

## Process Description

Case numer: 2021PL665028

Name Organisation under review: The John Paul II Catholic University of Lublin

Organisation's contact details: Al. Raclawickie 14, Lublin, 20-950, Poland

Date endorsement charter and code: 31/07/2021

## Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 , as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
S. Dr. Habil. Beata Zarzycka, Prof. KUL	Head of SC, Chair of WG2	yes	yes	Vice-rector for Science and Human Resources
Dr. Habil. Ewa Trzaskowska, Prof. KUL	member of SC, Chair of WG1	yes	yes	Vice-rector for Education
Rev. Prof. Dr. Habil. Mirosław Sitarz	member of SC, Chair of WG3	yes	yes	Vice-rector for Missions and Administration
Dr. Habil. Beata Piskorska, Prof. KUL	member of SC, Chair of WG4	yes	yes	Vice-rector for Students, Doctoral Students and Development
Rev. Prof. Dr. Habil. Marcin Składanowski	member of SC	yes	no	Head of Department of Strategy and University Development
Konrad Konefał, MA	member of SC	yes	no	Director for HR and Organization
Urszula Czyżewska, PhD	secretary of SC, member of WG1-WG4	yes	yes	Department of Research Projects
Anna Hałas, MA	member of WG1	no	yes	Head of Department of Education
Dr. Habil. Paweł Fajgielski	member of WG1	no	yes	Faculty of Law, Canon Law and Administration
Dr. Habil. Konrad Kubiński,	member of WG1	no	yes	Faculty of Natural Sciences

Prof. KUL				and Health
Elżbieta Nawrocka, MA	member of WG1	no	yes	administrative staff of Faculty of Law, Canon Law and Administration
Magdalena Brzezińska, MA	member of WG1, WG3-WG4	no	yes	Head of Personnel Affairs Department
Małgorzata Panas, MA	member of WG1, WG4	no	yes	Organisational and Legal Department
dr hab. Justyna Szulich-Kałuża, prof. KUL	member of WG2	no	yes	Faculty of Social Sciences
Dr. Habil. Anna Nakoneczna-Szafranek, Prof. KUL	member of WG2	no	yes	Faculty of Natural Sciences and Health
Damian Liszka, MA	member of WG2	no	yes	Head of Department of Academic Performance Evaluation
Agnieszka Pajdowska, MSc Eng	member of WG2	no	yes	administrative staff of Faculty of Social Sciences
Agnieszka Hunicz, MA	member of WG2	no	yes	Personnel Affairs Department
Katarzyna Misiewicz-Osemek, MA	member of WG2-WG3	no	yes	Head of Organisational and Legal Department
Rev. Dr. Habil. Paweł Kaleta, Prof. KUL	member of WG3	no	yes	Faculty of Theology
Rev. Dr. Paweł Lewandowski	member of WG3	no	yes	Faculty of Theology
Agnieszka Dębska, MA	member of WG3	no	yes	administrative staff of Faculty of Theology
Dr. Habil. Paweł Nowik, Prof. KUL	member of WG4	no	yes	Faculty of Law, Canon Law and Administration
Małgorzata Torój, PhD	member of WG4	no	yes	Faculty of Social Sciences
Barbara Wawryca, MA	member of WG4	no	yes	administrative staff of Faculty of Philosophy

**Note:** You may add new management departments if needed.

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
research and teaching staff members, researchers, administration staff representatives	on site and online meetings (MS Teams) of WG1-WG4	series of meetings (a total of 18 meetings) concerning the analysis of internal and national guidelines (acts, regulations, resolutions, orders, etc.) governing and affecting the degree of implementation of principles set out in the Charter & Code (desk research) and an attempt to assess the degree of implementation took place between February and May 2022
research and teaching staff members, technical and research staff members, researchers and doctoral students at the KUL Doctoral School (i.e. researchers ranging from R1 to R4)	an online questionnaire completed by respondents (CAWI - Computer-Assisted Web Interview) prepared by the KUL Centre for Social and Economic Analyses	the survey was conducted between March and May 2022: preparation of research tools / survey organisation: March 2022; the administration of the survey: March-April 2022; preparation of a survey report: May 2022; 820 persons were employed in the aforementioned positions in the reference period, which means that 40% of staff members conducting research activities took part in the survey (N=327)

