



UNIVERSITY OF
GDAŃSK

HRS4R

HUMAN RESOURCES STRATEGY FOR RESEARCHERS



ABOUT US

The University of Gdańsk is a dynamically developing institution that combines respect for tradition with a commitment to the new. The University of Gdańsk has been founded on 20 March 1970. Currently, it is the largest university in the Pomorskie Region (Poland). More than 21,000 undergraduate, post-graduate and PhD students are trained at 11 faculties. Academic staff consists of 1800 employees.

The members of the academic staff of the University of Gdańsk conduct scientific and scholarly research on a world-class level, not only creatively expanding the frontiers of knowledge, but also serving the whole of the Pomorskie Region with their knowledge and experience, thus supporting its dynamic and modern development. The expanding relations between scientific activity and business practice at the University of Gdańsk result in numerous expert opinions as well as copyright protected expert reports.

Activities of the academic staff have made the University of Gdańsk an incubator for entrepreneurship in areas such as Biotechnology, Biology, Chemistry and others. The University of Gdańsk cooperates with higher education institutions in most European countries as well as outside Europe.

Various institutes and departments of the University of Gdańsk have obtained, or are in the process of obtaining, the prestigious status of Centres of Excellence, which is the European certificate of quality. Numerous stays abroad carried out by the University's academic staff help them to provide an increasingly modern and open education offer.



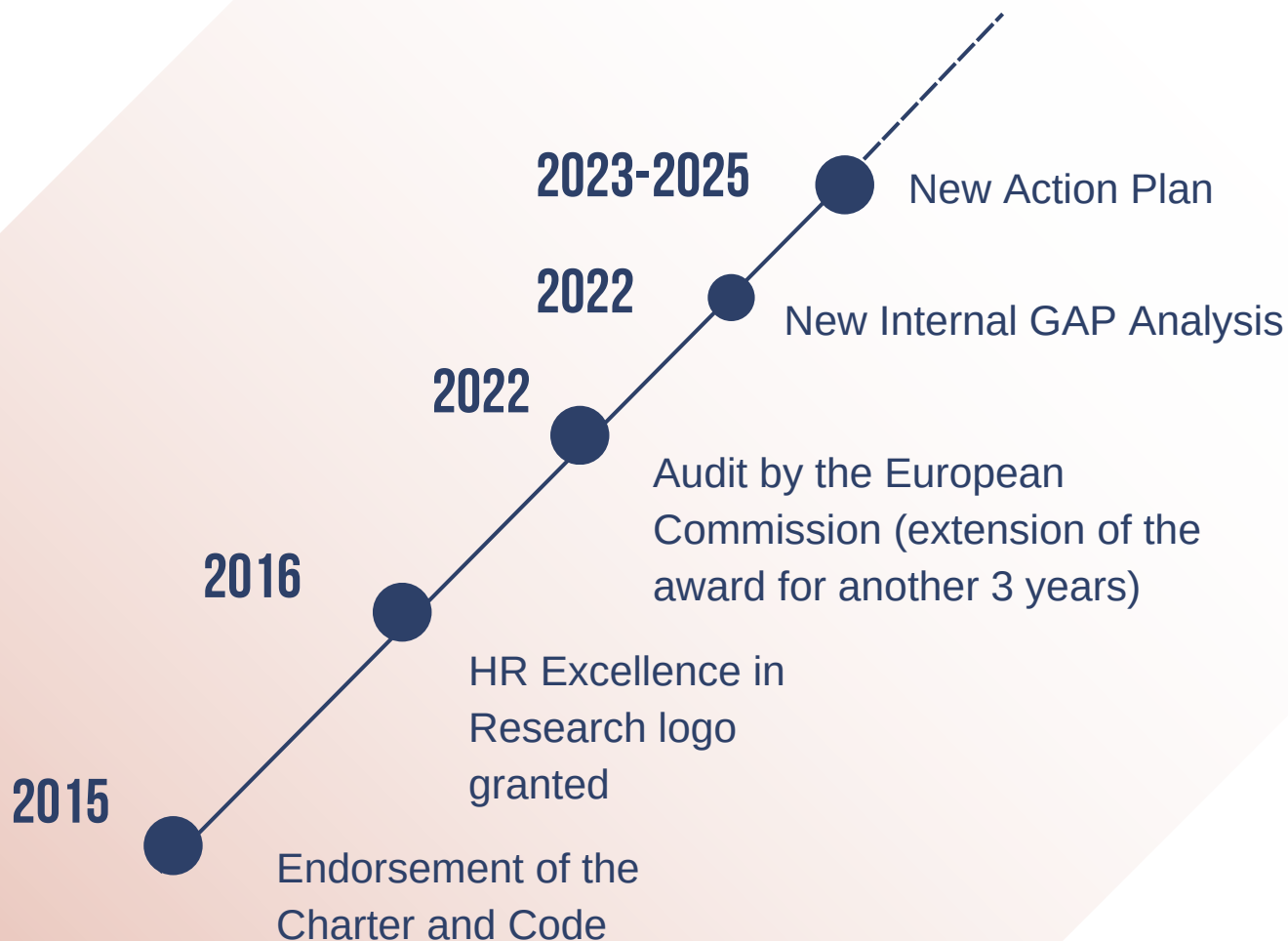
The University of Gdańsk implements its motto: in Mari via tua, and thus serves the development of the Pomorskie Region and the Baltic Sea, which is the wealth of the region.

