



HR EXCELLENCE IN RESEARCH

FORM FOR EMPLOYERS

| | |
|---------------------|---|
| INSTITUTION | UNIVERSITY OF WARSAW, FACULTY OF PHYSICS |
| CITY | WARSAW, POLAND |
| POSITION | Professor |
| GROUP | Research-teaching |
| DISCIPLINE | astronomy |
| NUMBER OF POSITIONS | 1 |
| POSTED | 27.03.2023 |
| EXPIRES | 27.04.2023 |
| WEBSITE | www.fuw.edu.pl |
| KEY WORDS | Astronomy, astrophysics |

DESCRIPTION (field, expectations, comments):

We offer a position of university professor in the research-teaching group, with research interests consistent with the profile of investigations conducted at the Observational Astrophysics Division of the Astronomical Observatory of the University of Warsaw.

We are offering a permanent contract. The successful applicant will have teaching duties in the amount of 210 hours. Classes are taught mainly in Polish.

The candidates have to conform to the conditions stated in art. 113 of Higher Education Law dated 20.07.2018 (Journal of Laws of the Republic of Poland 2022, item 574). In particular we seek a candidate with the degree of habilitation in astronomy, with a substantial experience in research, and a good publication record. The successful candidate should have experience in optical observations as well as data reduction. Additionally we expect the candidate to have teaching experience at the university level.

The candidate is expected to conduct original research in observational astronomy, and to seek grant funding.

The requirements:

- habilitation obtained not later than 2018
- very good research record including first author publications in refereed journals

- experience in work on large sky surveys
- experience in photometric and spectroscopic observations
- experience in research on variable stars and stellar populations
- grant funding record
- experience in supervision of young researchers
- ability to work in a team
- fluent knowledge of English and Polish

Key responsibilities:

- teaching
- conducting original research
- applying for grants
- supervising MSc and PhD students
- participation in work for the Observatory, the Department and the University

Employment details:

- permanent job contract
- full time employment
- place of work: Astronomical Observatory of the University of Warsaw

The candidate should provide the following documents:

1. Application for the position - *the PDF format with a scanned signature.*
2. CV
3. Copy of the habilitation diploma
4. Statement of research interests
5. Publication list
6. At least two recommendation letters from senior researchers sent directly to [hiring@astrouw.edu.pl](mailto: hiring@astrouw.edu.pl)
7. Information on the processing of personal data - information clause and consent clause - attachment to the announcement (available on the website https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/Klauzula-informacyjna-przy-rekrutacji-do-pracy_11_2019_EN.docx) - *the pdf-format with a scanned signature.*
8. Statement on reading and accepting the rules for job applications for a position of an academic teacher at the University of Warsaw (available on the website <https://www.fuw.edu.pl/dokumenty-i-formularze.html>) - *the PDF format with a scanned signature.*

The candidate should provide all documents to [hiring@astrouw.edu.pl](mailto: hiring@astrouw.edu.pl). Successful candidate will be required to provide original of all documents.

The entire procedure will be concluded before 16.05.2023. The candidate might be asked for an interview with the commission appointed by the Dean of the Faculty. The applicants will be notified by email.

This announcement is the first step in the procedure of employing an academic teacher and its positive result will be a base for consecutive steps.

Name and Surname

Information on personal data processing

Controller

Controller of your personal data processed in connection with the recruitment process is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

Contact with the controller:

- by traditional mail at: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (name the organizational unit to which your letter is addressed);
- by phone: 22 55 20 355.

Data Protection Officer (DPO)

Controller has designated Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on current recruitment process.

Purpose and legal grounds of data processing

Personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope as indicated by employment law¹ (*given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment*) for the purposes of this recruitment process², whereas other data³ shall be processed based on your consent which may take the following wording:

I agree to the processing of personal data provided in (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

If your documents include data as mentioned in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data⁴ which may take the following wording:

I agree to the processing of special categories of personal data, as mentioned in Art. 9 section 1 of the GDPR, provided in (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

The University of Warsaw shall be also processing your personal data in future recruitment processes upon your consent⁵ which may take the following wording:

¹ Art. 22¹ of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes);

² Art. 6 section 1 letter b of the Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on protection of individual persons with regard to the personal data processing and on the free flow of such data, and also repealing Directive 95/46/EC (general regulation on data protection) (Official Journal EU L 119 of 04.05.2016, page 1, with subsequent changes) (hereinafter as the GDPR);

³ Art. 6 section 1 letter a of the GDPR;

⁴ Art. 9 section 2 letter a GDPR;

⁵ Art. 6 section 1 letter a GDPR;

I consent to processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw for the period of the next nine months.

You may revoke all such consents at any time by, for example, sending an email at (email address due for the recruitment process).

Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.⁶

Data retention period

Your personal data collected in this recruitment process shall be stored over the period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period of nine months.

Data recipients

Officers authorized by the Controller shall have access to your personal data, the processing of which is in the scope of their duties.

Recipients of personal data may be other subjects obligated by the Controller to provide specific services involving data processing, like members of the competition committee.
(name all recipients of data)

Data transfer outside the European Economic Area (EEA)

Your personal data shall be disclosed to subjects authorized by law. Signing-in is through Google Forms. Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres.⁷ Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.⁸ This shall guarantee an adequate level of data security.

Rights of the data subject

Under the GDPR data subjects have the following rights:

- *to access data and to receive copies of the actual data;*
- *to correct (rectify) your personal data;*
- *to restrict processing of personal data;*
- *to erase personal data, subject to provisions of Art. 17 section 3 of the GDPR;*
- *to file a claim with the [President of the Personal Data Protection Office, if you](#) believe data processing violates law.*

Information on the requirement to provide data

Providing your personal data in the scope resulting from law is necessary to participate in the recruitment process. Providing other personal data is voluntary.

.....
place and date

.....
applicant's signature

⁶ Art. 7 section 3 GDPR;

⁷ <https://www.google.com/about/datacenters/inside/locations/index.html>

⁸ <https://www.privacyshield.gov>