

## OTM-R Checklist – upgraded 26.04.2023

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### Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A self-assessment checklist for open, transparent and merit-based recruitment (OTM-R) at the University of Agriculture in Krakow (URK). The status of achievement of the OTM-R policy is reported in the "Answer" column: ++Yes completely / +- Yes substantially / -+ Yes partially / -- no. The column "Suggested indicators (or form of measurement)" provides details on the indicators or the form of their measurement.

URK's OTM-R Checklist					
	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / -+ Yes partially / -- no)	Suggested indicators (or form of measurement)
OTM-R System					

1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	1. 1. The OTM-R policy and relevant procedures were developed and published on the University's website in Polish: <a href="https://urk.edu.pl/index/site/8244">https://urk.edu.pl/index/site/8244</a> and in English: <a href="https://en.urk.edu.pl/index/site/8245">https://en.urk.edu.pl/index/site/8245</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	2. 1. The procedures for hiring employees for all types of positions are specified in internal legal acts: Ordinance of the Rector of the University of Agriculture No. 163/2019 of October 1, 2019; Statute of the University of Agriculture (Senate Resolution No. 88/2021 of June 28, 2021); 2.2. At the University, currently applicable legal acts clearly and precisely define the procedures and practices related to employee recruitment for every type of position. The university has its OTM-R policy, introduced with the Rector's Ordinance No. 9/2023 (published on the 25 <sup>th</sup> of January 2023), which specifies procedures and practices for all types of positions and will be used as the guidelines for the selection committees. The Ordinance is available in Polish on the UAK "Akty prawne" website tab: <a href="https://akty.urk.edu.pl/ZR2023.html">https://akty.urk.edu.pl/ZR2023.html</a> , and <a href="https://urk.edu.pl/index/site/8244">https://urk.edu.pl/index/site/8244</a> and in English: <a href="https://en.urk.edu.pl/index/site/8245">https://en.urk.edu.pl/index/site/8245</a> If necessary, it will also be sent by e-mail to all members of the appointed recruitment committees.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	3.1. In accordance with the regulations adopted in the UAK, the recruitment process is carried out by research committees appointed by Deans or Project Managers, proceeding on the basis of OTM-R policy, introduced with the Rector's Ordinance No. 9/2023 (published on the 25 <sup>th</sup> of January 2023) and the University's Statute. 3.2. Since the University OTM-R policy was introduced in January 2023, everyone involved in the process of selection and recruitment is yet to be trained in the area

					of OTM-R (Vice-Rectors, deans of faculties, heads of departments, HR personnel).
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	<p>4.1. The recruitment process at the URK is conducted with the use of IT tools. Job advertisements are posted both on the University's website and on the BIP website (<a href="https://bip.malopolska.pl/urkrakow,m,401203,2022.html">https://bip.malopolska.pl/urkrakow,m,401203,2022.html</a>) and the EURAXESS JOBS portal, the advertisement database on the website of the Ministry of Science and Higher Education (<a href="http://www.bazaogloszen.nauka.gov.pl/">http://www.bazaogloszen.nauka.gov.pl/</a>). The university also uses the SIMPLE program - a human resources module for administering employee issues).</p> <p>4.2. The candidates can contact and send documents by e-mail.</p> <p>4.3. It is also planned to purchase an e-recruitment software.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	<p>5.1. The Vice-Rector for General Affairs supervises the recruitment and employment process.</p> <p>5.2. A coherent quality monitoring system for the OTM-R policy at the URK has been partially implemented following the introduction of the OTM-R policy.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>6.1. The URK has an active policy of employing visiting professors. In the 2021/2022 academic year, 27 scientists from abroad have been employed (an increase of 40% compared to the previous academic year).</p> <p>6.2. Currently, the recruitment of candidates for scientific positions at the University is carried out on the basis of</p>

