3) visiting professor [profesor wizytujący]; 4) senior lecturer [adiunkt]; 5) assistant lecturer [asystent]. Article 89 specifies the qualifications required for each of the posts:

- 1. The post of full professor may be held by a person holding that academic title.*
- 2. The post of associate professor may be held by a person holding the academic degree of doctor habilitowany or the academic title.*
- 3. The post of visiting professor may be held by a person who:*

1) is on unpaid leave at another scientific unit referred to in Article 2 Item 9 of the Act of 30 April 2010 on the Principles of Financing Science, and holds the academic degree of doktor habilitowany or the academic title; or

2) resides permanently abroad and holds at least the academic degree of doktor.

4. The post of visiting professor may be held for at most three years.

5. The post of senior lecturer may be held by a person who holds at least the academic degree of doktor.

6. The post of assistant lecturer may be held by a person who holds the professional title of magister or equivalent.

The above cited rules apply whenever competitions are announced in the Institute.

Young researchers enjoy the same rights as senior staff members. They are entitled to financial support in terms of translations of articles, study visits and conferences.

Actions required: none

23. C&C principle – Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate equipment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectoral regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

The Institute as an Employer acts in accordance with regulations relating to health and safety in the workplace governed by national and safety sector legislation. This practice is reflected in OHS trainings. The Institute strives – in as far as financial resources allow – to ensure the highest working conditions, and to enable participation in trainings and scientific conferences. Grantees are offered organizational support for academic events planned within projects.

The Institute provides appropriate facilities. Each employee has his own work station with a computer and connection to printers. Two computer laboratories and a library are at employees' disposal.

Actions required: none

24. C&C principle – Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectoral collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, inter alia, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Flexible working policies are adopted in the Institute to help working parents. A task-based working time system is applied (whereby tasks are specified on the basis of a yearly plan of each research team or a schedule of a research project). Researchers are free to work at a place of their own choice (private apartment, library and so on) [*Employment Regulations at the Institute of Philosophy and Sociology, PAS, §33*].

In accordance with existing national legislation, the Institute allows both male and female researchers to combine family and work:

1. A woman who has given birth to a child is entitled to maternity leave (20 weeks) and parental leave (32 weeks, however no later than by the end of a calendar year in which the child reaches the age of 6).
2. A woman may share her maternity leave and parental leave with the father of the child or any close family member as stipulated in national legal provisions.
3. Paternity leave of two weeks may be split into week periods and taken no later than by the time the child reaches 24 months of age.
4. Childcare leave of 36 months may be taken by parents (also adoptive parents, step-parents or guardians), however no later than by the end of a calendar year in which the child reaches the age of 6. Childcare leave may be split into five separate blocks.

Pursuant to the Act on the Polish Academy of Sciences, research staff of the Institute are entitled to a holiday leave of 36 days. Moreover, a member of scientific staff employed on a full-time basis who has been employed at the Institute for at least three years is entitled to paid convalescence leave not exceeding one year. It is, furthermore, within the power of the Employer to delegate a researcher to conduct research outside the Institute, for no longer than 3 months. It is possible to be employed on a part-time basis, however due to flexible working hours, only a few employees take advantage of this opportunity.

Each and every employee is hired on the basis of a contract of employment. As a rule, civil-law agreements for research staff are not common practice in the Institute (being less favorable for an employee). Exceptions to the rule include employees hired for a short time within research projects.

Actions required: none

25. C&C principle – Stability and permanence of employment

Employers and/or funders should ensure that the performance of researchers is not undermined by instability of employment contracts, and should therefore commit themselves as far as possible to improving the stability of employment conditions for researchers, thus implementing and abiding by the principles and terms laid down in the EU Directive on Fixed-Term Work.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

The conditions of employment and period of employment are regulated under statutory provisions. Nevertheless, in order to address the needs of a given employee, each case is considered individually.

In order to ensure stability of employment in the Institute, provisions of the [Polish] Labour Code are applied

1. While on childcare leave, an employee may undertake paid work or pursue other activities, including studying or training.
2. An employer readmits an employee to work at the end of childcare leave in the current employment position, or, if this is not possible, in a position equivalent to the one occupied before commencing the childcare leave, or in another position corresponding to the employee's professional qualifications, for remuneration not lower than the remuneration that the employee received in the position held before the leave.
3. Childcare leave taken is counted into the employment period on which the employee's rights are based.
4. The total period of continuous employment cannot exceed 36 months (3 month probationary period and 33 months of fixed-term employment contracts, the total number of which cannot exceed three). Following the 33 months, a contract for an indefinite term is concluded.
5. The notice period is dependent upon the contract's duration in the Institute and regulated by Article 36, section 1 of the Labour Code.

