



Lecturer - English language teacher at the Language Centre at Lodz University of Technology – 3 positions

Lodz University of Technology is one of the best technical universities in Poland. It has over 75 years of tradition and experience in educating staff and conducting scientific research. It is an attractive partner for business. We cooperate with the largest companies in the country and abroad. We conduct research at the European level, create new technologies and patents in cooperation with the best research centres around the world. One of the pillars of the of Lodz University of Technology's management is the equal treatment of employees regardless of their gender, age, race or other demographic and social characteristics. In 2016, TUL was the first technical university in Poland to receive the HR EXCELLENCE IN RESEARCH logo, confirming that the University applies the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers".

The Language Centre at Lodz University of Technology invites ambitious and committed individuals who would like to gain valuable experience as a teacher of English at a university. This is a unique opportunity for those with no or little teaching experience (less than 2 years) to start a career in a dynamic and supportive work environment. We offer mentoring support from experienced Language Centre staff, the opportunity to develop your teaching skills and make a real impact on the development of our students.

1. Requirements for the candidate (description of precise knowledge, qualifications, skills and professional experience).

Necessary requirements:

- a degree in English philology,
- a Master's degree,
- knowledge of language teaching methodology,,
- full availability to do didactic work at various levels of proficiency,
- full readiness to work,
- knowledge of the Common European Framework of Reference for Languages (CEFR).

Additional requirements:

- ability to think critically and solve problems effectively,
- ability to work in a team, communication skills,
- ability to take initiatives and act consistently,
- experience in a similar position will be an added bonus,
- documented participation in training courses (internships, courses) to improve professional qualifications, which will be evaluated for their usefulness in the work at the Language Centre,
- proficiency in MS Office.



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2. Working conditions and privileges associated with the position.
 - contract of employment,
 - opportunities for active professional development, enhancement and acquisition of new skills (national and international travel, training),
 - modern working conditions.
3. Description of the expected tasks and responsibilities.
 - teaching and educating students by carrying out the teaching load,
 - other work related to the teaching, learning and education process of students,
 - participating in the organizational work of the University,
 - continuous professional development.
4. List of required documents:
 - 1) application for employment to the Rector of TUL;
 - 2) Personal questionnaire for a person applying for employment at the Lodz University of Technology, constituting Annex No. 1.1 to the "OTM-R POLICY - OPEN, TRANSPARENT, SUBSTANTIVE RECRUITMENT PROCESS";
 - 3) The clause on the protection of personal data, constituting Appendix No. 1.2 to the "OTM-R POLICY - OPEN, TRANSPARENT, SUBSTANTIVE RECRUITMENT PROCESS";
 - 4) Consent to the processing of personal data, constituting Appendix No 1.3 to the "OTM-R POLICY - OPEN, TRANSPARENT, SUBSTANTIVE RECRUITMENT PROCESS";
 - 5) copies of diplomas;
 - 6) other documents confirming the qualifications held.
5. How to submit documents and the deadline (including indication of the possibility of collecting them)
In writing to the following address:
Lodz University of Technology Language Centre
al. Politechniki 12, 93-590 Łódź
or
 - By e-mail to: cj.sekretariat@info.p.lodz.plCandidates' documents will be accepted until **23/08/24**. The date of receipt of the documents counts.
6. Contact person details as well as postal and electronic addresses to which documents and their scans can be sent
Alina Wolińska-Domagala
e-mail: cj.sekretariat@info.p.lodz.pl
7. Expected date of conclusion of the selection process: **September 2024**.



8. Profile description of the unit launching the competition

The Language Centre at Lodz University of Technology is committed to the highest teaching standards and creates an open, friendly learning and working environment. We help students improve their linguistic and extra-linguistic competences necessary to find their own way in the contemporary, multicultural, dynamically developing labour market.

