

TEMPLATE 3 – OTM-R Checklist

Case number: 2 0 2 1 P L 6 0 3 6 1 7

Name Organisation under review: University of Rzeszów

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OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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	++	On the official University website, in the "Pracownik/HR4R UR" tab, there is the OTM-R policy implemented at the University . https://www.ur.edu.pl/pracownik/hr4r-ur/otm---r

					In English: in the Staff/HR4R UR tab:
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	<p>At the University, currently applicable legal acts clearly and precisely define the procedures and practice related to the employees recruitment for every type of position.</p> <p>The OTM-R policy specifies the procedures and practices for recruiting employees at the UR. The university is in the process of developing an internal guide in accordance with OTM-R, taking into account the use of e-recruitment tools, which are yet to be implemented.</p> <p>The guide will be sent in an electronic form to all university employees and will be available in the internal Electronic Document Circulation (EOD) system.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-+	<p>The University's procedures concerning job offers and recruitment are consistent with the EC and national regulations, which are closely related to OTM-R. However, as the University OTM-R policy has been formulated in October 2021, everyone involved in the process of selection and recruitment should is yet to be trained in the area of OTM-R (Vice-Rectors for individual colleges, heads of institutes, HR personnel).</p> <p>The training will be carried out once the University acquires and implements the e-recruitment system.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		--	<p>In certain cases, candidates are allowed to submit application documents electronically.</p> <p>Once a e-recruitment system is acquired and implemented, it will be used at all stages of the recruitment process.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	--	<p>Vice-Rectors will be monitoring implementation of OTM-R, including the number of potential complaints.</p>

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x		Information about job offers/competitions is published in Polish on the University website and on the website of the Ministry of Education and Science (https://bazaogloszen.nauka.gov.pl) and in English on EUROAXESS website. The number of external candidates varies and depends on the position advertised.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+-	Information about job offers/competitions is published in English on EUROAXESS website. However, the percentage of job applications from abroad is rather low (average in the last three years: 6.5%)
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+-	The Statute and work regulations effective at the University contain information on the equal treatment of all employees. The number of women applying for all types of positions remains high.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+-	The Statutes and work regulations at the University contain provisions and rules that are intended to provide employees with attractive working conditions in the field of health and safety, bonuses, improvement of professional qualifications, equal treatment of all employees.
10. Do we have means to monitor whether the most suitable researchers apply?				-+	Vice-Rectors monitor selection of the most appropriate candidates for individual positions.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Positions are advertised according to ministerial and EURAXESS guidelines.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		--	Job posting for a given position will contain links to relevant websites or relevant regulations once the

					University OTM-R policy has been fully implemented.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	All job advertisements for academic teachers are published on the EUROAXESS portal. The requirement to publish notices on the EUROAXESS portal results from the Act on Higher Education and Science.
14. Do we make use of other job advertising tools?	x	x		++	Job advertisements are published on the website: https://www.ur.edu.pl/universytet/praca https://bazaogloszen.nauka.gov.pl/ employment in projects financed by the National Science Center https://www.ncn.gov.pl/baza-ofert/
15. Do we keep the administrative burden to a minimum for the candidate?	x			+ -	In the recruitment process, only the necessary documents for employment for a given position are required. At the initial recruitment stage, it will be possible to send scans of these documents. The original documents can be delivered during the upcoming requirement process.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	The Statute of the University of Rzeszów (Resolution of the Senate of the University of Rzeszów of April 4, 2019, consolidated text: Resolution of the UR Senate No. 551/04/2020 of April 9, 2020) sets out the rules for appointing members of the competition commission for academic teachers appointed by the Vice-Rector for College
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	The Statute of the University of Rzeszów (Resolution of the Senate of the University of Rzeszów of April 4, 2019, consolidated text: Resolution of the UR Senate No. 551/04/2020 of April 9, 2020) and Rector's Ordinance of June 22, 2021 (110/2021) set out the rules for appointing members of the contest commission for academic teachers appointed by the Vice-Rector for College. The selection committees

					include: Vice-Rector of the relevant College (or his representative), head of the relevant unit (institute, center) in which the candidate is to be employed, at least one person representing the same scientific discipline as the candidate and two Rector's representatives who are specialists in the field. Rector's representatives can be external experts.
18. Are the committees sufficiently gender-balanced?		x	x	-+	According to the Statute of the University of Rzeszów (Resolution of the Senate of the University of Rzeszów of April 4, 2019, consolidated text: Resolution of the UR Senate No. 551/04/2020 of April 9, 2020), when selecting the members of the contest committee, gender is not taken into account, but substantive competences and experience. However, Rector's Ordinance of November 8, 2021 (212/2021) on OTM-R policy guarantees gender-balanced composition of the committees in the future.
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>The applicable legal regulations define in detail the guidelines for the selection board regarding the assessment of competences and qualifications of a candidate for specific positions.</p> <p>The Statute of the University of Rzeszów (Resolution of the Senate of the University of Rzeszów of April 4, 2019, consolidated text: Resolution of the Senate of the UR No. 551/04/2020 of April 9, 2020) defines the basic rules for conducting contests and contest requirements for the position of an academic teacher.</p> <p>Rector's Ordinance of November 8, 2021 (212/2021) on OTM-R policy provides guidelines for the recruitment process, including judging merit.</p>

					<p>Regulation No. 64/2017 of the Rector of the University of Rzeszów of 10/10/2017 on the introduction of the Regulations for granting the status of visiting professor at the University of Rzeszów, performing activities under a civil law contract.</p> <p>The Regulations of the PhD School of the University of Rzeszów (Resolution 479/09/2019 of the Senate of the UR of 26 September 2019 amending Resolution No. 407/02/2019) define the rules of recruitment.</p>
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	<p>Candidates applying for employment at the University of Rzeszów, in the recruitment process for the position of an academic teacher are informed about the results of the contest through public information available on the unit's website: https://www.ur.edu.pl/universytet/praca/konkursy/wyniki-konkursow</p> <p>The implemented e-recruitment system will provide automatic information sending method for all candidates after the recruitment process is completed.</p>
21. Do we provide adequate feedback to interviewees?		x		-+	<p>Candidates are informed about the results of the competition through the website: https://www.ur.edu.pl/university/praca/konkursy/wyniki-konkursow</p> <p>All necessary information is provided at the request of the interested party through the office of the Vice-Rector for the College.</p>

					The implemented e-recruitment system will automatically send feedback to candidates regarding the recruitment process.
22. Do we have an appropriate complaints mechanism in place?		x		++	Rector's Ordinance of November 8, 2021 (212/2021) on the OTM-R policy specifies the mechanism of making complaints.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+ -	Vice-Rectors will be monitoring the process of recruitment at individual colleges and report to the Rector whether and to what extent the introduced OTM-R delivers on its objectives.