The core values of the University of Gdańsk are: rational pursuit of the truth through innovative research; pursuit of the best models of scholarship, science, and research available in the world; innovative education serving the development of civilization and society; mutual respect and trust; tolerance of diversity of views; and solidarity of the entire academic community.

The mission of the University is to train highly-valued graduates who will possess broad knowledge, abilities, and competences that are essential in a social-economic life based on knowledge, as well as to continuously contribute to the scientific knowledge in the world and to the solutions of its most important contemporary problems. The next decade of the University's development will be marked by the achievement of new levels of quality in education, research, and co-operation with the community.

Being aware of its own potential, the University of Gdańsk initiates joint initiatives in support of science by research centres and scientific institutions in the Baltic Sea Region. The expansion of research, introduction of new study courses and the expansion of the research and teaching infrastructure will allow the University of Gdańsk to confirm its leadership position among higher education institutions in Poland.

DEVELOPMENT TIMELINE



STEERING COMMITTEE AND WORKING GROUPS

Supporting HR Excellence in Research UG

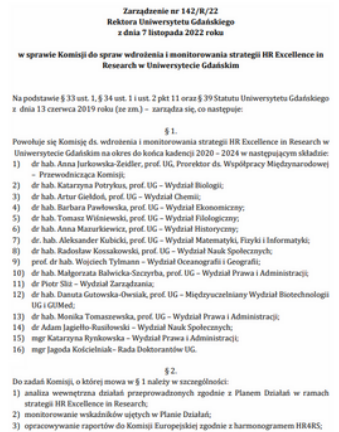


Pursuant to Regulation No. 142/R/22 of the Rector HR Excellence in Research Committee

- steering committees and working groups were established, consisting of representatives of all employee groups, representatives of all faculties, students and doctoral students, as well as representatives of administration employees.

- In the 2024-2028 term, the steering committee was upgraded to the Senate Committee for Academic Staff, having a real impact on important decisions regarding the University of Gdańsk Human Resources Development Policy 2021

- Dr. Katarzyna Świerk – Head of the Science Office – is appointed to cooperate with the European Commission as the HR Excellence in Research Coordinator.



SENATE COMMITTEE FOR ACADEMIC STAFF



Dr Katarzyna Świerk

UG coordinator for HR Excellence in Research

INTERNAL GAP REANALYSIS



The survey, out of 229 participants, included representatives of all job positions at UG, from assistant to full professor (both women and men). On a scale of 1 to 10 - all participants expressed their level of satisfaction above average