					<p>the OTM-R policy introduced at the UAK on January 25, 2023.</p> <p>6.3. After the publication of the ordinance on the adoption of the OTM-R policy, the Rector of the UAK issued Ordinance No. 16/2023 (of February 20, 2023) on the introduction in the UAK of a template advertisement in the competition procedure for the position of an academic teacher in connection with the implementation of the OTM-R. The current form clearly defines the recruitment criteria for a given position and is in line with the OTM-R policy (link: <a href="https://akty.urk.edu.pl/ZR2023.html">https://akty.urk.edu.pl/ZR2023.html</a> Form of advertisement in Polish; a form of advertisement in English is in preparation).</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	<p>7.1. As of 2015, the URK has in place a procedure for employing foreign scientists - visiting professors. Currently, these issues are regulated by ZR 179/2019.</p> <p>7.2. To attract scientists from abroad, all job advertisements are published in Polish and English and posted on the EURAXESS JOBS portal (<a href="https://www.euraxess.pl/poland/jobs-funding">https://www.euraxess.pl/poland/jobs-funding</a>).</p> <p>7.3. The tab dedicated to HR Excellence in Research, the European Charter for Researchers, contains information on Open, Transparent and Merit-Based Recruitment of Researchers (<a href="https://bwm.urk.edu.pl/index/site/8032">https://bwm.urk.edu.pl/index/site/8032</a>)</p> <p>7.4. The University updated its internal regulations enabling the internationalization of the committee appointed for the recruitment of researchers, by updating Senate Resolution No. 113/2022 of December 14, 2022, paragraph 111 of the University Statute regarding committees in competition procedures.</p>

					<p>7.5. In the line with the Ordinance of the Rector of UAK on the adoption of the OTM-R policy No. 16/2023 (of February 20, 2023) on the introduction in the UAK of a template advertisement in the competition procedure for the position of an academic teacher in connection with the implementation of the OTM-R, the appropriate template of advertisement is on the web page <a href="https://akty.urk.edu.pl/ZR2023.html">https://akty.urk.edu.pl/ZR2023.html</a> ; a form of advertisement in English is in preparation</p> <p>7.6. In the future, the implemented e-Recruiter program will be used to post job advertisements in both Polish and English on the URK website.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/+	<p>8.1. The URK aims to minimize disproportions in terms of attracting underrepresented groups. An analysis of staffing levels in recent years shows that the number of women employed at UAK is steadily increasing.</p> <p>8.2. An internal audit of the employment structure carried out in the third quarter of 2021 for the purpose of developing the Gender Equality Plan (<a href="https://rownowazni.urk.edu.pl/en">https://rownowazni.urk.edu.pl/en</a> ) allowed to identify of areas for development in this scope. It was recommended that the recruitment process (ZR No. 9/2022) for positions in the group of academic teachers should be monitored. This audit showed that in the group of non-teaching employees, 62.2% of women are employed compared to 37.8% of men, while in the group of academic teachers, the share of women and men is at a similar level (49.5% vs. 50.5%). However, the slight gender imbalance in the group of assistants and professors will be given special attention. The University carried out the recommended review and update of the promotion procedure by introducing new regulations in this respect: Rector's Order No. 8/2023 of January 25,</p>

					<p>2023, on the rules and procedure for promoting academic teachers at UAK.</p> <p>8.3. The target HR policy of the URK will be consistent with the assumptions of HRS4R, and the recruitment process for positions in the group of academic teachers will be in line with the OTM-R principles.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	<p>9.1. In line with the URK's Strategy in Perspective - internationalization. C.3. High level of international exchange of students, doctoral students, and employees, the University takes steps to increase the number of employees from abroad participating in the research and teaching activities of the University (<a href="https://en.urk.edu.pl/mission.html">https://en.urk.edu.pl/mission.html</a> ). In addition, the Senate of URK, by resolution no. 18/2023 of March 29, 2023 (<a href="https://en.urk.edu.pl/mission.html">https://en.urk.edu.pl/mission.html</a> ), introduced an appropriate statement in the Statute of URK referring to the introduced OTM-R policy.</p> <p>9.2. All internal legal acts related to the HR policy are or will be available in Polish and English versions.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	<p>10.1. The activities of the URK in the field of human resources policy are aimed at providing all necessary information for researchers seeking employment: job description, tasks, requirements, required documents, and contact details are included in the recruitment announcement in accordance with the Rector's Ordinance No. 16/2023 of February 20, 2023 (in line with OTM-R policy established by Rector's Ordinance no. 9/2023).</p> <p>10.2. The University has internal regulations enabling the internationalization of the committee appointed for the recruitment of researchers (by updating Senate Resolution No. 113/2022 of December 14, 2022,</p>

