ORDER NO. 6/2024

OF THE DIRECTOR OF THE DOCTORAL SCHOOL OF THE UNIVERSITY OF SZCZECIN

of 5 April 2024

on determining the criteria and procedure for selecting teaching staff to conduct classes at the Doctoral School of the University of Szczecin

Pursuant to § 8(2) and (3)(14) of the Regulations of the Doctoral School of the University of Szczecin adopted by resolution of the Senate of the University of Szczecin No. 40/2023 of 27 April 2023 on the adoption of the Regulations of the Doctoral School of the University of Szczecin, it is ordered as follows:

§ 1

1. The order specifies the criteria and procedure for selecting teaching staff to conduct teaching classes at the Doctoral School of the University of Szczecin.
2. The terms used in the order denote:
3. director – director of the Doctoral School of the University of Szczecin;
4. candidate – a person intending to conduct teaching classes at the Doctoral School of the University of Szczecin;
5. scientific council – scientific council of the Doctoral School of the University of Szczecin;
6. DS US – Doctoral School of the University of Szczecin.

§ 2

1. The selection of academic teachers employed at the University of Szczecin to conduct teaching classes as part of the education of doctoral students at DS US is made by the director.
2. The selection specified in paragraph 1 is made taking into account the principles of fulfilling the academic teacher's duties, both in teaching and research, as specified in the Work Regulations of the University of Szczecin and other internally applicable acts, as well as in accordance with the criteria and procedure specified in this order.
3. The selection of individuals other than those indicated in paragraph 1to conduct teaching classes at DS US is made by the director, taking into account the criteria and procedure specified in this order.

§ 3

The selection of teaching staff to conduct classes at DS US is based on the following criteria:

1. relevance of the candidate's scientific or artistic and professional achievements as well as the scientific or artistic and professional activity of the candidate in the substantive scope of the subject;
2. qualifications of the candidate in the area of the implemented educational program, in particular recognized scientific or artistic achievements and competences in the field of scientific or artistic supervision;
3. professional achievements and professional activity of the candidate, including experience in obtaining grants and managing projects financed by grants;
4. level of internationalization of research, including scientific or artistic mobility of the candidate,
5. candidate's participation in international projects, activity in the international environment;
6. other qualifications of the candidate relevant to teaching the subject.

§ 4

1. A candidate who intends to conduct classes at DS US submits to the director a card of qualifications and professional experience for the selected subject specified in the relevant education programs at DS US by 30 April of the academic year preceding the academic year in which the teaching classes are to be conducted.
2. A candidate who is an academic teacher employed at the University of Szczecin is obliged to agree on the conduct of teaching classes at DS US with the director of the institute where they are employed and the dean of the faculty where they perform teaching duties.
3. The template of the card of qualifications and professional experience referred to in paragraph 1 constitutes an annex to this order.
4. A candidate who submits the card of qualifications and professional experience after the deadline specified in paragraph 1 is not subject to evaluation and selection.

§ 5

1. The director promptly forwards the cards of qualifications and professional experience submitted by the candidates to the scientific council for the purpose of obtaining opinions on the candidates.
2. The scientific council reviews the candidates and provides opinions on individual candidates to the director by 30 May of the academic year preceding the academic year in which the teaching classes are to be conducted.
3. The director, based on the opinions of the scientific council, appoints individuals who will conduct teaching classes at DS US for the academic year by 30 June of the academic year preceding the year in which the teaching classes are to be conducted.

**§ 6**

In case it becomes necessary to select a person to conduct teaching classes at DS US during the academic year, the provisions of § 2-5 of the order apply accordingly.

**§ 7**

The order enters into force on the day of its signing.

dr hab. Jarosław Korpysa, prof. US

Director of the Doctoral School

of the University of Szczecin

/signed with a qualified electronic signature /