Annex no. 1

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Assistant professor in the group of teaching staff, Institute of Mathematics**

Lodz University of Technology is one of the finest universities of technology in Poland. Its tradition and experience in training professionals and conducting research date back 80 years. It is an attractive partner for business. It cooperates with the largest national and international corporations. It conducts research of a European standard, develops new technologies and creates innovation in collaboration with the leading research centers all over the world. One of the pillars of Lodz University of Technology management is equal treatment of staff 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 award certifying that the University adheres to the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

1. **The requirements to be met by the candidate (detailed description of the knowledge, qualifications, skills, and professional experience).**

• at least the Doctor of Philosophy degree in the discipline of mathematics;

• scientific achievements documented by publications in journals from the former list A of the Ministry of Science and Higher Education or the current list of the Ministry of Science and Higher Education

• knowledge of sufficient topics related to the following fields of mathematics and computer sciences in area of statistical data analysis;

• at least intermediate level of knowledge of the R programming language

• at least intermediate level of knowledge of the Python programming language and basics of its main libraries for data processing;

• knowledge of the Excel spreadsheet and any data base query language (e.g. SQL);

• knowledge of selected Big Data technologies is an additional advantage;

• knowledge of basics of constructions of statistical models;

• teaching experience in conducting classes at a university;

• the ability to independently prepare didactic or scientific publications;

• documented participation in realization of research or supporting economic environment projects;

• experience in conducting laboratory classes in the field of data analysis;

• experience in speaking at national and international conferences;

• knowledge of the Polish language at a level that allows conducting classes;

• knowledge of the English language at a level not lower than C1;

• the ability to publicly present the results of own work.

1. **Specification of the terms and conditions of employment and authority associated with the position.**

• full time;

• expected start date of employment: October 01, 2024;

• the selected Candidate will be employed for a period of 12 months (until September 30, 2025);

• stationary work;

• powers related to the position held:

- the possibility of developing a teaching and scientific career;

- possibility of research trips to European research centers;

- possibility of participating in national and international conferences;

- possibility of publishing didactic and scientific papers in journals;

**3. Description of the expected responsibilities and duties.**

• support for the university's teaching process;

• teaching classes;

• preparation and implementation of projects financed from public and non-public funds;

• advancement of teaching process;

• high interpersonal skills, allowing for effective teamwork;

• accuracy in performing assigned tasks and ease of adapting to procedures related to the organization of education;

• participation in organizational work for TUL.

**Tasks included in the scope of responsibilities include:**

• conducting teaching classes in Polish and English (including highly specialized ones combining mathematical and IT competences)

• preparation of teaching materials (including publication of scripts, textbooks, etc.)

• preparation and implementation of grant applications/projects (e.g. offered by institutions such as NCN, NCBiR, NFGWiOŚ, FNP) and cooperation in this respect with the economic environment;

• participation in organizational work for the Institute of Mathematics and the University (competence and diploma examinations, promotional campaigns, recruitment works, etc.).

**4. List of the required documents:**

1) application for employment to the Rector of Lodz University of Technology;

2) personal questionnaire for a person applying for employment at Lodz University of Technology, as provided in Annex no. 1.1 to the OTM-R Policy - Open Transparent Merit-Based Recruitment;

3) Data Privacy Statement as provided in Annex no. 1.2 to the OTM-R Policy - Open Transparent Merit-Based Recruitment;

4) Consent to the processing of personal data, as provided in Annex no. 1.3 to the OTM-R Policy - Open Transparent Merit-Based Recruitment;

5) true copies/copies of diplomas;

6) other documents proving the qualifications.

**5. The place, manner, and deadline for submitting the documents (as well as information concerning their return);**

Applications for the competition should be delivered to the following address

Institute of Mathematics of the Lodz University of Technology

90-924 Lodz, ul. Zeromskiego 116

with the note "Competition for the assistant professor position at I73" or sent by e-mail to the e-mail address: w7i73@adm.p.lodz.pl with the note "Competition for the position of assistant professor at I73" **by August 31, 2024.**

What counts is the date of receipt of the documents by the Institute of Mathematics. Candidates will be able to collect the documents submitted by them related to the competition for a period of 30 days from the date of the end of the competition.