**Note:** You may add new stakeholder groups if needed.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

Under the order of the Vice-Rector for Science and Human Resources No. ROP-0102-11/21 dated 17 December 2021 a Coordination and Management Team for HR Excellence in Research was appointed and its rules of procedure were specified. The Team's responsibilities included: 1) preparation and submission to the Rector for approval of complete documentation required to apply for the HR Excellence in Research award, including, i.e., the developed strategy and internal procedures consistent with the recommendations laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, 2) submission of the developed HR strategy to the Rector, to be further implemented at the University, 3) submission to the Rector of the developed Action Plan aimed at implementing the principles set out in the HR strategy, 4) submission of annual reports on the monitoring of the implementation of principles included in the strategy and the Action Plan. The meeting to inaugurate the Team's operations was held on 28 January 2022. Under the Team's decisions, four Working Groups (WGs) were appointed to perform the above tasks: 1) WG1 dealing with ethical and profession-based aspects, 2) WG2 dealing with researcher recruitment procedures, 3) WG3 dealing with the definition of working conditions and social security, 4) WG4 dealing with training and career development procedures. The tasks of individual work groups included: 1) examining the current degree of the University's compliance with the principles and guidelines set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers; 2) developing proposals for changes, improvements or new regulations covering the subject-matter of individual groups, in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers; 3) holding consultations with internal and external stakeholders to evaluate the developed solutions; 4) submitting draft documents and regulations to the Team. With a view to ensuring the efficient performance of the tasks entrusted to WGs, each group appointed a chair and a secretary from among its members. In order to facilitate the performance of the tasks specified for each WG, a possibility was provided to appoint external experts according to the needs defined by the chairs of the groups. A schedule of work groups was also prepared. A separate e-mail address (research@kul.pl) was created to allow seamless communication and exchange of correspondence. The works of individual WGs were conducted according to the set schedule of meetings, held both online via the MS Teams platform and on site (WG1: 16.02.2022, 15.03.2022, 29.03.2022, 31.05.2022); WG2: 24.02.2022, 10.03.2022, 24.03.2022, 08.04.2022, 29.04.2022, 26.05.2022; WG3: 18.02.2022, 13.04.2022, 01.06.2022; WG4: 17.02.2022, 05.04.2022, 18.05.2022, 06.06.2022). All Meetings of the Team and WGs were recorded by way of minutes. Any documentation related to applying for the EC award (Declaration of Endorsement of and Commitment to the European Charter for Researchers and the Code of Conduct for the

Recruitment of Researchers, covering letters, research tool model, and others) and the results of works performed by individual WG have been filed at the Research Projects Department.

The results of works performed by individual WGs and other documents required to apply for the HR Excellence in Research award were presented at the meeting of the Coordination and Management Team on 22 June 2022. Under the Team's decision, the results of works were approved and referred to further procedures, i.e. the final decision to be issued by the KUL Rector.

Please describe how the Working Group doing the Gap Analysis was appointed:

Work groups (WGs) were established under the order of the Vice-Rector for Science and Human Resources No. ROP-0102-11/21 dated 17 December 2021, and as a result of a decision made by the Coordination and Management Team for HR Excellence in Research on the Chairs of the groups. Given the categories of the principles set out in the Charter and the Code, four Working Groups (WGs) were established: 1) WG1 dealing with ethical and profession-based aspects, 2) WG2 dealing with researcher recruitment procedures, 3) WG3 dealing with the definition of working conditions and social security, 4) WG4 dealing with training and career development procedures. Each WG was composed of the Chair of the group, invited members of WGs representing research and administration staff of the University, and a secretary. Works on the Gap Analysis proceeded along two lines: 1) a desk research into internal and national guidelines (acts, regulations, resolutions, orders, etc.) governing and affecting the degree of implementation of the Charter and the Code, and 2) an anonymous survey with a questionnaire completed independently by researchers (CAWI) who have qualifications characteristic of the defined R1-R4 categories.

During the WG meetings an attempt was made to define the degree of implementation of principles set out in the Charter and the Code on the basis of internal and national legal regulations and the practices adopted by the University. At the same time, the chairs and members of all WGs received the schedule of works on the survey and a draft questionnaire for verification purposes. The objective of the survey was to assess whether the provisions of the Charter and the Code and the practices in place at the University are consistent, on the basis of the opinions expressed by research staff members. The sample group included N=334 respondents. The respondents were recruited: 1) via office e-mail addresses where an invitation to take part in the survey was sent three times with a link to the questionnaire (24.03.2022, 14.04.2022, 28.04.2022), and via the e-KUL platform where an announcement about the survey was published (24.03.2022, 14.04.2022) Moreover, the Chair of the Coordination and Management Team for HR Excellence in Research, S. Dr. Habil. B. Zarzycka, Prof. KUL, sent a letter to Directors of KUL Institutes with a request to remind the academic staff about the ongoing survey. Such communication was also made at the formal meetings of the University Committee for Science.

Based on the provided answers, a survey report was prepared by the KUL Centre for Social and Economic Analyses. Having read the survey report, the members of the WGs again analysed the degree of implementation of principles set out in the Charter and the Code, and prepared the final version of the Gap Analysis and the Action Plan at the last meetings.