

Rules for evaluation of researchers employed at the Institute of Bioorganic Chemistry, Polish Academy of Sciences

(legal grounds: Art. 96 of the Act on the Polish Academy of Sciences of April 30th, 2010, as amended)

I. General provisions

Art. 1.

The Scientific Board of the Institute of Bioorganic Chemistry, PAS, conducts periodic evaluation of work performance of all researchers employed at the Institute of Bioorganic Chemistry, Polish Academy of Sciences (further referred to as „IBCH PAS”).

Art. 2.

1. The evaluation of researchers employed in the position of a Research Associate, Assistant Professor, Associate Professor and Full Professor is conducted at least every two years.
2. The evaluation period encompasses two full calendar years, prior to the year in which the evaluation is conducted.
3. The date of conducting the researcher evaluation is determined by the Director of IBCH PAS.

Art. 3.

1. For the purpose of conducting a detailed evaluation, the Scientific Board appoints the Committee for research staff development, scholarships and awards.
2. The Committee is comprised of at least six persons – the Head of the Committee and five members, including a representative of Assistant Professors. At least four members of the Committee (including the Head of the Committee) should be employed at IBCH PAS and hold the title of Professor. The Committee should be gender-balanced.
3. The members of the Committee are elected by the IBCH PAS Scientific Board, during its first plenary session in a given term of office, by simple majority, with at least 50% of the members present.
4. The Head of the Committee is elected by its members among themselves, by simple majority, with at least 75% of the members present.
5. If needed, the Committee may ask the experts, who are neither members of the Institute’s Scientific Board nor employees of IBCH PAS, for their opinions.
6. The Committee may ask the person under evaluation to provide additional explanations.
7. The Committee takes decisions by simple majority of votes, with at least 75% of its eligible members present, wherein the presence of the Head of the Committee and the representative

of Assistant Professors is obligatory, subject to section 10 herein. In case of equal number of votes for and against, the final decision is made by the Head of the Committee.

8. The Head of the Committee promptly forwards a written copy of the evaluation appraisal to the person under evaluation, who has the right to file remarks to the Institute's Scientific Board, within 14 days of receipt.
9. The Head presents the Committee's appraisal, along with conceivable remarks of the person under evaluation, during the session of the Scientific Board.
10. A given member of the Committee shall not take part in the Committee's work upon evaluation of the her/his own activity, activity of her/his superior and her/his subordinates, as well as her/his family members.
11. The Committee shall determine the detailed principles for evaluation of researchers, and passes them on to the staff members to be evaluated.
12. The Committee conducts evaluation of activity of researchers solely on the basis of their research and organizational achievements. Applying criteria other than the ones mentioned above, such as personal, national, racial or ideological ones, is unacceptable.
13. Upon conducting the evaluation, career breaks lasting for over 6 months and proportion of full-time employment are taken into account.
14. Detailed criteria for the evaluation conducted by the Committee are stipulated in the "IBCH PAS researcher evaluation sheet" attached hereto.

Art. 4.

1. The persons under evaluation are obliged to submit the required documents within one month of receipt of a written notice of pending evaluation from the Head of the Committee.
2. The Scientific Board shall conduct researcher evaluation no later than three months of the deadline for document submission.
3. Full Professors may be evaluated only by those members of the Committee who hold the title of Professor.
4. Non-submission of the documents before the deadline may be treated as gross negligence of researcher duties.

II. Detailed provisions

Art. 5.

1. Researchers are obliged to submit documents showing their research and organizational achievements, along with other documents required by the Committee. Moreover, in the case of persons who are not Heads of departments or laboratories, opinion of the Head of their organizational unit should be enclosed as well.

2. The Scientific Board evaluates individual staff members and adopts resolutions by secret ballot:
 - a) when it comes to Research Associates, Assistant Professors and Associate Professors, in the case of negative appraisal, the Board may request for reevaluation within two years, or postulate termination of the employment contract.
 - b) when it comes to Full Professors, in the case of negative appraisal, the Board may request for reevaluation within one year, or postulate termination of the employment relationship based on nomination.
3. Appraisals, along with recommendations of the Scientific Board, are forwarded to the researcher under evaluation, and the Director of IBCH PAS.
4. In case of non-compliance with recommendations of the Scientific Board, the Director of IBCH PAS provides the Scientific Board with written justification of such a decision.

III. Appeal procedure

Art. 6.

1. Researchers have the right to appeal from the results of evaluation of their research activity to the Vice-President of the Polish Academy of Sciences, overseeing Division II - Biological and Agricultural Sciences, pursuant to the stipulations of the Rules for appeals from evaluation of professional activity of researchers employed at research institutions of the Polish Academy of Sciences (Decision No. 1/2012 of the President of the Polish Academy of Sciences from January 16th, 2012).
2. The appeal shall be lodged by the researcher evaluated, through the agency of the Scientific Board, within 14 days of receipt of the appraisal with justification.

IV. Final provisions

Art. 7.

1. The Rules herein were adopted by the Scientific Board of the Institute of Bioorganic Chemistry, Polish Academy of Sciences, on September 12th, 2018.
2. The Rules herein shall enter into force on the date of their approval by the Vice-President of the Polish Academy of Sciences, overseeing Division II - Biological and Agricultural Sciences.
3. As of the date of entering into force of the Rules herein, the Rules adopted by the Scientific Board of the Institute of Bioorganic Chemistry, Polish Academy of Sciences, on October 21st, 2015, approved by the Vice-President of the Polish Academy of Sciences, overseeing Division II - Biological and Agricultural Sciences, shall be repealed.