Candidates meeting the formal requirements will be invited for an interview. Information regarding the interview will be sent to Candidates by e-mail.

**6. Contact person and postal and e-mail addresses to which documents or scans thereof may be forwarded;**

Additional information on the competition is provided by professor Katarzyna Szymańska-Dębowska, PhD, DSc; e-mail: katarzyna.szymanska-debowska@p.lodz.pl

**7. The expected date of the announcement of the decision –** September 15, 2024

**Additional information for candidates:**

8. The Institute of Mathematics is one of three units forming the Faculty of Technical Physics, Computer Science and Applied Mathematics (FTIMS) of the Lodz University of Technology.

The Institute conducts research related to the following modern areas of science: dynamics and control of systems in biomedical applications, dynamical systems and optimization in life sciences and medicine, non-linear and non-local boundary problems for differential equations, qualitative theory of difference equations, non-linear analysis, graph theory, combinatorial optimization using metric-type structures, algebraic structures in analysis and topology, statistics and probability theory, application of data analysis methods, financial and insurance mathematics, life and property insurance, insurer solvency and incomplete financial markets, set theory, real and complex analysis, iterated function systems, functional inequalities.

9. If documents are to be sent by post, please write on the envelope 'Job Application'.

Annex no. 1.1

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**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…………………………………………………………………………..

(provided by the applicant)

1. Education (where required for specific duties or jobs) ………………………………….

(name of school and graduation date)

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(occupation, specialization, degree, professional title, academic title)

1. Professional qualifications (where required for specific duties or jobs………………….

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

1. Employment history (where required for specific duties or jobs) ………………………

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(employment periods and jobs held at previous employers')

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

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 (place and date) (signature of the applicant)

Annex no. 1.2

to The OTM-R POLICY - OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**Data Privacy Statement for job candidates**

1. The administrator of your data processed as part of the recruitment process is Lodz University of Technology (address: 90-924 Lodz, 116 Żeromskiego St., phone: +48 42 631 29 29), represented by the Rector as the employer.
2. At the Lodz University of Technology you can contact the Data Protection Officer at: iod@adm.p.lodz.pl, phone: +48 42 631 20 39.
3. Lodz University of Technology will process your personal data to the extent indicated in the labor legislation for the purpose of the current recruitment procedure (Article 6(1)(b) of the GDPR), while other data, including contact data, on the basis of consent (Article 6(1)(a) of the GDPR), which may be revoked at any time.
4. Lodz University of Technology will process your personal data, also in subsequent recruitment of employees, if you give your consent (Article 6(1)(a) GDPR), which may be revoked at any time.
5. If the documents include data referred to in Article 9(1) of the GDPR, your consent to their processing will be required (Article 9(2)(a) of the GDPR), which may be revoked at any time. (Article 22 of the Labor Code and §1 of the Regulation of the Minister of Family, Labor and Social Policy of December 10, 2018 on employee records).
6. Personal data will be disclosed to persons acting under the authority of the controller and having access to personal data, processing them only on the instructions of the controller, unless required by European Union or Member State law.
7. Your data collected in the current recruitment process will be stored until the end of the recruitment process. In the case of your consent to the use of personal data for future recruitment, your data will be used until the end of the calendar year in which the recruitment process for which your application was submitted ended.
8. You have the right to:
9. the right to access your data and to receive a copy of it;
10. the right to rectify (correct) your personal data;
11. the right to restrict the processing of your personal data;
12. the right to delete your personal data;
13. the right to lodge a complaint with the President of the Personal Data Protection Office (to the address of the Personal Data Protection Office: 2 Stawki St., 00 - 193 Warsaw)

Information on data requirement: Your submitting personal data to the extent of Article 221 of the Labor Code is necessary to participate in the recruitment procedure. Your provision of other data is voluntary.

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(date and signature of the candidate)

Annex no. 1.3

to The OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT

**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 authorized 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.

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(date and signature of the candidate)

\* delete as appropriate.