OTM-R Checklist

Case number:
Name Organisation under review:
Organisation's contact details:
Date endorsement charter and code:

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					
1. 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, for instance Statute of KUL, Work Regulations, Remuneration Regulations, Resolution of the Senate of KUL on determining the principles and detailed qualification requirements for candidates for promotions in the group of university teachers for research and teaching, research, and teaching positions (https://www.kul.pl/art_105483.html doc#: 1, 10), 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,210279.html
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all 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 (https://www.kul.pl/art_105483.html doc#: 14). 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.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-+ Yes partially	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 (https://www.kul.pl/dla-kandydatow-do-pracy,110289.html), 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.
4. Do we make (sufficient) use of e-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, ePUAP - Electronic Platform of Public Administration Services), and take part in job interviews remotely. Obligatory, job offers are published on the Public Information Bulletin websites of KUL, MNiSW (Ministry of Science and Higher Education) and EURAXESS (https://www.kul.pl/euraxess,art_105601.html)
5. Do we have a quality control system 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.
6. 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 38 foreigners, researchers and research and teaching staff members, from 12 countries.
7. 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

#	Question					Comments
						periodic assessment, just to name a few. Information about such benefits is published in a text of job offer (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: https://www.omegapsir.io/), 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.
8.	Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+- Yes substantially	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.
9.	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, Remuneration Regulations): https://www.kul.pl/art_105483.html. 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, including the support of the Center for Activation of People with Disabilities of KUL.
10. Do we have means to monitor whether the most suitable researchers apply?				-+ Yes partially	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					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-+ Yes partially	The developed guidelines concerning job advertisements published in Polish on the Public Information Bulletin websites of KUL "Work at KUL" tab – "Praca na KUL": https://www.kul.pl/dla-kandydatow-do-pracy,110289.html) and of the Ministry of Science and Higher Education, and in English on EURAXESS

					(https://www.kul.pl/euraxess,art_105601.html) are applied. New guidelines and recommendations will be developed and included in OTM-R KUL.
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	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": https://www.kul.pl/dla-kandydatow-do-pracy,110289.html or information posted on https://www.kul.pl/euraxess,art_105601.html).
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			-+ Yes partially	KUL publishes job advertisements for researchers on the EURAXESS website: https://www.kul.pl/euraxess,art_105601.html (currently, no open positions available). Administration staff members of Personal Affairs Department are responsible for the publication of offers on the EURAXESS website. New guidelines and recommendations will be developed and included in OTM-R KUL.
14. Do we make use of other job advertising tools?	x	x			++Yes completely	In addition to Public Information Bulletin websites of KUL and MNiSW, and 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.
15. 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, ePUAP - Electronic Platform of Public Administration Services), 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: https://www.kul.pl/dla-kandydatow-do-pracy,110289.html.
Selection and evaluation phase					
16. 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.
17. 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.
18. 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.
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 guidelines for Recruitment Committees are dispersed across several documents and arise from the Development Strategy of KUL for 2020-2025" (https://www.kul.pl/art_105483.html doc#: 2) 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: https://www.kul.pl/art_105483.html doc#: 9), 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					
20. 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 MNiSW, where the other recruitment process participants can learn about its conclusion and results.
21. 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.
22. 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, entities.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	KUL does not currently have the 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.