1. HR SURVEY



2. FOCUS MEETINGS ORGANIZED AT ALL UNIVERSITY FACULTIES BY HRS4R WORKING GROUPS AFTER CONDUCTING THE SURVEY

3. AUDITORS' RECOMMENDATIONS

Based on 1,2,3

NEW ACTION PLAN 2023-2025

ACTION PLAN 2023-2025



PRIORITY: INCREASING INTERNATIONALIZATION LEVEL

Task/Action	Responsible Unit	Monitoring/Indicators
1.1. English language course – basic skills (A1/A2 level) – administration staff	International Office	Number of participants
1.2. International Office Newsletter – for UG students and staff (in English)	International Office	Newsletter
1.3. Information poles (in Polish and English) on the campus	International Office	Number of information poles
1.3. Visiting Professors scholarship	Visiting Professors Office	Financial support awarded
1.5. “UG international coffee” – series of meetings with UG authorities responsible for international cooperation	International Office	Number of meetings
1.6. Expansion – The UG website in English	Center for Communication and Promotion	English website
1.7. Enhancing international outreach; 2-month visit by the faculty and students of the University of Michigan-Dearborn (classes and open events at three UG faculties: Faculty of Social Sciences, Faculty of Languages, Faculty of Management); Faculty of History offers a class on Polish history to visitors – increasing competencies in teaching in a multicultural context.	Faculty of History – coordinator	3 courses to be offered by visiting professors in the Spring semester, public lectures; Class for foreign students offered by the Faculty of History. Public lectures.
1.8. Enhancing international cooperation; 2-week visit by faculty and students of Valdosta State University to the Faculty of History – increasing diversity at UG campus.	Faculty of History	Free and open academic events organized at the Faculty of History (lectures, trips – list)
1.9. Stimulating Faculty international mobility	Faculty of History	Promotion of international exchange programs; facilitating international mobilities outside Europe within existing agreements, Erasmus+ (global); increased cooperation within SEA-EU
1.10. Electronic application for business trip abroad	Science Office	Number of electronic applications
1.11. Introduction to language policy	Language Policy Development Team	Language policy document

ACTION PLAN 2023-2025



PRIORITY: IMPROVING THE QUALITY OF SCIENTIFIC RESEARCH

Task/Action	Responsible Unit	Monitoring/Indicators
<p>2.1. Activities under the "Excellence Initiative – Research University":</p> <p>a) Program of young leaders of UG research groups – junG</p> <p>b) UG's scientific journals development program</p> <p>c) Publishing program</p> <p>d) Small Grants Program</p>	Science Office	<p>Report</p> <p>Number of grants</p> <p>Financial support awarded</p>
<p>2.2. Development of the research infrastructure base – FarU and Sea EU</p> <p>Development of a platform for reporting data on research equipment for FarU, development of this platform on an ongoing basis in 2024-2025)</p>	<p>SEA-EU Project Manager, Director of Daniel Fahrenheit Union of Universities in Gdańsk</p> <p>UG Library</p>	<p>List of equipment</p> <p>https://research.sea-eu.ug.edu.pl/resources</p> <p>https://faru.edu.pl/en/resources</p>
<p>2.3. Support for scientists applying for grants and implementing projects by organizing training and meetings in the field of obtaining funds for research and project implementation</p>	<p>Scientific Projects Office and UG Development Projects Office</p> <p>UG Library</p>	Number of trainings conducted
<p>2.4. Intensification of campaigns informing about the possibilities of applying for research grants by sending Newsletters of Scientific Projects Office and UG Development Projects Office.</p>	Scientific Projects Office and UG Development Projects Office	Number of Newsletters sent
<p>2.5. Support for initiatives that consider activities disseminating the results of scientific research, e.g., European Researchers' Night.</p>	UG Development Projects Office	Number of trainings conducted
<p>2.6. Series of meetings with the scientists representing the research groups, to improve the knowledge on the scientific involvement of the research groups and knowledge on the research apparatus.</p>	Faculty of Chemistry - coordinator	Percentage of the faculty members and PhD students attended in meeting
<p>2.7. "Piątek na Historycznym" – meeting series – free and open to all; weekly events featuring public lectures, book, promotions, workshops, and events featuring both active and retired faculty members</p>	Faculty of History	Report on the series (list of events organized)
<p>2.8. Effectiveness in research team building - mentoring and visual thinking formula</p>	Faculty of Languages	Participant surveys (before and after training)