Actions required: none

26. C&C principle – Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and

equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Salaries in the Institute are stipulated by the *Rules on Remuneration in the Institute of Philosophy and Sociology, PAS* (introduced by the Order ["Zarządzenie"] of the Director of the Institute of Philosophy and Sociology, PAS, No.1/2011 of 3rd January 2011).

Basic monthly salary is decided taking into consideration the scope of work, qualifications required for a particular position, and work experience. Salaries fall into various categories depending on the source of finance (statutory activity, national and international grants). Research staff are entitled to a seniority bonus amounting to 3% of basic monthly salary after 3 years of employment plus 1% for each subsequent year, up to 20% of basic monthly salary after 20 years of employment.

A temporary higher workload and exceptional tasks, including tasks resulting from a research grant awarded, may constitute grounds for awarding additional payments and outstanding research results may constitute grounds for awarding a premium or a bonus.

An employee who meets the criteria for a disability or retirement pension, and whose employment relationship is terminated due to having qualified for a disability or retirement pension, is entitled to a cash severance allowance amounting to three-months' remuneration.

Long-standing employees of the Institute are entitled to long service anniversary awards, the amounts being governed by the *Act on the Polish Academy of Sciences* (Article 98, section 2).

In the event of the employee's incapacity to work due to illness or isolation in respect of a infectious disease - lasting in total up to 33 days in a calendar year, and in the case of an employee who has reached 50 years of age - lasting in total up to 14 days in a calendar year - the employee is entitled to 80% of the salary paid to him by his employer, calculated according to Article 92 of the Polish Labour Code.

In the event of an employee's incapacity to work due to an accident on the way to or from work, or occupational disease, or illness during pregnancy, or medical

examinations required for organ donors, the employee is entitled to 100% of the salary paid to him/her by his/her employer.

Irrespective of the form of contract and working time, employees, and also pensioners and employees on childcare leave may apply for:

1. Co-financing of holidays of an employee and his/her children.
2. Co-financing of Christmas holidays.
3. Special assistance grants for the ones experiencing difficult financial and life situations.
4. Home improvement loans.

Financial resources to secure payment of these benefits are derived from the *Social Benefits Fund* (and awarded according to the *Rules on Social Benefits Fund*).

Furthermore, additional payments are awarded to promote a high academic level. They act as an incentive and are dependent upon scientific achievements within three last years.

Actions required: none

27. C&C principle – Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and managerial level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Competitions are announced to hire research staff in the Institute. These are merit-based, and consequently, although a non-discrimination policy is applied (provisions in the above mentioned *Employment Regulations at the Institute of Philosophy and Sociology, PAS*), gender balance is not a priority. Qualifications for the position and work experience as well as research interests fitting into research objectives of the Institute are decisive when employing new research staff.

The Institute does recognize the importance of gender balance, however not at the cost of quality or qualifications. Still, whenever competition committees are appointed, the Institute seeks to ensure gender balance in the panels.

Actions required: Introducing to the *Rules on Competition for Research Positions in the Institute of Philosophy and Sociology, PAS* a provision stating

that "When announcing a competition, the Director of the Institute appoints a Competition Committee of at least three senior academic staff members, whereby he aims for a gender balance."

28. C&C principle – Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Professional career development strategy for scientific staff in the Institute remains in line with Article 88 of the Act on the Polish Academy of Sciences. Scientific staff may be employed in the following posts:

1. Assistant Lecturer [Asystent]– without PhD degree – for 6 years.
2. Senior Lecturer [Adjunkt] – without higher doctorate [habilitacja] – for 8 years.
3. Associate Professor [Profesor nadzwyczajny].
4. Full Professor [Profesor zwyczajny].

Pursuant to Article 92 of the *Act on the Polish Academy of Sciences*, maternity and parental leave as well as convalescence leave is not included in the periods referred to in point 1 and 2.

Young researchers employed in the Institute are recruited also from among graduates and students of the Graduate School for Social Research. Up to now, 36 graduates of the School are or have been employed. Another 20 either cooperated or still cooperate with the Institute on the basis of civil law agreements.

Young researchers are supported in their work by more experienced scholars, either during their office hours or independently of the office hours. They are also supported by appointed employees of the Institute when preparing grant applications (both national and international). Additionally, they are entitled to co-funding of study visits, internships, and have access to libraries and electronic databases.

Actions required: Drafting the *Politics of Recruitment and Career Management of Researchers in the Institute of Philosophy and Sociology, PAS*.

