**MODEL SCOPE OF RESPONSIBILITIES OF**

**ACADEMIC TEACHER**

**(faculty staff member group)**

Full name: ………………………………….

Position: ……………………………….… (faculty staff member)

Work time: ………………………………….

Place of work: ………………………………….

Line manager: …………………………….……………………………..

The Employee is obliged to carry out their duties in a diligent and thorough manner, while respecting the rules of the workplace and working discipline and following the instructions of their managers.

In particular, the Employee is obliged to:

* comply with the working regulations and other rules in force at the Jagiellonian University;
* make full and effective use of their working time;
* comply with the Occupational Health and Safety, as well as Fire Safety regulations;
* undergo pre-employment, periodic and check-up health examinations;
* respect confidentiality requirements specified in separate regulations;
* comply with personal data protection regulations;
* protect the reputation and property of the Jagiellonian University;
* properly secure working tools, devices and workplaces;
* work on improving professional skills, competences and qualifications;
* substitute for other staff members if necessary, as directed by the line manager;
* immediately notify the line manager of any accidents noticed on the premises of the Jagiellonian University or threats to human life and health;
* notify the Office of Human Resources of the Jagiellonian University of any changes concerning personal data.

Academic teachers work based on a task-oriented work schedule, based on the following proportions:

1. teaching duties – 90% of working time;
2. organisational duties – 10% of working time.

The basic duties of an academic teacher employed in the faculty staff member group include:

1. educating and teaching students, as well as participating in the education of doctoral candidates;
2. participating in the realisation of the operational plans of the employing entity;
3. taking part in the process of improving the University’s educational offer;
4. working on and sharing class materials, as well as organising office hours for students and doctoral candidates, in line with the regulations in force at the Jagiellonian University;
5. documenting the content and methodology of the organised classes, as well as updating and maintaining the documentation in line with the regulations in force at the Jagiellonian University;
6. participating in the processes of evaluation and improvement of the quality of education;
7. continuously improving professional competences, with focus on teaching competences, as well as building knowledge and skills connected with the subjects of the organised classes;
8. participating in organisational work for the benefit of the Jagiellonian University, comprising ..............................\*;
9. carrying out tasks concerning the organisation of educational processes in the employing entity, the scope of which are to be defined by the managers and supervisors;
10. teaching the assigned contractual teaching load, and in special cases justified by the need to teach the curriculum, teaching overload, in line with the applicable laws and regulations;
11. cooperating with the social and economic environment of the University;
12. carrying out other tasks, assigned by the faculty authorities or line manager, pertaining to professional work or to the operations of the faculty or entity.

The basic duties of an academic teacher employed in the faculty staff member group as assistant professors, university professors or full professors also include:

1. participating in research concerning academic teaching, as well as disseminating the results of the conducted studies (while indicating the Jagiellonian University as the affiliation of the author);
2. initiating and carrying out educational projects, in agreement with managers and supervisors;
3. carrying out tasks pertaining to the development of academic staff;
4. initiating and developing international cooperation;

\* the scope of organisational work is set out by line manager.

The scope of responsibilities does not cover any duties carried out in connection with the process of commercialisation of scientific research.

I hereby declare acknowledging and accepting this scope of duties.

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| ............................................................... | …………............................................ |
| (date and Employee signature) | (Line Manager signature and stamp) |

Accepted by:

…………………………………………………..

(date and signature of the Dean or Director/Manager of a non-faculty or intra-faculty unit)

Line manager may not limit the scope of duties and responsibilities of the Employee indicated in this document; they may, however, specify additional duties and responsibilities.