

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

OTM-R Checklist

Case number: 2019PL469962

Name Organisation under review: Siedlce University of Natural Sciences and Humanities

Organisation's contact details: Konarskiego 2, Siedlce, 08-110

| | Open | Transparent | Meritbased | Answer | Suggested indicators (or form of measurement) |
|---|------|-------------|------------|-----------------------|---|
| OTM-R system | | | | | |
| Have we published a version of our OTM-R policy online (in the national language and in English)? | X | X | X | -/+ Yes partially | The recruitment rules are included in the University Statute. The Statute of the Siedlce University of Natural Sciences and Humanities (UPH) is available on the Internet for anyone interested. The document is only in the Polish language. |
| Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | X | X | X | - No | UPH doesn't have an OTM-R policy in shape of a separate document. We have no internal guide which would contain procedures and practices for all types of positions. |
| Is everyone involved in the process sufficiently trained in the area of OTM-R? | X | X | X | +/- Yes substantially | The recruitment process is coordinated and supervised by the HR Department. The HR employees are properly trained in this area. The Head of Human Resources Department supports the Deans and Directors of the institutes. The HR Dept. prepares recruitment documentation. |

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| Do we make (sufficient) use of e-recruitment tools? | X | X | | ++ Yes, completely | Job openings are announced and posted on the University website and on the website of the Ministry of Science and Higher Education and on the Euraxess portal. |
| Do we have a quality control system for OTM-R in place? | X | X | X | +/- Yes substantially | The Staff Selection Committee is appointed by the Rector of the University. There are at least three members in the committee. Its decisions are reviewed by the Institute Council, and they are verified by the Vice-Rector for Education and the Vice-Rector for Research and International Cooperation. |
| Does our current OTM-R policy encourage external candidates to apply? | X | X | X | ++ Yes, completely | All job openings are advertised on public websites. Over 95% of all advertised vacancies are filled externally. |
| Is our current OTM-R policy in line with policies to attract researchers from abroad? | X | X | X | ++ Yes, completely | The University has been employing dozens of scientists for years under an employment contract (including permanent contracts). Additionally, we invite researchers from abroad to conduct classes with our students as Visiting Professors) |
| Is our current OTM-R policy in line with policies to attract underrepresented groups? | X | X | X | ++ Yes, completely | Candidates are not discriminated in the recruitment process on the basis of their: sex, disability, origin, religion, skin colour, etc. The Staff Regulations of UPH contain provisions counteracting sex discrimination based on gender and ensuring equal treatment of men and women in the workplace. The University tries to provide good working conditions for people with disabilities. |
| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | X | X | X | +/- Yes substantially | The University strives to provide the best working conditions for researchers according to its financial capacity. The UPH is funding research, makes it possible for researchers to develop their skills and obtain further academic degrees. 70% of the Rector's awards are granted for scientific activities. |

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| Do we have means to monitor whether the most suitable researchers apply? | | | | -/+ Yes, partially | The University has always striven to select the most suitable candidates. Therefore, precise requirements are set out in its vacancy announcements. |
| Advertising and application phase | | | | | |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | X | X | | ++ Yes, completely | Documentation relating to job postings contains all the necessary elements for proper recruitment (a job opening announcement, a questionnaire for the candidate, information and consent clauses regarding the protection of personal data). Job opening announcements are published on the website of the University, the Ministry of Science and Euraxess. |
| Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | X | X | | ++ Yes, completely | A job advertisement contains all the necessary information for the candidate or links to the relevant forms. |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | X | X | | +/- Yes substantially | All our research vacancies are posted in English on the Euraxess portal. |
| Do we make use of other job advertising tools? | X | X | | -- No | Our vacant research positions are only advertised on the University website. |
| Do we keep the administrative burden to a minimum for the candidate? | X | | | ++ Yes, completely | We strive to keep the administrative burden to a minimum for the candidate. However, national laws impose, in this regard, some requirements that need to be met. |
| Selection and evaluation phase | | | | | |
| Do we have clear rules governing the appointment of selection committees? | | X | X | ++ Yes, completely | The Selection Committee consists of at least 3 persons and is appointed by the Rector of the University. |

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| Do we have clear rules concerning the composition of selection committees? | | X | X | ++ Yes, completely | The Selection Committee consists of the Dean of the faculty or the Director of the institute as well as researchers with the highest academic degrees. |
| Are the committees sufficiently gender-balanced? | | X | X | ++ Yes, completely | The practices applied at the University confirm that gender is not a discriminatory criterion in appointing the selection committee. |
| 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 | +/- Yes substantially | The job announcement contains detailed requirements for candidates. In addition, guidelines are contained in the Statute of the University in relation to individual positions. |
| Appointment phase | | | | | |
| Do we inform all applicants at the end of the selection process? | | X | | -/+ Yes, partially | We post an announcement about the recruitment on the University website. |
| Do we provide adequate feedback to interviewees? | | X | | -/+ Yes, partially | We contact selected candidates. |
| Do we have an appropriate complaints mechanism in place? | | X | | +/- Yes substantially | The Staff Regulations of UPH contains the rules for lodging complaints. Researchers can be provided with assistance from the University bodies such as: the Academic Ombudsman or the Disciplinary Ombudsman. |
| Overall assessment | | | | | |
| Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | ++ Yes, completely | We have the Committee implementing the OTM-R for researchers and the code of conduct for the recruitment of researchers. The committee is chaired by the Vice-Rector for Research and International Cooperation. This body monitors whether the OTM-R objectives are achieved at UPH. |