					paragraph 111 of the University Statute regarding committees in competition procedures).
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	<p>11.1. In accordance with the Statute of the URK, Rector's Ordinance no. 163/2019 and no. 16/2023 (in line with OTM-R policy established by Rector's Ordinance no. 9/2023):</p> <ul style="list-style-type: none"> <li>- The competition for the position of an academic teacher in the group of research or research-and-teaching staff at the faculty is announced by the Dean with the consent of the Rector, at the request of the head of the department or an auxiliary faculty unit, approved by the discipline coordinator.</li> <li>- The competition for the position of an academic teacher in university-wide units is announced by the head of the unit with the consent of the Rector.</li> <li>- The competition requirements for a candidate for the position of an academic teacher specified in the announcement are determined, taking into account the principles resulting from the Act and the Statute, by the head of the unit in which the candidate is to be employed, taking into account the unit's needs related to the scope of its tasks. The discipline coordinator gives an opinion on the definition of the requirements for a candidate for the position of an academic teacher in the group of research and research-and-teaching staff.</li> <li>- Information about the competition is published on the University's website in the Public Information Bulletin (BIP) <a href="https://bip.malopolska.pl/urkrakow">https://bip.malopolska.pl/urkrakow</a>, on the website of the minister responsible for higher education and</li> </ul>

					<p>science and on the website of the European Commission in the European portal for mobile researchers, EURAXESS, at least 30 days before the end of the recruitment. In the case of calls for proposals funded by the National Science Center (NCN), information about the call is also published on the NCN website.</p> <p>- obligatory elements of the recruitment announcement are specified in ZR 16/2023.</p> <p>11.2. The Euraxess portal has an internal template with obligatory elements to be completed.</p> <p>11.3. The Gender Equality Plan (<a href="https://rownowazni.urk.edu.pl/plan.html">https://rownowazni.urk.edu.pl/plan.html</a>) provides for action 3.4.2. Development of a template for a recruitment advertisement.</p> <p>This template is already available in Polish on the website <a href="https://akty.urk.edu.pl/ZR2023.html">https://akty.urk.edu.pl/ZR2023.html</a>, while the template in English is under preparation.</p>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	<p>12.1. In accordance with the internal procedure (ZR 163/2019) and with the Rector's Ordinance no 16/2023, the announcement of an open competition includes, e.g.:</p> <ol style="list-style-type: none"> <li>1) information about an organizer of the competition,</li> <li>2) the position for which the competition was announced,</li> <li>3) the requirements for candidates, including, if necessary, specific requirements for candidates for research positions,</li> <li>4) list of required documents that should be attached to the competition application,</li> <li>5) address at which documents should be submitted,</li> <li>6) deadline for submitting offers,</li> <li>7) the date of the competition settlement.</li> </ol>

					<p>The advertisement includes links to download the required documents, e.g.</p> <p><a href="https://bso.urk.edu.pl/zasoby/77/Kwquestionariusz_osobowy.pdf">https://bso.urk.edu.pl/zasoby/77/Kwquestionariusz_osobowy.pdf</a></p> <p>GDPR statement - Polish version:</p> <p><a href="https://iod.urk.edu.pl/zasoby/184/klauzula_art13_rekrutacja_pracownikow.pdf">https://iod.urk.edu.pl/zasoby/184/klauzula_art13_rekrutacja_pracownikow.pdf</a></p> <p>GDPR statement - English version:</p> <p><a href="https://iod.urk.edu.pl/zasoby/184/klauzula_art13_rekrutacja_pracownikow_en_26052022.pdf">https://iod.urk.edu.pl/zasoby/184/klauzula_art13_rekrutacja_pracownikow_en_26052022.pdf</a></p>
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13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	13.1. 100% of research job vacancies are published on Euraxess. This obligation results from the Act on Higher Education - Art. 118a point 2 and internal regulations in force at the URK (ZR 163/2019, § 3 point 3)
14. Do we make use of other job advertising tools?	x	x		++	14.1. Job advertisements, apart from making them available on the University's website - BIP ( <a href="https://bip.malopolska.pl/urkrakow,m,401203,2022.html">https://bip.malopolska.pl/urkrakow,m,401203,2022.html</a> ), MEiN ( <a href="https://bazaogloszen.nauka.gov.pl/">https://bazaogloszen.nauka.gov.pl/</a> ), Euraxess ( <a href="https://www.euraxess.pl/poland/jobs-funding">https://www.euraxess.pl/poland/jobs-funding</a> ) etc. are disseminated in the social media of the University units.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	15.1. The competition announcements list the requirements necessary to take a given position as well as the required files. 15.2. The files can be delivered both in person, via traditional mail and e-mail.

