

## OTM-R Checklist

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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. For the time being, the URK does not have an adopted and published OTM-R policy. 1. 2. The OTM-R policy and relevant procedures are being developed and will be published on the University's website in Polish and English.
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. The characteristics of the R1-R4 positions and requirements for scientists are being prepared.
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 URK, the recruitment process is carried out by research committees appointed by Deans or Project Managers, proceeding on the basis of ZR 163/2019 and the University's Statute. 3.2. After the adoption and publication of the OTM-R policy, training and instruction programs on the OTM-R policy are planned for various target groups (members of the committee on academic staff, selection board, management staff, other staff in the group of academic teachers, etc.).
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	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

					<p>(<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>
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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 is under development and will be adopted along with 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 year).</p> <p>6.2. After the URK adopts the OTM-R policy, information about the policy with a link will be included in each competition announcement.</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. In order to attract scientists from abroad, all job advertisements are published both in Polish and in 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>

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.</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.</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>).</p> <p>9.2. Ultimately, all internal legal acts related to the HR policy will be available in Polish and English.</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 ZR 163/2019.</p>
<b>Advertising and application phase</b>					

<p>11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</p>	<p>x</p>	<p>x</p>		<p>+/-</p>	<p>11.1. In accordance with the Statute of the URK and ZR 163/2019</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 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.</li> </ul>
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					<p>- obligatory elements of the recruitment announcement are specified in ZR 163/2019.</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>
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), the notice of an open competition includes:</p> <ol style="list-style-type: none"> <li>1) the name of the University, faculty and organizational unit in which the candidate is to be employed,</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/Kwestionariusz_osobowy.pdf">https://bso.urk.edu.pl/zasoby/77/Kwestionariusz_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>

					<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>
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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.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	16.1. The internal legal acts in force clearly define the method of appointing members of the selection board. 16.2. Selection boards are appointed to conduct competition procedures in the manner specified in § 114 of the Statute.
17. Do we have clear rules concerning the		x	x	++	17.1. For academic teachers employed at the faculty, the selection board is appointed by the Dean. The board is

composition of selection committees?					<p>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 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.</p>
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>
19. Do we have clear guidelines for selection			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</p>

committees, which help to judge 'merit' in a way that leads to the best candidate being selected?					the action 3.4.3. Development of recommendations for the assessment of candidates for a job at the URK.
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<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process		x		--	20.1. The internal regulations currently in force do not provide for a procedure for informing all candidates at the end of selection. 20.2. Such a procedure will be foreseen in the targeted OTM-R policy.
21. Do we provide adequate feedback to interviewees?		x		--	21.1. The internal regulations currently in force do not provide for a procedure for informing all candidates at the end of selection. 21.2. Such a procedure will be foreseen in the targeted OTM-R policy.
22. Do we have an appropriate complaints mechanism in place?		x		+/-	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. 22.2. After the adoption of the OTM-R policy, the requirement to include information about the possibility of submitting a complaint in recruitment announcements will be introduced (Candidates have the right to submit a complaint to the Rector of the Hugo Kołłątaj Agricultural University in Krakow by submitting a relevant letter, indicating procedural irregularities, within 7 days from receiving a negative decision).

Overall assessment					
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 will be precisely described.</p>