ACTION PLAN 2023-2025



Task/Action	Responsible Unit	Monitoring/Indicators
2.9. Support by specialized units of the University of Gdańsk for the commercialization of interests and scientific research of the academic staff to develop research tools in cooperation with the socio-business environment of the University of Gdańsk.	HR Development at the UG Team	Number of beneficiaries
2.10. Introduction of the document "PhD Student's must-know" – a document containing useful information for doctoral students on the organization of education and conducting research	Secretariat of Doctoral Schools, Education Office, Legal Office	The document "PhD student's must-know"

ACTION PLAN 2023-2025



PRIORITY: OPEN SCIENCE AND SOCIAL RESPONSIBILITY

Task/Action	Responsible Unit	Monitoring/Indicators
<p>3.1. Open Access to scientific publications and research results – information on website/trainings for academic staff and PhD students Adoption of a research data management policy within SEA EU and at UG</p>	<p>Science Office UG Library</p>	<p>OA Annual Reports ORD Policy</p>
<p>3.2. Establishment of a central Research Ethics Committee</p>	<p>Vice-Rector for Research</p>	<p>Rector's order</p>
<p>3.3. Organizing two debates called "University Conversations on Ethics" with the participation of the academic community (teachers and administration) and disciplinary officers.</p>	<p>Faculty of Law and Administration</p>	<p>Number of participants</p>
<p>3.4. Identifying the needs and practices of researchers in research data management – meetings with representatives of scientific disciplines.</p>	<p>Research Data Management and Open Science Section, UG Library</p>	<p>Series of meetings with scientists, needs analysis and support plan</p>
<p>3.5. Research data repository</p>	<p>Research Data Management and Open Science Section, UG Library</p>	<p>Core Trust Seal DataCitation index</p>
<p>3.6. EOSC Polish working group</p>	<p>Research Data Management and Open Science Section, UG Library</p>	<p>Consortium member</p>
<p>3.7. ORD Trainings: data management, DMP, data security, repository search workshop, intellectual property rights, personal data</p>	<p>Research Data Management and Open Science Section, UG Library</p>	<p>Training at each department feedback</p>
<p>3.8. Connection to the Polish Platform of Medical Research (PPM)</p>	<p>Research Data Management and Open Science Section, UG Library</p>	<p>UG research data on Polish Platform of Medical Research (PPM)</p>
<p>3.9. Open Ph.D.s in the Knowledge Base</p>	<p>Research Data Management and Open Science Section, UG Library</p>	<p>Uploading doctoral dissertations to the Knowledge Base</p>
<p>3.10. DMPolly (board game) an accessible and fun way to learn about research data management and NCN requirements</p>	<p>Research Data Management and Open Science Section, UG Library</p>	<p>Creating and launching the game</p>

ACTION PLAN 2023-2025



Task/Action	Responsible Unit	Monitoring/Indicators
3.11. Implementation of the regulations of internal reporting at the UG regarding violations of the law and follow-up actions	Legal Office	Regulations and the number of notifications and implemented procedures https://bip.ug.edu.pl/akty_normatywne/108311/zarzadzenie_nr_3r22_rektora_uniwersytetu_gdanskiego_z_dnia_5_stycznia_2022_roku_w_sprawie_wprowadzenia_regulaminu_zgloszen_wewnietrznych_w
3.12. Amendment of the Ordinance of the Rector of the University of Gdańsk on the acceptance and consideration of complaints and applications	Legal Office	Amended Ordinance of the Rector https://bip.ug.edu.pl/akty_normatywne/114282/zarzadzenie_nr_14r23_rektora_uniwersytetu_gdanskiego_z_dnia_7_lutego_2023_roku_w_sprawie_organizacji_przyjmowania_i_zalatwiania_skarg_oraz_wnioskow_w
3.13. Activity of the Equal Treatment and Anti-Mobbing Ombudsman	Equal Treatment and Anti-Mobbing Ombudsman Office	Information on the website
3.14. Actions to increase gender equality: a) GEP implementation (5 main goals) b) Competition "Inclusion of gender in the research" c) Life/work balance – mentoring	Activity of the Equal Treatment and Anti-Mobbing Ombudsman	Information on the website https://ug.edu.pl/o-uczelni/universytet-odpowiedzialny-spolecznie/biuro-rzecznika-ds-rownego-traktowania-i-przeciwdzialania-mobbingowi
3.15. Implementation of the third mission of the university – societal impact and Corporate Social Responsibility (CSR): ·internship program for students and doctoral students ·trainings, workshops and debates ·Open University ·popularization of scientific research results of members of the academic community ·cooperation with the socio-economic environment in the field of SDG (Sustainable Development Goals), as well as local community ·preparing an offer of postgraduate studies in the field of education for sustainable development ·preparing a database of experts in sustainable development of the University of Gdańsk	Center for Sustainable Development	Reports and information on website