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	<p>16.1. The internal legal acts in force clearly define the method of appointing members of the selection board.</p> <p>16.2. Selection boards are appointed to conduct competition procedures in the manner specified in § 114 of the Statute.</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	<p>17.1. For academic teachers employed at the faculty, the selection board is appointed by the Dean. The board is composed of the Dean as chairman, head of a department or an auxiliary faculty unit and two academic teachers, but in the event of a competition for the position of a professor or University's professor, only persons with at least the academic degree of a habilitated doctor are appointed to the board. In the event of a competition for a research or research-and-teaching position, the board is appointed in agreement with the relevant discipline coordinator.</p> <p>17.2. For academic teachers employed at university-wide units, the selection board is appointed by the Rector. The board consists of the head of the unit and two academic teachers, but in the case of competition for the position of a professor or University professor, only persons with at least the academic degree of a habilitated doctor are appointed to the board.</p> <p>17.3. The University has internal regulations enabling the internationalization of the committee appointed for the recruitment of researchers (by updating Senate Resolution No. 113/2022 of December 14, 2022, paragraph 111 of the University Statute regarding committees in competition procedures).</p>

					17.4. The task of the selection board is to conduct the competition procedure and to present the result of the competition to the Rector in order to make a decision on employment.
18. Are the committees sufficiently gender-balanced?		x	x	+/-	<p>18.1. The existing internal regulations in the field of human resources policy define in detail the composition of the selection boards in terms of the qualifications of members.</p> <p>18.2. The Gender Equality Plan (in Polish: <a href="https://urk.edu.pl/zasoby/23/zr_9_z1_2022.pdf">https://urk.edu.pl/zasoby/23/zr_9_z1_2022.pdf</a>; in English: <a href="https://rownowazni.urk.edu.pl/plan.html">https://rownowazni.urk.edu.pl/plan.html</a> ) provides for action 3.5.2. Development of recommendations on balanced gender representation.</p> <p>Moreover, the University carried out the recommended review and update of the promotion procedure by introducing new regulations in this respect: Rector's Order No. 8/2023 of January 25, 2023 on the rules and procedure for promoting academic teachers at UAK.</p>
19. Do we have clear guidelines for selection committees, which help to judge 'merit' in a way that leads to the best candidate being selected?			x	-/+	<p>19.1. The Gender Equality Plan (<a href="https://rownowazni.urk.edu.pl/plan.html">https://rownowazni.urk.edu.pl/plan.html</a> ) provides for the action 3.4.3. Development of recommendations for the assessment of candidates for a job at the URK.</p> <p>19.2. The University carried out the recommended review and update of the promotion procedure by introducing new regulations in this respect: Rector's Order No. 8/2023 of January 25, 2023, on the rules and procedure for promoting academic teachers at UAK.</p> <p>19.3. The University has internal regulations enabling the internationalization of the committee appointed for the recruitment of researchers (by updating Senate Resolution No. 113/2022 of December 14, 2022, paragraph 111 of the</p>

					University Statute regarding committees in competition procedures).
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Appointment phase					
20. Do we inform all applicants at the end of the selection process		x		-/+	<p>20.1. The procedure of informing candidates about the results of the recruitment procedure was introduced by the order of the Rector of URK no. 9/2023 of January 25, 2023. on the introduction of the Policy of open, transparent and substantive recruitment of employees (OTM-R) for research and research and didactic positions at the UAK</p> <p>20.2. The competition announcement form, introduced by the Rector's Order No. 16/2023 of February 20, 2023, includes the method of providing information about the competition results.</p>
21. Do we provide adequate feedback to interviewees?		x		-/+	<p>21.1. The OTM-R policy introduced by the order of the Rector of the URK no. 9/2023 of January 25, 2023 provides for the procedure of informing candidates about the results of the recruitment results.</p> <p>21.2. The provision regarding informing all candidates about the results of the competition is included in the competition announcement form (introduced by the Rector's Order No. 16/2023 of February 20, 2023).</p>

22. Do we have an appropriate complaints mechanism in place?		x		++	<p>22.1. All URK units, including the Office for University's Development and Scientific Staff, as well as the Personal Affairs Office, keep a register of complaints.</p> <p>22.2. According to the adopted OTM-R policy, candidates have the right to submit a complaint to the Rector of URK by submitting the appropriate letter, together with an indication of procedural irregularities, within 7 days of receiving a negative decision.</p>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	<p>23.1. At the URK, the Vice-Rector for General Affairs supervises the human resources policy. This area is subject to the management control procedure at the University of Agriculture (ZR 65/2021).</p> <p>23.2. In the adopted OTM-R policy, the evaluation system is precisely described.</p>