

OTM-R Checklist – upgraded 7.03.2025

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Name Organisation under review: University of Agriculture in Krakow (UKR)

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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 (UAK) in 2024. 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 (**Internal evaluation, 2025**)

UAK'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 necessary procedures have been introduced and published on the Polish-language website: https://logohr.urk.edu.pl/otm-r and the English-language UAK website: https://logohr.urk.edu.pl/en/otm-r

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	<p>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);</p> <p>2.2. At UAK, the currently applicable legal acts clearly and precisely define the procedures related to the recruitment of employees for each type of position. The university has an OTM-R policy, introduced by the Rector's Ordinance 9/2023, which defines procedures and practices for all positions and provides recruitment committee guidelines.</p> <p>The Ordinance is available in Polish on the UAK website "Legal Acts": https://akty.urk.edu.pl/zarzadzenia-rektora/2023 and https://akty.urk.edu.pl/. As needed, it will also be sent by e-mail to all members of the appointed recruitment committees..</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	<p>3.1. In accordance with the regulations adopted in UAK, the recruitment process is conducted by committees appointed by the deans of faculties or managers of research projects, proceeding based on the OTM-R policy, introduced by the Rector's Ordinance 9/2023 and the provisions of the University Statute.</p> <p>3.2. UAK has launched training and instruction programs on the OTM-R policy for various target groups (members of the academic staff committee, competition committee, employees with management positions, other employees in the group of academic teachers, etc.).</p>
4. Do we make (sufficient) use of recruitment tools?	x	x		++	<p>4.1. The recruitment process at the UAK is conducted using IT tools. Job advertisements are posted both on the University's website and on the BIP website (https://bip.malopolska.pl/urkrakow,m,416480,stanowiska-dla-nauczycieli-akademickich.html https://bip.malopolska.pl/urkrakow,m,401203,2022.html) and the EURAXESS JOBS portal, the advertisement database on the website of the Ministry of Science and Higher Education</p>

					(http://www.bazaogloszen.nauka.gov.pl/) . The university also uses the SIMPLE program - a human resources module for administering employee issues). 4.2. The candidates can contact and send documents by e-mail. 4.3. It is also planned to purchase an e-recruitment software.
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5. Do we have a quality controlsystem for OTM-R in place?	x	x	x	+/-	5.1. The Vice-Rector for General Affairs supervises the recruitment and employment process. 5.2. A coherent quality monitoring system for the OTM-R policy at the UAK is under development and will be adopted along with the OTM-R policy.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	6.1. The UAK 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). 6.2. Currently, UAK recruits candidates for research and research-teaching positions in accordance with the OTM-R policy introduced on January 25, 2023. 6.3. After the publication of the Rector's Ordinance (16/2023), which adopted the OTM-R policy, a template advertisement was introduced in the competitive procedure for the position of academic teacher at UAK. This initiative is connected to the implementation of the policy of open, transparent, and substantive recruitment of employees (OTM-R). The current template clearly specifies the recruitment criteria for the position and aligns with the OTM-R policy. (link: https://akty.urk.edu.pl/zarzadzenia-rektora/2023 ; Appendix No. 1 Template advertisement in Polish; template advertisement in English.
7. Is our current OTM-R policy in line with policies	x	x	x	+/-	7.1. Since 2015, the UAK has had a procedure for employing researchers from abroad, visiting professors. These issues are currently regulated by Ordinance 179/2019.

to attract researchers from abroad?					<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 (https://www.euraxess.pl/poland/jobs-funding).</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 https://logohr.urk.edu.pl/otm-r</p> <p>7.4. The University has updated its internal regulations enabling the internationalization of the committee appointed to recruit academic staff, by appropriately updating, by Resolution of the UAK Senate 113/2022, paragraph 111 of the University Statute concerning committees in competition proceedings.</p> <p>7.5. In accordance with the Rector's Ordinance 16/2023 on the introduction in the UAK of a model advertisement in the competition procedure for the position of academic teacher in connection with the implementation of the policy of open, transparent and substantive recruitment of staff (OTM-R), on the website https://akty.urk.edu.pl/zarzadzenia-rektora/2023 there is a template advertisement in Polish; and a template advertisement in English.</p> <p>7.6. The e-Recruiter program, which will be implemented in the future, will be used to post job advertisements in Polish and English on the BIP UAK website.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/+	<p>8.1. The UAK 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 (https://rownowazni.urk.edu.pl/) allowed to identify areas for development in this scope. It was recommended that the recruitment process (Rector's Ordinance 9/2022) for positions in the group of academic teachers should be monitored. This audit showed that in the group of non-teaching</p>

