

## TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review:

Organisation's contact details:

SUBMISSION DATE:

| <b>OTM-R checklist for organisations</b>   |             |                    |                   |   |  |
|--|-------------|--------------------|-------------------|---|--|
|  | <b>Open</b> | <b>Transparent</b> | <b>Meritbased</b> | <b>Answer:</b><br><i>Yes, completely</i><br><i>Yes, substantially -</i><br><i>Yes, partially</i><br><i>No</i> | <b>*Suggested indicators (or form of measurement)</b>  |
| <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                 | Yes, substantially  | A document was developed: Policy of open, transparent and merit-based recruitment (OTM-R) at the UTP University of Science and Technology in Bydgoszcz. The document is accessible through an URL: |

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|  |   |   |   |                    | <a href="https://www.utp.edu.pl/pl/universytet/hr-excellence-in-research">https://www.utp.edu.pl/pl/universytet/hr-excellence-in-research</a> |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | Yes, substantially | All issues related to the recruitment of research workers are regulated by the UTP charter and internal regulations                           |

#### DATE ENDORSEMENT CHARTER AND CODE:

#### 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.

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| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | Yes, substantially | Each UTP employee has access to the internal network - Intra, which hosts all Internal Regulations, circular letters and other important documents regarding the administration of the University. Each employee is required to read the applicable internal regulations related to the scope of their professional duties. |
| 4. Do we make (sufficient) use of e-recruitment tools?                            | x | x |   | Yes, substantially | External candidates have the option to send the required application documents by e-mail.   |

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| 5. Do we have a quality control system for OTM-R in place?                               | x | x | x | Yes, partially     | Recruitment committees may be supported in any administrative issues that arise during the recruitment process by the employees from the Human Resources Department who are knowledgeable in the field of OTM-R implemented in the recruitment.  |
| 6. Does our current OTM-R policy encourage external candidates to apply?                 | x | x | x | Yes, completely    | All external candidates have the opportunity to familiarize themselves with the currently ongoing recruitment processes, which are publicly available. The recruitment offers are published on the public information bulletin (BIP) website of UTP ( <a href="https://bip.utp.edu.pl">https://bip.utp.edu.pl</a> ), the website of the ministry and on the Euraxess website. Candidates may directly contact the hiring units with any questions regarding recruitment.   |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | Yes, substantially | Researchers from abroad have the opportunity to read the ongoing recruitment offers on the Euraxess portal (advertisements are published in English). Link: <a href="https://www.euraxess.pl/poland/jobs-funding">https://www.euraxess.pl/poland/jobs-funding</a>  |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | Yes, substantially | The UTP implemented rules against discrimination to attract underrepresented groups. The Work Regulations of the UTP contain the chapter on preventing discrimination in employment. Based on the Polish regulation, it also contains tasks that should not be assigned to women (due to their tediousness and/or health hazard) On the University's website, in the Employee tab, there is the Code of Ethics for Researchers, containing set of rules that integrates all groups of employees. In addition, by the internal regulation Z.160.2020.2021, an accessibility team and a designated Coordinator were appointed. |

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| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | Yes, partially | The Work Regulations of the UTP respond to the expectations of the European Charter for Researchers (ensuring safety in the field of health and safety, helping employees to improve their professional qualifications, preventing discrimination in employment, and provisions on equal treatment). |
| 10. Do we have means to monitor whether the most suitable researchers apply?                                   |   |   |   | Yes, partially | All recruitment advertisements published by UTP provide all necessary information for researchers seeking employment: job description, tasks, requirements, and documents required to apply . The documents are analyzed by the panel commissions composed of the qualified members.                 |

| Advertising and application phase  |   |   |  |                    |   |
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| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x |  | Yes, substantially | The internal regulation Z.158.2020.2021 regarding the announcement of competitions for the position of academic teachers includes the template of the competition announcement.<br>The Euraxess portal has its own internal template with mandatory elements to be completed. |

