

Dean of the Faculty of Polish Studies, University of Warsaw  
announces a contest  
for a position of full-time teaching lector  
in the Institute of Western and Southern Slavic Studies  
Section of Slavic Languages and Cultures  
(number of positions: 1, contract for 33 months  
anticipated starting day: 1.10.2025)

The candidates have to conform to the conditions stated in art. 113 of the Higher Education and Science Act of 20 July 2018 (consolidated text: Dziennik Ustaw 2024, item 1571) as well as in par. 123, section 1 of the Statute of the University of Warsaw (Monitor UW 2019, item 190).

**Requirements:**

- Master's degree in Serbian studies.
- Knowledge of Serbian as a native language (native speaker).
- A minimum of two years of experience teaching Serbian as a foreign language.

**PRIMARY RESPONSIBILITIES OF THE POSITION:**

- Conducting classes – both open to every student at the University and included in syllabuses of the Faculty of Polish Studies of the University of Warsaw – especially in the practical study of the Serbian language; willingness to continuously improve professional skills and competencies in teaching; tutor students.
- Participating in organisational activities, undertaking and responsibly performing organisational duties and functions, especially those resulting from the current needs of the Faculty of Polish Studies and the Institute of Western and Southern Slavic Studies and related to education conducted in the Faculty; willingness to be involved in the popularization of the Serbian language and culture at the University of Warsaw and the outside environment.

**Required documents:**

1. Application for the contest addressed to the Dean of the Faculty of Polish Studies (please include the reference number of the contest announcement).
2. CV with the information on foregoing didactic and organisational activities as well as a list of publications.
3. Document confirming the acquisition of the master's degree.
4. A personal questionnaire; the form is available on the Human Resources Office's website: [https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/EN\\_KWESTIONARIUSZ\\_OSOBOWY\\_KANDYDAT\\_11\\_2019.docx](https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/EN_KWESTIONARIUSZ_OSOBOWY_KANDYDAT_11_2019.docx).

5. A declaration that the contestant knows and accepts the conditions of the contests for academic teachers published on the website of the Faculty of Polish Studies (<http://www.polon.uw.edu.pl/zatrudnienia>).
6. A declaration that the University of Warsaw will be the primary place of employment of the contestant if they win a contest; the form is available on the Human Resources Office's website: [https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/EN\\_oswiadczenie\\_podstawowe\\_miejsce\\_pracy\\_caly\\_etat-2019.doc](https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/EN_oswiadczenie_podstawowe_miejsce_pracy_caly_etat-2019.doc).
7. Declaration of consent to the processing of candidate's personal data for recruitment processes at the University of Warsaw (with the following content: "I hereby give my consent to the processing of my personal data, included in this application, by the University of Warsaw, headquartered at 26/28 Krakowskie Przedmieście Street, 00-927 Warsaw, to conduct the recruitment process, select an employee and conclude a contract of employment at the University of Warsaw. I have been informed of my rights and obligations. Providing my personal data is voluntary") together with the form "Information on the processing of personal data" available on the Human Resources Office website: [https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/Klauzula-informacyjna-przy-rekrutacji-do-pracy\\_11\\_2019\\_EN.docx](https://bsp.adm.uw.edu.pl/wp-content/uploads/sites/18/2021/01/Klauzula-informacyjna-przy-rekrutacji-do-pracy_11_2019_EN.docx)

**The above-mentioned documents should be sent by e-mail to: konkursy.polon@uw.edu.pl (in the form of pdf files, preferably all documents in one file labelled 'name – contest'). **Please include the contest reference number in the subject line of the message.****

The documents listed in items 1, 2, 4, 5, 6, 7, and 8 must be accompanied by a handwritten signature (and scanned as such).

Candidates are required to present original documents to the contest committee on request.  
In case of employment, the successful candidate is required to provide original documents.

#### **APPLICATION DEADLINE: 14.05.2025**

Applications sent after this deadline will not be considered.

The Faculty Contest Committee will adjudicate the contest in accordance with Ordinance No. 106 of the Rector of the UW dated September 27, 2019 (consolidated text: Announcement No. 25 of the Rector of the University of Warsaw dated 7.09.2020, Monitor UW of 2020, item 388) and the Rules of the Faculty of Polish Studies, University of Warsaw, attached to Ordinance No. 13 of the Rector of the University of Warsaw dated 22.01.2020 (Monitor UW of 2020, item 42).

The Committee, after conducting a preliminary selection procedure, may decide to interview the selected candidates.

Candidates will be informed about the results of the contest by email.

The Faculty of Polish Studies reserves the right to postpone the date of the contest settlement.

The contest is the first stage of the procedure described in the Statute of the University of Warsaw for employment as an academic teacher, and its positive outcome is the basis for further proceedings.

**Information on the Internal Reporting Procedure at the University of Warsaw  
based on the Act of 14 June 2024 on protection of whistleblowers**

The University of Warsaw has a procedure for whistleblowers to report violations of the law and take follow-up action – the Internal Notification Procedure, attached to the *UW Rector's Ordinance No. 94 of 17 September 2024 on the procedure for whistleblowers to report violations of the law and take follow-up action at the University of Warsaw*, published and available in the Monitor UW, item 266. [M.2024.266.Zarz.94.pdf](#) [in Polish].

Expected date of contest adjudication: 24.06.2025

Warsaw, 14.04.2025