

**Rector of the Krakow University of Economics
calls the competition number RZ.1101.1.2025
for two positions of an English Language lecturer
in the teaching employment group
on full-time
at the Language Center**

Main tasks:

The basic duties of an academic teacher employed in the teaching group include the tasks specified in Article 115 of the Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), the University Bylaws [[Statut Uczelni](#)] and the Work Regulations at the Krakow University of Economics [[Regulamin pracy w Uniwersytecie Ekonomicznym w Krakowie](#)], in particular in Appendix 6 thereto (Framework scope of duties of an academic teacher employed in the teaching group).

The specific tasks of the position will include:

1. conducting academic classes in English at levels B1, B2, C1, C1+, general business English, legal English, and English for finance and accounting, including the development of teaching materials, assessment of students' learning outcomes as specified in the curriculum, and entry of final grades into the USOS system,
2. conducting consultations for students,
3. participating in the organization of conferences and events organized by the Language Center and the language team, assisting in the preparation and conduct of standardized exams,
4. organizational activities for the Language Center and the University,
5. performing tasks and duties assigned by superiors.

Requirements for candidates:

Candidates who meet the requirements specified in Articles 113 and 116 of the Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended) and § 50(9) of the Bylaws of the University of Economics in Krakow (as amended by the Senate Resolution of September 25, 2025), i.e. they meet the following eligibility criteria:

1. they have documented qualifications necessary to conduct classes and a master's degree or equivalent, or
2. have documented qualifications necessary to conduct classes and use English as their native language.

Additional mandatory requirements include:

1. in the case of foreigners, good spoken and written Polish language skills, i.e. at a level sufficient to conduct classes,
2. at least one year of teaching experience at a university,
3. availability and willingness to conduct classes also in part-time studies,
4. compliance with the requirements of Article 21 of the Act of May 13, 2016, on counteracting threats of sexual crime and protecting minors (consolidated text, Journal of Laws of 2024, item 1802, as amended).

The following will be regarded as additional strengths/advantages:

1. experience in teaching at a business school,
2. good knowledge of business English.

Mandatory documents required:

1. personal application and CV (containing, among others, experience from previous workplaces, optionally a list and description of teaching achievements, work experience at a similar position, along with supporting documents),
2. personal data questionnaire for the person applying for the job*,
3. copy of a diploma of completion/obtaining higher education qualification (in the case of diplomas drawn up in a language other than Polish, also a certified translation of the document into Polish and (if applicable) a certificate of equivalence with the Polish counterpart of the diploma/professional title obtained abroad¹,
4. statement or copy of a certificate confirming proficiency of the (additionally required) Polish language at the communicative level, and for foreign nationals, also a declaration or copy of a certificate confirming good command of the Polish language,
5. a declaration that upon commencement of employment, the Krakow University of Economics will be the primary place of work*,
6. a declaration of fulfillment of the requirements specified in Article 113 of the Law on Higher Education and Science and a declaration of lack of relationship based on Article 118 of the Law on Higher Education and Science*,
7. consent to the processing of personal data during the recruitment process,
8. before concluding an employment contract, the selected person will be required to submit information from the National Criminal Register

In the case of documents being originally drawn up in a language other than Polish, a translation of these documents into Polish must be attached.

*/ Forms/templates for documents listed in section 2 and sections 4-8 can be downloaded from the website: <https://bip.uek.krakow.pl/artykuly/203/dokumenty-do-pobrania>

We offer:

1. stable employment and interesting work as well as professional development opportunities,
2. training opportunities, including foreign language training,
3. participation in scientific projects and conferences, including conducted abroad,
4. employee benefit package,
5. the possibility of taking advantage of a group life insurance program, an employee pension plan, and a group pension insurance,
6. remuneration according to the [Regulamin wynagradzania pracowników Uniwersytetu Ekonomicznego w Krakowie](#) [Regulations on the remuneration of employees of the Krakow University of Economics] (i.e. the wording in force from October 1, 2022 – Appendix to the Resolution by the Rector No. R.0211.53.2022).

Applications to the competition should be submitted:

in Polish, electronically to the e-mail address: trawinsm@uek.krakow.pl, with the subject line “English Language lecturer”, or in person at the Language Center Secretariat, Krakow, ul. Rakowicka 27, Pavilion F, room 207, during the office hours (except for the period from December 23, 2025, to January 6, 2026).

¹ Written information on the possibilities of recognizing a foreign diploma in Poland for the purpose of taking up employment can be obtained from NAWA: from the [KWALIFIKATOR](#) system or by submitting an [application](#) for its issuance to NAWA. Confirmation of having a higher education qualification at a specific level of studies is not tantamount to having a Polish professional title (master's degree, engineer, bachelor's degree, etc.). A diploma of completion of higher education qualification or a professional title obtained abroad may be recognized as equivalent to a Polish counterpart on the basis of an international agreement, and in the absence thereof, through [nostrification](#).

Applications that arrive after the deadline will not be considered. If the documents are found to be incomplete, the candidate will be informed of the possibility to supplement the documentation within three days. Applications that do not contain all the required documents will be rejected.

The original documents are to be presented by the candidate for the position of lecturer at the meeting of the selection committee (interviews with the selection committee). Documents submitted by persons whose applications are rejected will be destroyed.

The deadline for submitting applications is (until) January 19, 2026

The expected date of communicating the competition results is: **February 2026.**

Planned full-time employment from March 1, 2026, **for a period of two years** with the possibility of extending the contract.

The course of the selection process:

1. Formal evaluation of the submitted documents.
2. Selection of candidates who meet the formal requirements as described in the competition announcement, invitation to the second stage – interviews with the Competition Committee.
3. Decision of the Competition Committee whether to recommend a candidate. If none of the candidates meet the requirements for employment in a given position, the Committee applies to the Rector to close the competition.
4. The final decision regarding the hiring of the recommended candidate is made by the Rector. The university reserves the right to declare the competition inconclusive.
5. Announcement of the competition results in the University BIP bulletin and in the Minister's BIP bulletin.
6. All candidates will be notified when the recruitment process is complete.

When assessing candidates for academic teachers, the Krakow University of Economics respects the basics of the principles of open, transparent and merit-based recruitment (*Open, Transparent and Merit-based Recruitment of Researcher – OTM-R*).

People with disabilities or special needs may report their accessibility needs in the recruitment process:

- by phone: 12 293 52 14,
- by email: trawinsm@uek.krakow.pl,
- the recruitment venue is architecturally accessible and adapted to previously reported special needs (e.g., lighting, physical accessibility (ramps, elevators), or the possibility of an online interview).

Please be advised that the Krakow University of Economics has introduced and enforces [an internal procedure for reporting violations of the law and taking follow-up action](#).

R e c t o r

Krakow, 17 December, 2025

dr hab. Bernard Ziębicki, prof. UEK