OTM-R Checklist

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

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no.** Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, asdetailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.

- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.

- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Merit-Based	Answer: (++Yes completely / +- Yes substantially / -+ Yes partially / -- no)	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	In formal terms, KUL does not have a OTM-R policy in place, although numerous documents governing the issues of employment of research staff (researchers, research and teaching staff members) have been prepared and published on the University website in Polish, for instance Statute of KUL, Work Regulations, Salary Regulations, while

					others are being drafted, e.g. an order setting out detailed procedures for the employment of staff in the position of an academic teacher. Ultimately, the OTM-R KUL policy is to be developed and translated into English. Both language versions of the OTM-R KUL will be published on the University's web page dedicated to HRS4R:https://www.kul.pl/hr-excellence-in-research,110279.html
Do we have an internal guidesetting out clear OTM-R procedures and practices forall types of positions?	x	x	x	-+ Yes partially	The applicable Statutes of KUL include a description of all types of positions: research positions, research and teaching positions, scientific librarians, as part of such job titles as Teaching Assistant, Assistant Professor, KUL Professor, Professor, Research Custodian, Senior Research Custodian. Other documents taking into account job position types are Work Regulations and the Law on Higher Education and Science. Moreover, the University is planning to prepare scopes of responsibilities for research staff members ranked between R1 and R4 on the basis of their qualifications in the OTM-R KUL.
Is everyone involved in the process sufficiently trained inthe area of OTM-R?	x	x	x	+- Yes substantially	No persons engaged in the research staff recruitment process have been specially trained in OTM-R. Members of Recruitment Committees know KUL internal regulations governing research staff recruitment and other provisions (where required); they are available on University's websites, and in the resources of the internal e-KUL platform in the KUL Monitor system of legal acts. Such practice guarantees procedures in line with the OTM-R policy. Upon the development of detailed research staff recruitment principles (OTM-R KUL), members of Recruitment Committees will be informed about them and trained accordingly.
Do we make (sufficient) use ofe-recruitment tools?	x	x		+- Yes substantially	The University applies rules which minimise candidates' administrative workload, and allows them to send documents via electronic means of communication (e-mail), and take part in job interviews remotely. Job offers must

					be published on the Public Information Bulletin websites of KUL and MEiN (Ministry of Education and Science). A more extensive use of the EURAXESS platform is also being planned. Furthermore, KUL is currently working on a new tool, a virtual Personal Affairs Department, as part of a project co-financed from EU Funds, allowing the development of a comprehensive e-recruitment system.
Do we have a quality controlsystem for OTM-R in place?	x	x	x	-- No	KUL does not currently have in place a quality control system for OTM-R, It will be described in the OTM-R KUL, and it will include, for instance, the indication of an entity responsible for the implementation and monitoring of the system and for preparing a short questionnaire surveying the level of satisfaction from recruitment process among newly employed researchers.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+- Yes substantially	KUL employment policy encourages external candidates to apply, while the availability of vacancies depends on the number of retiring employees, the employment needs arising from the implementation of research projects financed from external sources, and on other circumstances. Candidates must each time meet the conditions described in a relevant job offer. The University adapts individual stages of its research staff recruitment process to the needs of English speakers. The University currently employs 32 foreigners, researchers and research and teaching staff members, from 13 countries.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+- Yes substantially	KUL employment policy encourages candidates from abroad to apply. The University offers favourable living conditions, meal vouchers, and an individual approach to periodic assessment, just to name a few. However, information about such benefits is published in Polish only, and for that reason the University is planning to use the EURAXESS website more extensively (a detailed description of the ways to use the tool will be included in OTM-R KUL). There are pending works on publishing biographical notes of

					researchers in Polish and English (OMEGA-PSIR system) which will allow foreign candidates to obtain information about the profiles of researchers or the types of research being conducted, etc. The presentation of such data might encourage candidates from abroad to submit their applications in response to a job offer published by the University.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	KUL's legal regulations currently in force include numerous entitlements and warranties in respect of the women's participation in research positions, flexible working time arrangements (shortened hours of work for mothers, task-based working time), remote work, anti-bullying policy (an order setting out the Internal Procedure for Counteracting Bullying), the protection of children and youths (e.g. parent rooms, Order of the KUL Rector on introducing the rules for protecting children, youths, and dependent persons), work performed by persons with disabilities (the operations of the KUL Centre for Activation of People with Disabilities, locations and infrastructure adapted to the needs of persons with disabilities, vehicles for transporting people with disabilities), and balanced work and family life (a nursery). In addition, the University is involved in a number of initiatives addresses to representatives of under-represented groups (EU projects, research projects, educational projects, activities commissioned by the Ministry of Education and Science). OTM-R KUL will include the characteristics of pending and planned actions aimed at encouraging representatives of under-represented groups to submit their job applications.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+- Yes substantially	The specified work conditions for researchers arise from the provisions of the Labour Code and the Law on Higher Education and Science. The University is undertaking measures which include the definition of individual salary amounts and the award of other forms of support. The University generally has internal regulations in place to ensure attractive