29. C&C principle – Value of mobility

Employers and/or funders must recognize the value of geographical, intersectoral, inter- and trans-disciplinary and virtual mobility as well as mobility between the public and private sector as an important means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they should build such options into the specific career development strategy and fully value and acknowledge any mobility experience within their career progression/appraisal system. This also requires that the necessary administrative instruments be put in place to allow the portability of both grants and social security provisions, in accordance with national legislation.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

It follows from the peculiarities of research conducted in the Institute (basic research and not applied research) that intersectional mobility is limited. Nevertheless, research staff of the Institute are free to cooperate with the non-academic sector and choose partners at their own discretion. By a way of example, our employees cooperate with the banking sector in the framework of seminar meetings currently organized.

The Institute enables its research staff to participate in mobility, trainings organized under international contracts between the Institute or the Polish Academy of Sciences and other research and educational units, including other academies of science.

Research staff are encouraged to seek cooperation with other research and educational units at all levels of activity, namely study and research visits, participation in research projects coordinated by the Institute or external national and international scientific centers. Scholars from other research and educational units choose to come to the Institute to undergo trainings, participate in study visits and postdoctoral studies. The Institute's research staff mobility can be shown as follows:

	2013	2014	2015
Participation in international conferences	116	231	260
Participation in domestic conferences	137	135	168
Research visits	89	99	137
Participation in common national research projects	130	114	110
Participation in common	50	32	57

international research projects			
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The international mobility criterion is taken into consideration when recruiting new research staff.

The employees and PhD students enjoy the benefits arising from participation in the ERASMUS+ programme (the Institute is both a sending and receiving institution) and co-tutelle agreements. Since 1992, international, interdisciplinary doctoral studies are conducted in the Institute. At present, 103 doctoral students follow a programme of doctoral studies (The Institute's Graduate School for Social Research). Those students were recruited from 24 countries including: Poland, Turkey, India, Great Britain, the Netherlands, Russia, Ukraine, Georgia, Nepal, Ghana, Sudan, Sri Lanka, Nigeria, Azerbaijan, (c. 50% foreign students).

Actions required: none

30. C&C principle – Access to career advice

Employers and/or funders should ensure that career advice and job placement assistance, either in the institutions concerned, or through collaboration with other structures, is offered to researchers at all stages of their careers, regardless of their contractual situation.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Information on internships, trainings, courses and job offers in other institutions is distributed among employees of the Institute.

Actions required: none

31. C&C principle – Intellectual Property Rights

Employers and/or funders should ensure that researchers at all career stages reap the benefits of the exploitation (if any) of their R&D results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. Policies and practices should specify what rights belong to researchers and/or, where applicable, to their employers or other parties, including external commercial or industrial organizations, as possibly provided for under specific collaboration agreements or other types of agreement.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

The problem of intellectual property rights protection has been addressed in the internal regulations of the Institute. The Scientific Council of the Institute has approved the *Rules on Authorship and Related Rights, Industrial Property Rights and Commercialization of Research Results*. The provisions of this document

allow the Institute's research staff to profit from the exploitation (if any) of their study results and guarantee protection of authorship rights.

Actions required: none

32. C&C principle – Co-authorship

Co-authorship should be viewed positively by institutions when evaluating staff, as evidence of a constructive approach to the conduct of research.

Employers and/or funders should therefore develop strategies, practices and procedures to provide researchers, including those at the beginning of their research careers, with the necessary framework conditions so that they can enjoy the right to be recognised and listed and/or quoted, in the context of their actual contributions, as co-authors of papers, patents, etc., or to publish their own research results independently from their supervisor(s).

Existing rules and practices in the Institute of Philosophy and Sociology, PAS

Works based on co-authorship are promoted in the Institute when assessing researchers. Both works having a sole author and works written in co-authorship are considered in yearly assessments of scientific achievements. This applies both to researchers at an early stage of their careers and more advanced researchers. The regulations of the *Rules on Authorship and Related Rights, Industrial Property Rights and Commercialization of Research Results*, § 15 refer to intellectual property rights based on co-authorship and indicate that same provisions apply here and whenever works having a sole author are concerned.

During periodic evaluation of research staff in the Institute, works based on co-authorship are awarded the same amount of points as works of which an employee is the sole author.

Actions required: none

33. C&C principle – Teaching

Teaching is an essential means for the structuring and dissemination of knowledge and should therefore be considered a valuable option within the researchers' career paths. However, teaching responsibilities should not be excessive and should not prevent researchers, particularly at the beginning of their careers, from carrying out their research activities. Employers and/or funders should ensure that teaching duties are adequately remunerated and taken into account in the evaluation/appraisal systems, and that time devoted by senior members of staff to the training of early stage researchers should be counted as part of their teaching commitment. Suitable training should be provided for teaching and coaching activities as part of the professional development of researchers.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Teaching is not required in the Institute. It is within employee's discretion if s/he wishes to teach.

