WHist-K-2023-06

Call for candidates for the position of a research and teaching assistant

in the Department of 20th century History, Faculty of History, University of Warsaw

Full-time employment planned for 12 months.

Planned gross basic salary: PLN 4 000−4 200 PLN gross per month.

Employment is possible from 1 September 2023.

I. Requirements

Essential criteria

1. Specialization in archival science and records management and in the history of the 20th century.

2. Master's degree in history obtained not earlier than in 2013.

3. Scholarly achievements (publications and conference presentations in the field of specialization).

Desirable criteria

- participation in research projects;

- documented experience in academic teaching;

- other achievements and scholarly awards.

II. Selection procedure:

Application deadline: **19 April 2024.**

The results will be announced by **30 May 2023**, and candidates will be informed by e-mail.

The selection procedure may include an interview and a public lecture to test teaching skills.

The selection procedure is determined by the Statute of the University of Warsaw and the relevant rules of the University of Warsaw and the Faculty of History.

III. Description of responsibilities

1. Conducting scholarly research in the field of history and publishing results both nationally and internationally.

2. Teaching duties per academic year: 210 hours. The successful candidate will teach courses on Basics of archival theory and law, Document and current archives management in an institution, Modern records management, the History of Poland in the 20th century.

3. Willingness to perform assigned organizational functions in the Faculty of History.

IV. How to apply

Required documents:

1. A letter of application (to the Rector of the University of Warsaw).

2. GDPR consent statement (”Information on personal data processing”).

3. A copy of PhD Diploma or relevant document.

4. CV with a list of publications.

5. Description of future research plans.

6. An administrative questionnaire ("Personal questionnaire for the person applying for employment – document docx").

7. Please include in your application the following statement:

   "I am familiar with the conditions of conducting a call for the position of an academic teacher at the University of Warsaw (Decree No. 106 of the Rector of the UW of 27 September 2019, paragraph 1, point 4)."

All documents should be sent by e-mail to the following address:

dziekanat.wh@uw.edu.pl under the title: "Call: 20th Century – Assistant"

ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa
tel.: (+48) 22 55 20 415, (+48) 22 55 24 528
e-mail: dziekanat.wh@uw.edu.pl
www.historia.uw.edu.pl

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 law[9] *(given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment)* for the purposes of this recruitment process [10], whereas other data[11] 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 data[12], 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 consent[13], which may take the following wording:

> *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 dziekanat.wh@uw.edu.pl.

Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.[14]

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.

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

[10] 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).

[11] Art. 6 section 1 letter a of the GDPR.

[12] Art. 9 section 2 letter a GDPR.

[13] Art. 6 section 1 letter a GDPR.

[14] Art. 7 section 3 GDPR.

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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.[15] Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.[16] 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)

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[15] https://www.google.com/about/datacenters/inside/locations/index.html

[16] https://www.privacyshield.gov

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