# Action Plan 2024-2026

|  | GAP Principle(s) | Timing (at least by year's quarter/semester) | Responsible Unit | Indicators/Target(s) |
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| 1. Updating the unified guidelines for funding scientific publications | Research freedom | Q2.2025 | Office for Research | Publication of existing rules on the extranet<br><br>Publication of the guidelines on the extranet and on the University website with an information campaign |
| 2. Full implementation of an electronic workflow for obtaining Bioethics Committee approval and clinical data for research projects | Contractual and legal obligations | Q3.2024 | Office for Research | Digitisation for efficiency and streamlining of the Bioethics Committee approval process<br><br>Optimisation and monitoring of the process |

| 3. Raising staff awareness of intellectual property rights | Contractual and legal obligations | Q2.2025 | Center of Technology TransferCenter of Technology Transfer | Number of people attending training<br><br>Number of articles, mailings<br><br>Number of people attending training |
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| 4. Raising staff awareness of the requirements for individual appraisal of academic staff | Evaluation/ appraisal systems | By Q2 2026 | Department of Human Resources | Regular training for unit managers on reinforcement, appraisal, disciplinary interviews<br><br>Adaptation of the evaluation principles, taking into account all types of academic and scientific activities at MUG and their publication<br><br>Defining a timetable for scientific-academic evaluations |
| 5. updating the rules of the recruitment process (competitions for the initial employment of academic staff and recruitment, project recruitment) of Polish | Recruitment | Q1.2025 | Department of Employee Development Support | Publication of current versions of documents on the extranet<br><br>Publication of current recruitment rules in Polish and English on the |

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| and foreign staff | | | | extranet<br><br>Publication of the current rules for competitions for the initial recruitment of academic staff in Polish and English on the extranet<br><br>Publication of the current rules for competitions for supervisors in Polish and English on the extranet |
| 6. Review of motivational tools available to managers to increase the motivation of researchers | Judging merit (Code) | Q4.2025 | Department of Employee Development Support | Internal analysis of available and applied motivational tools – reports on the analyses carried out |
| 7. development of a support plan for staff returning to work after a career break | Variations in the chronological order of CVs (Code) | Q2.2025 | Department of Employee Development Support | Schedule of meetings with the heads of the units<br><br>Meeting notes summarising current policy in the units<br><br>Survey of academic staff to identify support expectations<br><br>Development of support policies and their publication on the |

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| 8. Centralisation of the academic mobility process for MUG staff | Recognition of mobility experience (Code) | Q2.2025 | Department of International Relations | Publication of the current research visit policy on the extranet and University website<br><br>Establishment of a contact point for mobility |
| 9. Organising information for employees on employment law regulations and opportunities (remote working, employment law in relation to parenthood, flexible working hours) | Working conditions | By Q2 2026 | Department of Human Resources | Redevelopment of the HR extranet site – divided into areas: 1. Academic staff, 2. Non-academic staff, 3. Civil law contracts, with sub-areas containing key information, sets of forms and necessary explanations<br><br>Creation of a section on the extranet, under the Department of Human Resources tab, containing legal regulations and provisions related to, among other things, the employment and dismissal of employees at MUG. |
| 10. An information campaign to make employees aware of | Funding and salaries | Q4.2024 | Department of Human Resources | The introduction of public information on academic staff remuneration rates |

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| the salary structure. | | | | through an internal regulation<br><br>Improving the legibility of pay slips |
| 11. Information campaign to raise staff awareness of the non-wage benefits available | Funding and salaries | Q1.2025 | Department of Employee Development Support | Information campaign on the extranet of the Staff Development Support Unit website<br><br>Dedicated mailing |
| 12. Expanding the range of development tools available, such as iP121 Advisio for employees and managers (tools to support the review of competencies in relation to the achievement of objectives, the identification of talents, including leaders and people with unique knowledge, tools to support the involvement of employees in the effective achievement of objectives) | Access to career advice | Q2.2025 | Department of Employee Development Support | Information campaign for unit managers on the availability of the tools used at the University |

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| Developing rules for setting reduced teaching salaries for those with high-value research projects and rules to reflect reduced clinical commitment | Teaching | Q2.2026 | Office for Education and Development, Department of Didactics Organization and Settlements, Vice-Rector for the Quality of Teaching | Obtaining internal analyses |
| 13. Established the Young Researchers' Council to represent young researchers in the University's governing bodies | Participation in decision-making bodies | | Office for Research | Legislation |
| 14. Developing rules for the use of financial support from universities for staff training | Continuing Professional Development<br><br>Access to research training and continuous development | Q3.2025 | Department of Employee Development Support | Survey of academic staff<br><br>Publication of the rules on the extranet<br><br>Updating of loyalty agreements |
| 15. Improvement of current HR modules in systems used by staff and HR offices | Working Conditions | 4Q. 2025 | IT Department | Providing existing HR and HR applications in editable PDF format<br><br>Adapting the substitution system in TETA ME to the requirements of MUG<br><br>Systemic solution for the |

|  |  |  |  | allocation of functions in the Extranet and EOD system<br><br>Provision of HR applications in TETA ME in English |
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