ACTION PLAN 2023-2025



Task/Action	Responsible Unit	Monitoring/Indicators
<p>3.16. Arranging “a kids’ play corner” within the common/social space.</p> <p>Organized as a pilot action at the IFB; concept easily adaptable by all the other faculties</p>	Pilot organized by Intercollegiate Faculty of Biotechnology UG&MUG (and any other units joining the action)	Photo
3.17. Active work in a diverse team – workshop (12h)	Intercollegiate Faculty of Biotechnology UG&MUG	Number of speakers/attendees
3.18. Social Responsibility – lectures (15h)	Intercollegiate Faculty of Biotechnology UG&MUG	Number of lectures
<p>3.19. “Open Economic Lectures” – the series of meetings with economics is intended to deepen knowledge in the field of economics and various problems that are described and solved in the framework of economic sciences.</p> <p>Open Economic Lectures are conducted by experienced academic lecturers who combine their scientific and didactic work at the Faculty of Economics with economic practice and involvement in various organizations, institutions and events related to the promotion of economic knowledge.</p>	Faculty of Economics, Vice-Dean for Development and Cooperation with Socio-Economic Environment	Numbers of lectures Number of participants
3.20. Equality behavior in practice – theatre workshops	Faculty of Languages	“Mentimeter” application during training
3.21. National level conference - Chemistry-Business-Environment and panel discussion with representatives of universities, business and local government	Faculty of Chemistry	Number of participants/year
3.22. Popular science lectures for secondary school students to introduce the scientific activities to a wider audience (future students)	Faculty of Chemistry	Number of participants/year

ACTION PLAN 2023-2025



PRIORITY: SUPPORT FOR RECRUITMENT AND EVALUATION OF EMPLOYEES PROCESS

Task/Action	Responsible Unit	Monitoring/Indicators
<p>4.1. Preparation of competency profiles for managerial positions at the University of Gdańsk administration units and diagnosis of the adequacy of the organizational structure of the University of Gdańsk in the context of development challenges and environmental conditions.</p>	<p>UG Rector Deputy Chancellor for HR HR Strategy Development Team at the University of Gdańsk</p>	<p>Preparation of a catalog of job descriptions along with competency profiles</p>
<p>4.2. Revitalization and verification of the objectives of the Periodic Employee Evaluation System for employees of UG administration units.</p> <p>Proposal of a new periodic evaluation model based on competency management.</p>	<p>Deputy Chancellor for HR Human Resources Department</p> <p>Human Resources Management Division at the Faculty of Management</p>	<p>Report</p> <p>A new model of evaluation Number of employees trained in the new model</p>
<p>4.3. Diagnosis of connecting the development goals of the University of Gdańsk with the new model of evaluating academic staff at individual Faculties.</p> <p>Focus meetings with Dean's teams and selected research and teaching staff of the University of Gdańsk.</p>	<p>UG Rector</p>	<p>Report</p> <p>Number of employees diagnosed</p>
<p>4.4. Introduction of tools to support the diagnosis of the evaluation of the trial period after entering work and the assessment of competences and planning further development for newly hired employees.</p>	<p>Team for HR Development at the University of Gdańsk</p>	<p>Document in the form of a procedure Number of people trained in implementing the application of a given tool</p>
<p>4.5. Building a web platform for conducting initial interviews with job candidates at the University of Gdańsk.</p>	<p>Team for HR Development at the University of Gdańsk</p>	<p>Number of people interviewed</p>