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| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x | x |  | Yes, substantially | The internal regulation regarding the announcement of competitions for the position of academic teachers in the advertisement form specifies what must appear in the competition offer, including: <ul style="list-style-type: none"> <li>• the name of the University and its organizational unit,</li> <li>• name of the scientific discipline and specialization required from the candidate for employment,</li> <li>• determining the requirements for the candidate,</li> <li>• list of required documents from the candidate,</li> <li>• deadline for submitting applications to participate in the competition,</li> <li>• the date from which it will be possible to take a given position, <ul style="list-style-type: none"> <li>• working hours</li> <li>• contact details</li> </ul> </li> </ul> |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?                                     | x | x |  | Yes, completely    | All research job advertisements are published on Euraxess. This obligation results from the Act on Higher Education - Art. 118a point 2 and internal regulations in force at the UTP.   |
| 14. Do we make use of other job advertising tools?   | x | x |  | Yes, completely    | Information about the competitions being conducted is published in three sources: the BIP website of UTP, the website of the Ministry of Education and Science, and the Euraxess website. Relevant links are below:<br><a href="https://bip.utp.edu.pl/artykuly/170/konkursy-dla-nauczycieli-akademickich-ogloszone-po-1-lipca-2019r">https://bip.utp.edu.pl/artykuly/170/konkursy-dla-nauczycieli-akademickich-ogloszone-po-1-lipca-2019r</a><br><a href="http://www.bazaogloszen.nauka.gov.pl/">http://www.bazaogloszen.nauka.gov.pl/</a><br><a href="https://www.euraxess.pl/poland/jobs-funding">https://www.euraxess.pl/poland/jobs-funding</a>  |
| 15. Do we keep the administrative burden to a minimum for the candidate?   | x |   |  | Yes, substantially | The competition announcements list the requirements necessary to take a given position and the required documents.  |
| <b>Selection and evaluation phase</b>  |   |   |  |                    |   |

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| 16. Do we have clear rules governing the appointment of selection committees?  |  | x | x | Yes, substantially | The current Statute clearly defines who is appointing and what is the composition of the selection board, taking into account the position for which the recruitment is being carried out.   |
| 17. Do we have clear rules concerning the composition of selection committees?   |  | x | x | Yes, completely    | The current Statute clearly defines who appoints and what is the composition of the selection committee. The statute specifies the composition of the recruitment committee, the emphasis is on substantive issues: the committee must include at least 5 members, including the immediate superior and persons representing the same or a related scientific discipline (in the case of a competition for the position of a professor or university professor, the committee should include persons employed as a professor or university professor). |
| 18. Are the committees sufficiently genderbalanced?  |  | x | x | Yes, partially     | There are no written rules on gender balance in the selection committees. The committees are selected primarily based on scientific and professional background (criteria given above) and balances the genders if it is possible in a given field/discipline.   |
| 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 | Yes, substantially | The statute specifies the composition of the selection committee, emphasis is placed on substantive issues. The competitions are open, carried out according to transparent procedures, transparency and clear and unambiguous criteria, taking into account a diverse professional career.  |
| <b>Appointment phase</b>   |  |   |   |                    |  |

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| 20. Do we inform all applicants at the end of the selection process?                 |  | x |  | Yes, completely | The content of the recruitment announcement includes information that after the closing of the competition procedure, the candidates will be informed about the results. In addition, the BIP UTP website provides information about the candidate's selection.  |
| 21. Do we provide adequate feedback to interviewees?                                 |  | x |  | Yes, completely | The content of the recruitment announcement includes information that after the closing of the competition procedure, the candidates will be informed about the results. In addition, the BIP UTP website provides information about the candidate's selection.  |
| 22. Do we have an appropriate complaints mechanism in place?                         |  | x |  | Yes, partially  | In the event of doubts at any stage as to the correctness of the competition procedure, the Rector or the Dean shall request the University's Legal Office for an appropriate opinion.   |
| <b>Overall assessment</b>  |  |   |  |                 |  |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |   |  | Yes, partially  | The team appointed for the HR Logo monitors on an ongoing basis whether the developed and recommended documents regarding the recruitment of scientists meet their goals. The period of application of the recommended documents will be treated temporarily, especially since the University is at the stage of transformation into a University of Technology. |