

**Order No 350/2018/2019 of the Rector of Adam Mickiewicz University,
Poznań of 25 September 2019 on the responsibilities of the academic
teacher**

On the basis of Article 23 (2)(2) and Article 116 (5) of the Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668, as amended) and § 3 (2) and (3), § 4 and § 84 (5) of AMU Statutes, the following is ordered:

§ 1

1. The principal duties of academic teachers who are members of teaching staff, research staff, or teaching and research staff are laid down in Article 115 of the Act of 20 July 2018 on higher education and science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as "the Act".
2. An academic teacher, in performing the duties set out in the Act and in these Regulations, shall be guided by the mission and objectives of Adam Mickiewicz University, Poznań, hereinafter referred to as "AMU", as laid down in AMU Statutes.

§ 2

1. The teaching duties of an academic teacher who is a member of teaching staff or research and teaching staff shall include:
 - 1) teaching courses included in the teaching load as well as teaching overtime to the extent and pursuant to the rules laid down in the Act and in the work regulations;
 - 2) periodically checking learning outcomes, including in particular conducting examinations, assessments, and tests;
 - 3) holding teaching-related office hours (consultations) according to a schedule approved by the head of the unit in which the academic teacher is employed, amounting to at least 2 hours per week in the case of full-time employment, but not fewer than 1 hour per week;

- 4) supervising students preparing credit and term papers;
 - 5) preparing documentation on the course of study binding upon the academic teacher;
 - 6) collecting and storing, in accordance with the rules in force at AMU, documentation confirming the achievement of learning outcomes set out in the curriculum;
 - 7) entering data into the USOS system in a timely manner.
2. The head of the unit employing the academic teacher who is a member of teaching staff or research and teaching staff may assign to the academic teacher concerned with duties other than those defined in section 1 which are related to the teaching process.

3. The duties referred to in section 2 may include in particular:

- 1) preparing teaching aids for the courses taught;
- 2) participating in the development and updating of curricula and course plans, including for new fields of study or specialisations;
- 3) developing and updating a curriculum / syllabus for a course taught by the academic teacher;
- 4) reviewing theses of students and final papers of participants of postgraduate studies or other forms of education;
- 5) carrying out periodical verification of learning outcomes in a form other than those specified in section 1 (2);
- 6) supervising theses of students and final papers of participants of postgraduate studies or other forms of education;
- 7) participating in examination boards;
- 8) acting as supervisor over the University's student organisations or doctoral student organisations, including study groups;
- 9) acting as a year tutor;
- 10) preparing students for participation in contests and cultural or sporting events.

§ 3

1. The research-related duties of an academic teacher who is a member of research staff or research and teaching staff shall include:

- 1) carrying out original research that makes a significant contribution to the progress of a given discipline and development work, and developing scholarly or artistic creativity;
 - 2) participating in research or development;
 - 3) disseminating the results of research or development, in particular in the form of prestigious scholarly publications;
 - 4) implementing the results of research or development;
 - 5) actively participating in scientific seminars, conferences or symposia and other forms of scholarly activity;
 - 6) applying for funds for research or training of young staff under national and foreign grant competitions;
 - 7) participating in the implementation of research and implementation projects and research fellowships;
2. The head of the unit employing the academic teacher who is a member of research staff or research and teaching staff may assign to the academic teacher concerned with duties other than those defined in section 1 which are related to research.
 3. The duties referred to in section 2 may include in particular:
 - 1) participating in the commercialisation of research results;
 - 2) organising scholarly seminars, conferences or symposia and other forms of scholarly activity.
 4. The academic teacher shall be required to indicate AMU as the place at which they carry out research or development whose results are the basis for a scholarly publication (the so-called affiliation).
 5. If the scholarly publication referred to in section 4 lacks information on affiliation with AMU, the employee shall make a written statement that the publication is affiliated with AMU, provided that the obligation to make such a statement is stipulated in the internal legal acts of AMU.

§ 4

1. The duties of an academic teacher who is a member of teaching staff, research staff, or research and teaching staff related to participation in organisation work for the benefit of AMU shall include:
 - 1) working in the collegiate bodies of AMU;
 - 2) working in Senate, Rector's, faculty, and other bodies' committees, councils, and panels, as specified in internal legal acts of AMU;
 - 3) holding executive positions at AMU;
 - 4) serving as the head of an organisational unit at AMU other than a faculty or a branch;
 - 5) serving as a representative of the Rector or a dean;
 - 6) cooperating with domestic or foreign research and teaching institutions;
 - 7) participating in promotion undertakings and in cooperation with the social and economic environment of AMU;
 - 8) serving as a member of national or international scholarly bodies, participating in the work of institutions forming the system of higher education and science, and acting for the benefit of this system;
 - 9) serving as a supervisor or assistant supervisor in doctoral procedures, preparing reviews and opinions in doctoral procedures, in habilitation procedures or in procedures for the conferment of the academic title of *profesor*;
 - 10) serving as a reviewer appointed by the Council of Scientific Excellence in cases specified in the Act;
 - 11) serving on editorial boards of scholarly journals and participating in editorial committees;
 - 12) directing or supervising student work internships;
 - 13) performing other organisational work necessary for the proper functioning of AMU and aimed at improving the quality of education and research.
2. The academic teacher shall perform the duties referred to in section 1 if they are assigned in accordance with the procedure and rules laid down in the Act, separate legislation, and internal regulations of AMU or by a decision of the Rector or the head of the unit in which the academic teacher is employed.

§ 5

The duties of an academic teacher who is a member of teaching staff, research staff, or research and teaching staff, related to continuous improvement of their professional competencies shall include:

- 1) participating in conferences and seminars related to their work;
- 2) participating in training courses or other forms of education aimed at improving their teaching or scholarly qualifications;
- 3) participating in and organising workshops for the purpose of exchange of experience and self-improvement.

§ 6

When assigning responsibilities to an academic teacher, the needs of AMU or the organisational unit in which the academic teacher is employed, resulting from the teaching, research and organisational tasks to be performed as well as the staffing, financial, and material resources of AMU, shall be taken into account.

§ 7

1. An academic teacher who is a member of teaching or research and teaching staff shall fulfil the duties referred to in § 2 also in terms of participation in the training of doctoral students.
2. An academic teacher who is a member of research staff shall participate in the training of doctoral students to the extent laid down in the programme offer of the doctoral school.

§ 8

1. An academic teacher who is the head of:
 - 1) an organisational unit of a School other than a faculty or a branch;
 - 2) an organisational unit of a faculty or a branch;
 - 3) a university-level unit;
 - 4) a university centre;
 - 5) a university facility;
 - 6) a unit established jointly with another entity or a unit from outside AMU

- shall perform, in addition to the duties of the academic teacher laid down herein, the duties resulting from their function.
2. The duties of heads of units referred to in section 1 shall include in particular:
 - 1) organising and supervising the performance of the tasks of the unit;
 - 2) taking care of the continuous improvement of the scholarly level of the unit;
 - 3) supervising the management of the movable property of the unit;
 - 4) ensuring appropriate working conditions for the staff of the unit.
 3. The heads referred to in section 1 (3–6) shall also perform the duties set out in the act establishing the unit or the regulations of the unit.
 4. The director of an institute with an internal organisational structure shall also supervise the operations of the organisational units of the institute.
 5. The duties of the head referred to in section 1 (2) shall also include the organisation of seminars for academic teachers in the organisational units subordinate to the head.

§ 9

The Order shall enter into force on 1 October 2019.

Rector

Prof. UAM dr hab. Andrzej Lesicki