ACTION PLAN 2023-2025



PRIORITY: SUPPORT FOR PROFESSIONAL CAREER DEVELOPEMENT AND IMPROVING WORKING CONDITIONS

Task/Action	Responsible Unit	Monitoring/Indicators
<p>5.1. Conducting a diagnosis of current challenges in the field of human resource management in administration units and research teams, including a diagnosis of barriers to efficient performance of work from the perspective of the managerial staff and employees of the University of Gdańsk. Focus meetings with the management staff of UG units.</p>	<p>Deputy Chancellor for HR Human Resources Department</p>	<p>Results of focus meetings Report</p>
<p>5.2. Conducting a diagnosis of the general level of professional satisfaction of the administrative staff as well as research and teaching staff of the University of Gdańsk. Recognition of the conditions and factors shaping the level of perceived satisfaction and commitment by the employees of the University of Gdańsk. Surveys among UG employees. Training of management staff in the interpretation and use of research results.</p>	<p>Deputy Chancellor for HR Human Resources Department Human Resources Management Division at the Faculty of Management</p>	<p>Number of polls Results Report Number of people in training</p>
<p>5.3. Evaluation of development priorities in the field of competencies of the UG managerial staff. Analysis of key factors for the scientific development of academic staff, analysis of the impact of academic staff mobility on scientific achievements.</p>	<p>HR Strategy Development Team at the University of Gdańsk</p>	<p>Report</p>
<p>5.4. Preparation of a catalog of good practices in the field of work organization and human resources management based on existing legal regulations, with particular emphasis on the upcoming changes in labor law and market conditions.</p>	<p>Team for HR Development at the University of Gdańsk</p>	<p>Report</p>
<p>5.5. Creation of a Center for the Improvement of Managerial Competences (CDDK), considering the best academic and business practices, national and international; the creation of CDKK will be based on the potential of human and intellectual capital of the employees of the UG's faculties.</p>	<p>Team for HR Development at the University of Gdańsk</p>	<p>Establishment of CDDK Number of people participating in the program</p>

ACTION PLAN 2023-2025



Task/Action	Responsible Unit	Monitoring/Indicators
5.6. Inclusion of employees with disabilities in the overall management and leading model of UG units, support for diversity management principles based on the CSR approach in a knowledge-based organization.	Team for HR Development at the University of Gdańsk	Number of people participating in the program
5.7. Designing a talent management model for managerial positions in divisions of administrative units based on the identification of the managerial potential and the requirements of the directions of UG development.	Team for HR Development at the University of Gdańsk	Document in the form of a procedure Number of people trained in implementing the application of a given tool Number of people in the talent management plan
5.8. Organization of a development and incentive program for academic teachers, consultations with career advisors and coaches in the direction of career development, interpersonal communication and building personal well-being. Building individual plan programs for further professional development, deepening self-awareness in the area of cooperation in teams at departments and projects, consolidating and learning about one's strengths and improving the quality of interpersonal communication.	Team for HR Development at the University of Gdańsk	Document in the form of a procedure The number of people trained in implementing the application of a given tool Number of people participating in the programs
5.9. Two conferences on Academic Didactics. These conferences aim to share ideas and experience in the field of academic education.	Faculty of Biology	Number of participants
5.10. Training for management staff in the field of: - team building, - managerial competences, - making decisions, - self-presentation in social situations, - social communication, - improving their leadership style	Team for HR Development at the University of Gdańsk	Number of people participating in the training
5.11. The use of the HR Excellence in Research logo in correspondence by employees of the HR Department.	Deputy Chancellor for HR Human Resources Department	Signature in correspondence with the Human Resources Department
5.12. HR Excellence in Research – a international conference organized by the University of Gdańsk with the participation of foreign experts –especially within Sea EU group - exchange of experiences and good practices.	HR Excellence in Research Coordinator Vice-Rector for International Cooperation Sea EU coordinator	Information about the conference on the website/number of participants
5.13. Increasing access to sports facilities a) Construction of the UG Sports Center b) Introducing sports cards for employees	a) Rector b) Department of Social Affairs	a) New contract with constructing company b) Number of issued cards



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