					work conditions for research staff members (Work Regulations, Salary Regulations). According to the University's Strategy, active researchers are awarded in the form of prizes ("University Laurels"), active salary policy, paid research leaves, doctoral leaves, awards for publications. KUL has a well-developed internal research funding system, ensuring concurrent administrative support (e.g. Research Projects Department, Publications Repository and Positioning Department, Academic Performance Evaluation Department). Research staff members may take part in competitions for internal grants for research activities, apply for external funding, take part in study visits (e.g. Erasmus+ programme), or establish contacts with mentors/tutors. All new researchers are informed about possibilities of support and access to KUL's internal tools in the form of direct communications, e-mail, training, and messages on websites.
Do we have means to monitor whether the most suitable researchers apply?				+- Yes substantially	All new researchers are informed about possibilities of support and access to KUL's internal tools in the form of direct communications, e-mail, training, and messages on websites. Candidates submitting their applications as part of a given competition must primarily meet the conditions (transparent criteria) specified in the job offer. The KUL Personal Affairs Department is responsible for the recognition of qualifications. Employee periodic assessment criteria allow the informal verification of the quality of submitted applications. The monitoring of recruitment process is the responsibility of the Recruitment Committee, but no relevant OTM-R KUL policy evaluation system has been put in place in this respect yet.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+- Yes substantially	The developed guidelines concerning job advertisements published in Polish on the Public Information Bulletin websites of KUL "Work at KUL" tab – "Praca na KUL") and of the Ministry of Education

					and Science are applied. The University does not have clear guidelines or job advertisement templates in English (e.g. EURAXESS website). New guidelines and recommendations will be developed and included in OTM-R KUL.
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	KUL's internal regulations (Statutes of KUL, Salary Regulations, Work Regulations) clearly and accurately describe the components of competition offers (e.g. eligibility criteria, additional criteria, description of tasks, terms of employment - salary, evaluation criteria, list of documents to be submitted, time limits, place/form of application submission, time limit for announcing competition results, data privacy clause). The offer should also include references to other documents which are an integral part of complete recruitment documentation (KUL Public Information Bulletin, tab: "Work at KUL" – "Download forms" – "Formularze do pobrania").
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-+ Yes partially	KUL occasionally publishes job advertisements for researchers on the EURAXESS website. Only few University units have a profile on the website and publish advertisements. The University will develop new guidelines and recommendations in this respect in OTM-R KUL. Administration staff members responsible for the publication of offers on EURAXESS website will receive training in this respect.
Do we make use of other job advertising tools?	x	x		++ Yes completely	In addition to Public Information Bulletin websites of KUL and MEiN, and occasionally to the EURAXESS website, KUL publishes job advertisements on faculty websites and University social networking sites, but this is not a generally regulated and used practice.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	The University is trying to reduce the administrative workload of candidates taking part in the recruitment process to the minimum, while adhering to the guidelines of legislators and KUL by, for instance, sending documents via electronic means of communication (e-mail), holding remote job interviews. In addition, the University has a number of documents translated into English,

					available on the website of the KUL Personal Affairs Department.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The Rector manages the employment process at KUL. The Statues of KUL set out the principles for appointing Recruitment Committee members. The Recruitment Committee establishment procedure also depends on the guidelines which are dictated by the form and circumstances of employment (e.g. projects financed from external sources): "KUL Terms & Conditions for Awarding Research Scholarships from the Funds of the National Science Centre". The principles for appointing Recruitment Committee members will be described in OTM-R KUL.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	KUL has clearly defined rules for the composition of the Recruitment Committee in the Statues of KUL and in the procedure for research scholarship holders: "KUL Terms & Conditions for Awarding Research Scholarships from the Funds of the National Science Centre". The Recruitment Committee usually features a person who is to be an immediate superior of the employee or scholarship holder being hired (e.g. director of institute, project manager). The principles governing the composition of the Recruitment Committee will be described again in OTM-R KUL.
Are the committees sufficiently gender-balanced?		x	x	+- Yes substantially	Competition committees include experts, research and teaching staff members representing the same or similar scientific discipline as the candidate, and selected administration staff members (depending on the type of a competition procedure). Subject-matter competences of competition committee members are a priority, but the Chair of the Recruitment Committee must be guided by the gender balance principle. Gender equality issues in this respect will be generally regulated by OTM-R KUL and the Gender Equality Plan.
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 guidelines for Recruitment Committees are dispersed across several documents and arise from the Development Strategy of KUL for 2020-

					2025" in the scope consistent with University objectives, the employee periodic assessment requirements (order on specifying the periodic assessment criteria and rules applicable to academic teachers), and the Terms and conditions for awarding research scholarships and criteria of competitions for post-doc positions as part of grants financed from external sources. The description of guidelines for the Recruitment Committee will be included in OTM-R KUL.
Appointment phase					
Do we inform all applicants at the end of the selection process	x			+- Yes substantially	The University informs only successful competition participants about the completion and results of a given recruitment process (most often by phone). The information is also available on the KUL Public Information Bulletin website (tab: "Work at KUL" – "Information about competition results" – "Informacje o wynikach konkursów") for 30 days, and on the website of the Ministry of Education and Science, where the other recruitment process participants can learn about its conclusion and results. KUL is planning to implement a mechanism for individually informing candidates about competition results.
Do we provide adequate feedback to interviewees?	x			-+ Yes partially	Detailed information is provided at the request of interested parties. KUL is planning to standardise such mechanism.
Do we have an appropriate complaints mechanism in place?	x			-+ Yes partially	KUL has a general procedure for filing complaints and appeals against Recruitment Committee decisions. If such situation occurs, the receiving entity refers the matter to the KUL Organisational and Legal Department and/or other persons, sections. In addition, KUL has implemented and internal anti-bullying policy, while the KUL Rector's Plenipotentiary for Counteracting Bullying performs its duties within its structures. The adopted solutions will be part of the OTM-R KUL strategy
Overall assessment					
Do we have a system in place to assess				-- No	KUL does not currently have the

whether OTM-R delivers on its objectives?					assessment system in place, but it is due to be developed and included in OTM-R KUL, as its integral part, and in the form of a separate Rector's order appointing the OTM-R KUL Monitoring and Evaluation Team.