# HR Excellence in Research
## ACTION PLAN for the years 2016 - 2018

| Areas | Planned action | Deadline | Executive body | Body responsible |
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| **Ethical principles** | Formal adoption of existing, widely recognised, codes of ethics (Code of Ethics in Academic Research or the document Good Practice in Academic Research) at the University of Silesia, e.g. by adding them to documents that prospective employees are obliged to get familiar with before they sign their contracts of employment. | End of 2017 | Department of Education<br><br>Department of Human Resources and Social Affairs<br><br>*Rector's Proxy for* Human Resources | HM Rector of the University of Silesia<br><br>University of Silesia Senate |
| **Professional attitude, Responsibility** | Implementation of the regulation on the preparation, realisation and financial settlement of research projects funded or co-funded with resources for the financing of science and with other domestic sources. | End of 2016 | Department of Education<br><br>Centre for Projects and Cooperation with Industry | Vice-Rector for Research |
| | Implementation of the regulation on risk management and monitoring in the process of project realisation and through the entire project durability period. | End of 2017 | | |
| **Contractual and legal obligations, Teaching** | Elaboration of a model scope of responsibilities and duties of an academic teacher - in compliance with the requirement set forth in Art. 130.1. of the Act of 27 July 2005 - Law on Higher Education and adding it, in the form of an annex, to an appointment / a contract of employment. | End of 2017 | Department of Human Resources and Social Affairs<br><br>*Rector's Proxy for* Human Resources | HM Rector of the University of Silesia<br><br>University of Silesia Senate |
| **Value of mobility** | Improving researchers' knowledge and awareness of the available sources of funding of foreign travel. Development of a database with a search engine. | End of 2017 | Department of International Relations | Vice-Rector for International and Domestic Cooperation |
| | Elaboration of a step-by-step brochure on formal terms and conditions governing travel of various groups of persons (e.g. students, doctoral | End of 2017 | | |

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| | candidates, academics). | | | |
| **Evaluation/appraisal systems** | Modification of the academic teacher evaluation form template and addition of elements that follow from the principles laid down in the European Charter for Researchers. | End of 2017 | Department of Human Resources and Social Affairs<br><br>*Rector's Proxy for* Human Resources | HM Rector of the University of Silesia |
| **Funding and salaries** | Improving researchers' knowledge and awareness of the financial and non-financial benefits available at the University of Silesia. Refining the University's HR policy with regard to the adjustment of salaries to ensure that they are commensurate with employees' level of qualifications and scope of responsibilities. | End of 2018 | Department of Human Resources and Social Affairs<br><br>*Rector's Proxy for* Human Resources | HM Rector of the University of Silesia |
| **Stability and permanence of employment** | Modification of the University's HR policy to allow for the performance of tasks related with academic advancement. | End of 2018 | Department of Human Resources and Social Affairs<br><br>*Rector's Proxy for* Human Resources | HM Rector of the University of Silesia |
| **Access to career advice** | • Elaboration of staff professional development policy based on academic advancement: assistant, adjunct, postdoctoral degree, and professor.<br><br>• Elaboration of career development paths: research-teaching, research, teaching, organisational - offering managerial/executive positions, supporting organisational talents, developing competency profiles, identifying competency gaps and ways of addressing those (guidance methods, trainings, self-education).<br><br>• Defining the role of doctoral advisors and their duties and responsibilities with regard to supporting early-stage researchers. | End of 2018 | Department of Human Resources and Social Affairs<br><br>*Rector's Proxy for* Human Resources | HM Rector of the University of Silesia |
| **Teaching** | Modification of the University's HR policy and inclusion of aspects related to | End of 2018 | Department of Human Resources | HM Rector of the University of |

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| | the development of academic staff and teaching, and implementation of systemic actions facilitating development. | | and Social Affairs<br><br>*Rector's Proxy for* Human Resources | Silesia |
| **Transparency** | Modification of the University's HR policy with respect to provision of feedback on recruitment process results and informing candidates about the strengths and weaknesses of their applications. | End of 2018 | Department of Human Resources and Social Affairs<br><br>*Rector's Proxy for* Human Resources | HM Rector of the University of Silesia |

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