The Language Centre at Lodz University of Technology:

- has modern technical equipment necessary to conduct classes at a high level,
- supports innovative activities as well as professional and personal development of its employees,
- provides an attractive offer of language training and the development of social skills required in the labour market,
- actively works for the academic community of TUL, playing a strategic role in it,
- supports the development of student culture and is actively involved in the student educational process,
- is efficiently managed, has an organizational structure adapted to the performed and assumed tasks and an integrated control system.

9. If sending the documents by post, the envelope should be marked "job applicant offer".

10. The organiser reserves the right to cancel the selection process without giving reasons.

11. The outcome of the selection process is not equivalent to the establishment of an employment relationship with the University.



**PERSONAL INFORMATION FORM FOR APPLICANTS FOR EMPLOYMENT AT
LODZ UNIVERSITY OF TECHNOLOGY**

- 1. First name(s) and family name
- 2. Date of birth
- 3. Contact details
- 4. Education (where required for specific duties or jobs)

.....
(name of school and graduation date)

.....
(occupation, specialisation, degree, professional title, academic title)

- 5. Professional qualifications (where required for specific duties or jobs)

.....
(courses, postgraduate education, other forms of further development of knowledge and skills)

- 6. Employment history (where required for specific duties or jobs)

.....
(employment periods and jobs held at previous employers')

- 7. Additional personal information, where the right or the duty to disclose it exists under specific regulations

.....
(place and date)

.....
(signature of the applicant)



Data Privacy Statement for job candidates

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation, Official Journal of the EU L 119/1), hereinafter referred to as "GDPR", we inform you as follows:

- 1) Lodz University of Technology with the registered office in Lodz is the Controller of your personal data;
- 2) We have appointed a Data Protection Officer to supervise the compliance of personal data processing, who can be contacted in matters concerning the protection of your personal data at the following e-mail address: iod@adm.p.lodz.pl; telephone number: 42 631 2039; or in writing to the address of our registered office: Lodz University of Technology, Żeromskiego 116, 90-924 Łódź;
- 3) As the controller, we will process your data for the purpose of the recruitment process for the position indicated, based on your consent (Article 6(1)(a) GDPR);
- 4) You have the right to withdraw your consent to the processing of your personal data at any time, but such withdrawal shall not affect the lawfulness of the processing effected on the basis of your consent prior to its withdrawal;
- 5) You have the right to lodge an objection against the processing of the data as set out above at any time. We will cease to process your data for these purposes unless we can demonstrate that there are compelling legitimate grounds for us to do so which override your interests, rights, and freedoms, or that your data will be required for the possible establishment, assertion, or defense of claims;
- 6) Your personal data provided in the CV, personal information form for the applicant for employment, and copies of documents supporting your professional experience, education, additional credentials and qualifications will be processed for the period in which claims related to the recruitment process may arise, i.e. for 6 months following the conclusion of the recruitment process. For individuals who have given their consent to the processing of personal data for the purposes of future recruitment, for a period of 12 months following the conclusion of the recruitment process during which the consent has been given;
- 7) Only individuals authorized by the Controller to process your data in the performance of their duties will have access to your data;
- 8) Your personal data will not undergo automated processing and will not be subject to profiling;
- 9) Under GDPR, you shall further have:
 - a) the right to access your data and to receive copies thereof,
 - b) the right to rectification (amendment) of your data,
 - c) the right to erasure/to be forgotten, restriction of data processing,
 - d) the right to data portability,
 - e) right to file a complaint to the supervisory authority - President of the Personal Data Protection Office, Stawki 2, 00-193 Warsaw.

.....
(date and signature of the candidate)



**Consent of the candidate to the processing of personal data
(pursuant to Article 7 GDPR)**

I consent to the processing of my personal data by Lodz University of Technology, the Controller of the data included in the following documents that I have submitted:

.....
.....

for the purpose of recruitment/employment*.

I hereby declare that I have been informed of the right to withdraw my consent at any time, effective as of the date of submission of the withdrawal of consent.

The Controller (or an authorised representative) has also informed me that the withdrawal of consent does not affect the lawfulness of the processing performed on the basis of the said consent prior to its withdrawal.

.....
(date and signature of the candidate)

* delete as appropriate