

## TEMPLATE 3 – OTM-R Checklist

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

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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-<br>parent | Merit-<br>based | Answer:<br>++ Yes, <i>completely</i><br>+/-Yes,<br><i>substantially</i><br>-/+ Yes, <i>partially</i><br>-- No | *Suggested indicators (or form of measurement)   |
| <b>OTM-R system</b>  |      |                  |                 |   |  |
| 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 .<br><a href="https://www.ur.edu.pl/pracownik/hr4r-ur/otm---r">https://www.ur.edu.pl/pracownik/hr4r-ur/otm---r</a> |

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|  |   |   |   |     | In English: <b>in the Staff/HR4R UR tab:</b>  |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | -/+ | 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. The university has its OTM-R policy, introduced with the Rector's Ordinance No. 212/2021, 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 the Electronic Documents database (EOD), but will also be sent by email to all selection committee members. |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | x | x | x | -+  | 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 is yet to be trained in the area of OTM-R (Vice-Rectors for individual colleges, heads of institutes, HR personnel). The training is being carried out as the University is in the process of implementing the e-recruitment system.            |
| 4. Do we make (sufficient) use of e-recruitment tools?   | x | x |   | --  | So far, in certain cases, candidates have been allowed to submit application documents electronically. The e-Recruiter program is being implemented. It will eventually be used at all stages of the recruitment process.   |
| 5. Do we have a quality control system for OTM-R in place?   | x | x | x | --  | Vice-Rectors will be monitoring implementation of OTM-R, including the number of potential complaints.  |

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| 6. Does our current OTM-R policy encourage external candidates to apply?                 | x | x | x |    | So far, information about job offers/competitions has been published in Polish on the University website and on the website of the Ministry of Higher Education and Science ( <a href="https://bazaogloszen.nauka.gov.pl">https://bazaogloszen.nauka.gov.pl</a> ) and in English on EUROAXESS website. The number of external candidates has varied and generally it depends on the position advertised. The acquired e-Recruiter program will be used to post job offers both in Polish and in English at the UR website. All the required forms to be completed by a candidate have been translated into English and are easy to download from the UR webpage. The introduced solutions should facilitate applications of candidates from abroad. |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | +- | So far, 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%) The acquired e-Recruiter program will be used to post job offers both in Polish and in English at the UR website. All the required forms to be completed by a candidate have been translated into English and are easy to download from the UR webpage. The introduced solutions should facilitate applications of candidates from abroad.  |
| 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   |

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|  |   |   |   |     | 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.   |
| <b>Advertising and application phase</b>   |   |   |   |     |   |
| 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. Due to the implementation of the eRecruiter program new templates (in Polish and in English), for all the colleges, have been prepared, consistent with the ministerial and EURAXESS guidelines, as well as with the principles specified in the UR OTMR policy. |
| 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 from the University OTM-R policy since April 2022.   |
| 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: <a href="https://www.ur.edu.pl/universytet/praca">https://www.ur.edu.pl/universytet/praca</a> <a href="https://bazaogloszen.nauka.gov.pl/">https://bazaogloszen.nauka.gov.pl/</a>  |

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|  |   |   |   |     | employment in projects financed by the National Science Center<br><a href="https://www.ncn.gov.pl/baza-ofert/">https://www.ncn.gov.pl/baza-ofert/</a>   |
| 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. With the eRecruiter program used, the candidates will have to submit all the documents in the form of scans. Only the candidate selected will have to submit the paper documents, once employed.   |
| <b>Selection and evaluation phase</b>  |   |   |   |     |   |
| 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) and subsequently published Rector's Ordinances set out the rules for appointing members of the selection committees for academic teachers appointed by the Rector. The selection committees include: Vice-Rector of the relevant College (or his/her representative), head of the relevant unit (institute, center) in which the candidate is to be employed, and the candidate's future direct supervisor. The rector can appoint an external expert. |
| 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 subsequently published Rector's Ordinances set out the rules for appointing members of the selection committees for academic teachers appointed  |

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|  |  |   |   |     | by the Rector. The selection committees include: Vice-Rector of the relevant College (or his/her representative), head of the relevant unit (institute, center) in which the candidate is to be employed, and the candidate's future direct supervisor. The rector can appoint an external expert.   |
| 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 | + - | 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. 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. Rector's Ordinance of November 8, 2021 (212/2021) on OTM-R policy provides guidelines for the recruitment |

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|  |  |   |  |    | process, including judging merit. The Regulations of the Doctoral 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.   |
| <b>Appointment phase</b>   |  |   |  |    |  |
| 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:<br/> <a href="https://www.ur.edu.pl/universytet/praca/konkursy/wyniki-konkursow">https://www.ur.edu.pl/universytet/praca/konkursy/wyniki-konkursow</a></p> <p>The implemented eRecruiter program 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:<br/> <a href="https://www.ur.edu.pl/university/praca/konkursy/wyniki-konkursow">https://www.ur.edu.pl/university/praca/konkursy/wyniki-konkursow</a></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> <p>The implemented eRecruiter program will automatically send feedback to candidates regarding the recruitment process.</p>   |
| 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   |  |  |  |    |  |
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| 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. |