					<p>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 employees in the position of assistant and professor will be subject to special analysis. The UAK carried out the recommended review and update of the promotion procedure by introducing new regulations in this regard: Ordinance 8/2023 and 107/2024 on the principles and procedure for the promotion of academic teachers in UAK</p> <p>8.3. The target HR policy of the UAK 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 UAK'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 (https://urk.edu.pl/universytet/o-uniwersytecie/strategia). In addition, Resolution of the UAK Senate 18/2023 introduced an appropriate provision in the UAK Statute referring to the introduced OTM-R policy (https://urk.edu.pl/universytet/o-uniwersytecie/strategia https://urk.edu.pl/en/university/about-university/strategy).</p> <p>9.2. All internal legal acts related to the HR policy are available in Polish and English.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	<p>10.1. UAK's activities in the field of human resources policy aim to provide all necessary information to scientists seeking employment. The recruitment announcement includes job descriptions, tasks, requirements, required documents, and contact details, in accordance with the Rector's Ordinance 16/2023 and the OTM-R policy introduced by Ordinance 9/2023.</p>

					10.2. The University has internal regulations enabling the internationalization of the commission appointed to recruit research staff (by updating the Resolution of the Senate of the UAK 113/2022, paragraph 111 of the University's Statute on commissions in competition procedures).
Advertising and application phase					
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 UAK, Rector's Ordinances 163/2019, and 16/2023 (in accordance with OTM-R policy introduced by Ordinance 9/2023):</p> <ul style="list-style-type: none"> - 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. - 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. - 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. - Information about the competition is published on the University's website in the Public Information Bulletin (BIP) https://bip.malopolska.pl/UAKrakow, on the website of the minister responsible for higher education and science and on the

					<p>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 the Rector's Ordinance 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 introduced by the Rector's Ordinance 9/2022, in Task 3.4.2. Development of a recruitment announcement template. This template is already available on the website in Polish and English.</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 introduced by the Rector's Ordinances 163/2019 and 16/2023, the open competition announcement includes:</p> <ol style="list-style-type: none"> 1) the name of the organiser of the competition, 2) the position for which the competition was announced, 3) the requirements for candidates, including, if necessary, specific requirements for candidates for research positions, 4) list of required documents that should be attached to the competition application, 5) address at which documents should be submitted, 6) deadline for submitting offers, 7) the date of the competition settlement. <p>The announcement includes links to download the required documents, e.g.</p> <p>https://bso.urk.edu.pl/kwestionariusz_osobowy.pdf</p> <p>GDPR clause in Polish:</p> <p>https://iod.urk.edu.pl/klauzula_art13_rekrutacja_pracownikow.p df</p>

					GDPR clause in English: https://iod.urk.edu.pl/klauzula_art13_rekrutacja_pracownikow_en.pdf
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 UAK (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 BIP (https://bip.malopolska.pl/urkrakow,m,401203,2022.html), MEiN (https://bazaogloszen.nauka.gov.pl/), Euraxess (https://www.euraxess.pl/poland/jobs-funding) 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	++	16.1. The internal legal acts in force clearly define the method of appointing selection board members. 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 composition of selection committees?		x	x	++	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

					<p>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</p> <p>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</p> <p>of the head of the unit and two academic teachers, but in the case of 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.</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. In the Gender Equality Plan (Ordinance 23/2022), action 3.5.2. outlines the creation of recommendations for balanced gender representation.</p> <p>In addition, the University conducted the recommended review and update of the promotion procedure by introducing the amended Ordinance 107/2024 on the principles and procedures for the promotion of academic teachers in UAK.</p>
19. Do we have clear guidelines for selection committees, which help to judge 'merit'			x	-/+	<p>19.1. The Gender Equality Plan provides for the action 3.4.3. Development of recommendations for the assessment of candidates for a job at the UAK.</p> <p>19.2. The University has carried out the recommended review and update of the promotion procedure by introducing new</p>

in a way that leads to the best candidate being selected?					<p>regulations in this regard: Rector's Ordinance 107/2024 on the principles and procedure for promoting academic teachers at UAK.</p> <p>19.3. The University has internal regulations enabling the internationalization of the commission appointed to recruit academic staff (by updating Resolution of the UAK Senate 113/2022, paragraph 111 of the University Statute on the commission in competition procedures).</p>
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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 for informing candidates about the recruitment results was introduced by the Rector's Ordinance 9/2023 on the introduction of the Policy of open, transparent, and substantive recruitment of employees (OTM-R) for research and research-teaching positions at UAK.</p> <p>20.2. The competition announcement form, introduced by the Rector's Ordinance 16/2023, included 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 Rector's Ordinance 9/2023 provides a procedure for informing candidates of the results of the recruitment procedure.</p> <p>21.2. The provision regarding informing all candidates of the competition's results can be found in the competition announcement form (Ordinance 16/2023).</p>

22. Do we have an appropriate complaints mechanism in place?		x		++	<p>22.1. All UAK units, including the Office for University Development and Scientific Staff and the Personal Affairs Office, maintain a register of complaints.</p> <p>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).</p>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	<p>23.1. At the UAK, 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. The adopted OTM-R policy will precisely describe the evaluation system.</p>