Research staff may teach in the PhD programme of the Graduate School for Social Research. Open competitions for courses to be offered are announced, successful offers are subject to remuneration and points are awarded once periodic evaluation is conducted.

Actions required: none

34. C&C principle – Complains/ appeals

Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s) and early-stage researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

A representative of the Director of the Institute has been appointed (Order ["Zarządzenie"] of the Director of the Institute of Philosophy and Sociology, PAS, No.10/2015 of 25th June 2015) to investigate complaints concerning sexual harassment in the Institute. Furthermore, a Disciplinary Committee has been created and Disciplinary Proceedings Representative has been nominated to review complaints related, among others, to conflicts between supervisors and young researchers.

Actions required: none

35. C&C principle – Participation in decision-making bodies

Employers and/or funders of researchers should recognize it as wholly legitimate, and indeed desirable, that researchers be represented in the relevant information, consultation and decision-making bodies of the institutions for which they work, so as to protect and promote their individual and collective interests as professionals and to actively contribute to the workings of the institution.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Decision-making bodies in the Institute are the Director and the Scientific Council of the Institute. The Director manages the current activities of the Institute, while the Scientific Council supervises these activities. The Scientific Council is composed of senior academic staff in full-time employment, representatives of young researchers and a PhD student representative. PhD students have the right to submit their remarks and share their opinions through this PhD student

representative. A PhD student representative is a member of stipend-awarding committees and attends the meetings of the School Council.

Research staff has its representatives in information, consultation and decision-making bodies according to § 10 point 1 section 10 of the Statute of the Institute of Philosophy and Sociology, PAS. Under the Statute, it is within the competence of the Director to appoint problem solving teams, and committees as advisory and opinion-giving bodies.

Committees in the Institute in the period 2015-2018:

Committee for Scientific and Staff Policy

Committee for Scientific Awards

Committee on Education

Committee on Finance

Committee for Parametric Assessment

Disciplinary Committee

Actions required: none

36.C&C principle – Relation with supervisors

Researchers in their training phase should establish a structured and regular relationship with their supervisor(s) and faculty/departmental representative(s) so as to take full advantage of their relationship with them. This includes keeping records of all work progress and research findings, obtaining feedback by means of reports and seminars, applying such feedback and working in accordance with agreed schedules, milestones, deliverables and/or research outputs.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Young researchers employed in the Institute become members of a research team in the Institute with equal rights with other members of the team. Research teams are headed by senior academic staff, one of whose obligations is to take part in the Institute's activities for the education and development of young researchers [§24, section 2 of the *Employment Regulations at the Institute of Philosophy and Sociology, PAS*].

Whenever a young researcher is employed in a grant, the Principal Investigator of the project becomes automatically his mentor. Monthly meetings are a common practice within research teams, with presentations on the actual state of research in the project.

Another practice are monthly seminars with invited renowned authorities who present on a topic related to the research activity of a given research team. Young researchers are required to actively participate in these meetings.

Tutors and supervisors are responsible for systematic of young researchers in terms of research planning, realization, and analysis as well as being responsible for engaging them in research projects, seminars and conferences and for instructing on ethical norms regulated by the *Code of Ethics for Research Staff* and the *Code of Ethics of a Sociologist*.

Supervision of PhD students of the Graduate School for Social Research at the Institute of Philosophy and Sociology, PAS, is formally regulated. Each PhD student has a tutor who supervises their progress and later becomes their thesis supervisor. PhD students submit progress reports every year (subject to tutor's approval) and are required to obtain a certain number of ECTS (as regulated by the *PhD Programme Handbook*) for class participation.

Actions required: Specifying a regular form of contact between a young researcher and his/her supervisor.

Increasing participation of young researchers in research projects.

37. C&C principle – Supervision and managerial duties

Senior researchers should devote particular attention to their multi-faceted role as supervisors, mentors, career advisors, leaders, project coordinators, managers or science communicators. They should perform these tasks to the highest professional standards. With regard to their role as supervisors or mentors of researchers, senior researchers should build up a constructive and positive relationship with the early-stage researchers, in order to set the conditions for efficient transfer of knowledge and for the further successful development of the researchers' careers.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Regulations to prevent improper activity between a mentor and a young researcher have been implemented in the Institute, namely the *Code of Ethics for Research Staff* (section 4.2), *Anti-mobbing Policy within the Institute of Philosophy and Sociology, PAS* (introduced by the Order ["Zarządzenie"] of the Director of the Institute of Philosophy and Sociology, PAS, No.16/2013 of 18th September 2013, §3 section 2 a-e) and *Rules on Sexual Harassment in the Workplace* (introduced by the Order ["Zarządzenie"] of the Director of the Institute of Philosophy and Sociology, PAS, No.9/2015 of 24th June 2015).

In addition, the section "Sociologist as a Mentor" of the *Code of Ethics of a Sociologist* determines the ethical norms of a teacher as a mentor relationship.

Actions required: none

38. C&C principle – Continuing Professional Development

Researchers at all career stages should seek to continually improve themselves by regularly updating and expanding their skills and competencies. This may be achieved by a variety of means including, but not restricted to, formal training, workshops, conferences and e-learning.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

Constant professional development constitutes a basic duty of research staff of the Institute and has been stipulated in the Employment Regulations at the Institute of Philosophy and Sociology, PAS (§24 section 1 and 2).

According to §7 section 1 of the Employment Regulations at the Institute of Philosophy and Sociology, PAS, the Employer has the obligation to facilitate Employees' participation in professional development activities. The Institute does support research staff financially whenever conferences, seminars, debates or lectures are concerned. Each employee chooses an activity s/he wishes to attend at his/her sole discretion, depending on his/her research interests.

Moreover, in the framework of bilateral agreements entered into with foreign institutions, the employees of the Institute may participate in scientific internship programmes. Last but not least, the Institute offers its employees access to several full-text databases and online courses.

Actions required: none

39. C&C principle – Access to research training and continuous development

Employers and/or funders should ensure that all researchers at any stage of their career, regardless of their contractual situation, are given the opportunity for professional development and for improving their employability through access to measures for the continuing development of skills and competencies. Such measures should be regularly assessed for their accessibility, take up and effectiveness in improving competencies, skills and employability.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS: For details, please see Section on *Career development*.

Actions required: none

40. C&C principle – Supervision

Employers and/or funders should ensure that a person is clearly identified to whom early-stage researchers can refer for the performance of their professional duties, and should inform the researchers accordingly. Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and

provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

Existing rules and practices in the Institute of Philosophy and Sociology, PAS:

For details, please see Section on Relation with supervisors. A supervisor is not necessarily an employee of the Institute, s/he may be an employee of a different institution.

Actions required: none

3. Actions to Be Undertaken

No.	Actions required	Responsible	By when
1.	Creating and implementing a separate virtual network for guest users – implementation of a VLAN type solution, centralized wireless network controllers.	Head of IT Department	
2.	Implementing edge devices such as <i>Fortinet</i> to streamline the control of information flow within the network.	Head of IT Department	
3.	Promoting the 'social engagement' factor when conducting regular evaluations of researchers by introducing adequate changes in the „Ocena” programme.	Head of the Committee for Parametric Assessment	December 2016
5.	Engaging more young researchers (research assistants ['asystent'] and PhD students) in the processes of preparation and realization of research projects (grants) conducted by senior academic staff members (degree of Assistant Professor ['adiunkt'] or higher), which will be reflected in additional points awarded for these projects in the „Ocena” programme. Supervision of research projects awarded to young researchers will also be considered in the „Ocena” programme.	Head of the Committee for Parametric Assessment	December 2016
6.	Writing and implementing the <i>Policies of Recruitment and Career Management of Researchers in the Institute of Philosophy and Sociology, PAS.</i>	Scientific Council of the Institute of Philosophy and Sociology, PAS	May 2017
7.	Introducing to the <i>Rules on Competition for Research Positions in the Institute of Philosophy and Sociology, PAS</i> a provision specifying the exact period in which the offer will be accessible through the websites (Public Information Bulletin [BIP] and Euraxess): „The offer (...) shall be published on websites for at least 14 days. The deadline for submitting applications, in turn, shall be no	Scientific Council of the Institute of Philosophy and Sociology, PAS	18th May or 29th June 2016

	<p>sooner than 3 days after the offer ceases to appear". In addition, „When announcing a competition, the Director of the Institute appoints a Competition Committee of at least three senior academic staff members, whereby he aims for a gender balance.</p>		
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4. Acceptance

The Director of the Institute of Philosophy and Sociology of the Polish Academy of Sciences accepts the Human Resources Strategy for Researchers.

Place/ Date

Warsaw, 12 May 2016

Signature

Dyrektor
Instytutu Filozofii i Socjologii PAN
prof. dr hab. Andrzej Rychard

