

Open, Transparent and Merit-based – recruitment of researchers

OTM-R

Checklist for implementing institutions	Open	Transparent	Merit-based	Answer: Absolutely yes/ Generally yes/ Partially/No	Suggested indicators (or a form of verification)
OTM-R system					
1. Have we published on-line our assumptions describing open, transparent and merit-based recruitment principles of OTM-R (in Polish and English)?	x	x	x	Partially	<p>TUL is in the process of creating the OTM-R Policy. At present, the University is based on:</p> <p>Higher Education Act http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU20051641365/U/D20051365Lj.pdf</p> <p>Labour Code http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU19740240141/U/D19740141Lj.pdf</p> <p>Statute of Lodz University of Technology https://politechnikalodzka.ssdip.bip.gov.pl/statut-pl/statut-politechniki-lodzkiej.html</p> <p>The Code ‘Good practices in higher education institutions’ developed by the Polish Rectors’ Foundation http://bip.us.edu.pl/sites/bip.us.edu.pl/files/prawo/zal_do_166_2017_3.pdf</p> <p>The Code ‘Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology’</p>



					https://www.p.lodz.pl/sites/default/files/pliki/good_practices_in_organization_of_competitions_for_the_positions_of_academic_teachers_at_lodz_university_of_technology.pdf The Code of Conduct for recruitment of researchers. https://euraxess.ec.europa.eu/jobs/charter/code
2. Do we have an internal guide that clearly communicates our OTM-R procedures and practices for all positions?	x	x	x	Generally yes	<p>In order to make the main assumptions of the OTM-R available to all employees of Lodz University of Technology, the 'Code of good practices for organization of competitions for positions of academic teachers at Lodz University of Technology' was created, which contains selected elements of the OTM-R regarding the employment of researchers. Information on this subject has been sent to all employees together with the letter of the Rector and they are available in the resources of the University Intranet. The last update took place on 9 February 2018.</p> <p>In addition, a task was included in the Action Plan for 2018 - 2021 related to the development of additional documents in the form of procedures and forms regarding the organization of competitions for the position of a researcher. (Measure A.1.1).</p>
3. Are all persons involved in the process properly trained in the OTM-R area?	x	x	x	Partially	The employees of the Department of the University Development and Human Resources have been trained and further trainings are planned to this effect.
4. Do we use (adequately) recruitment tools?	x	x		Generally yes	<p>Currently, TUL uses the tools of:</p> <p>EURAXESS https://euraxess.ec.europa.eu/jobs</p> <p>Ministry of Science and Higher Education http://www.bazaogloszen.nauka.gov.pl</p> <p>Lodz University Of Technology https://www.p.lodz.pl/pl/lista/praca-dla-naukowca</p>

					The University plans to develop recruitment tools for procedures and relevant forms.
5. Do we use the quality testing system of our OTM-R practices?	x	x	x	No	Currently, TUL does not have such a system, but its creation is planned.
6. Does our internal policy in the field of OTM-R encourage recruitment of candidates from outside?	x	x	x	Generally yes	<p>Announcements about competitions are posted on the TUL website and on the website of: the Ministry of Science and Higher Education and also on the European Commission website, on the EURAXESS portal.</p> <p>In accordance with the recommendations of the 'Code of good practices in organization of competitions for positions of academic teachers at Lodz University of Technology', the period between placing the announcement and the time limit for submitting applications is not less than 30 days, which allows the information about the competition to reach the widest possible number of persons interested in submitting application documents.</p> <p>In accordance with the Plan of Action for 2018 – 2021, the application of principles contained in the "Code of good practices in organization of competitions for positions of academic teachers at Lodz University of Technology" will be subject to monitoring (Measure A.1.1).</p>
7. Are our current internal policies regarding OTM-R consistent with the policy of attracting researchers from abroad?	x	x	x	Generally yes	<p>Announcements about competitions are also posted in the Polish version on the university website, there is also a link referring to the same announcement in English on the European commission website, on the EURAXESS portal.</p> <p>The period between placing the announcement and the time limit for submitting applications is not less than 30 days, which allows the information about the competition to reach the widest possible number of persons interested in submitting application documents. It is possible to send an application via electronic mail. If a candidate cannot appear in person, the interview may take place with the use of modern communication methods.</p>

8. Are our current internal policies regarding OTM-R consistent with the policy of attracting under-represented groups?	x	x	x	Partially	In the course of creating the OTM-R Policy, TUL will include appropriate recommendations regarding the policy of attracting under-represented groups, e.g. women. The general principles which are currently in force at the university support the gender equality policy. In addition, the university plans to adapt the website to the needs of the visually impaired persons (black and yellow version).
9. Are our current internal policies regarding OTM-R consistent with the policy of providing attractive working conditions for researchers?	x	x	x	Generally yes	The forms, which relate to the competitions to be prepared in accordance with the implementation of the Action Plan for 2018-2021, will include information on the profile description and the scope of research of the unit announcing the competition as well as employment conditions. In addition, TUL provides a rich cultural offer and the opportunity to use leisure centres located in different regions of Poland. Also, the university has a wide range of sports facilities.
10. Do we have monitoring tools and do most valuable researchers participate in competitions?				Partially	Currently, analyses are being prepared on the ad hoc basis. In the course of creating the OTM-R Policy, TUL will provide appropriate recommendations for creation of relevant monitoring tools.
Advertising and applying for a position					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for posting vacancies?	x	x		Generally yes	The university has clearly defined guidelines for announcing competitions. They are included in the Code 'Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology'. According to the Action Plan for 2018 – 2021, the specimens of relevant forms will be prepared, which will be bilingual templates detailing what information should be included in the announcements placed on the EURAXESS, the Ministry of Science and Higher Education and Lodz University of Technology websites.

12. Do we include in advertisements references/links to the relevant elements of the tool box? [see Chapter 4.4.1 a)]	x	x		Generally yes	After the implementation of specimen forms, the competition announcements will fully meet the requirements indicated the OTM-R. These forms will contain a detailed scope of the content that should be included in the announcement and information on the necessity of placing relevant links, redirecting to the appropriate sites.
13. Are we fully using the EURAXESS to ensure that our advertisements gill gain a wider reception?	x	x		Generally yes	TUL uses the opportunities offered by the EURAXESS to recruit the most valuable candidates from both Poland and abroad. Thus TUL applies the provisions of Article 118a point 2 of the Act on Higher Education, which specifies the necessity of placing announcement on the 'websites of the European Commission'. In addition, the Code of 'Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology' (Chapter 3) also imposes the obligation to place announcements on the EURAXESS website and specifies in detail how it should be done.
14. Do we use other recruitment tools?	x	x		No	Due to the comprehensive formula of existing procedures and places of publication, no additional recruitment tools are currently envisaged.
15. Do we maintain a candidate's administrative burden at the minimum level? [see Chapter 4.4.1 b)]	x			Generally yes	Candidates are asked to provide only necessary documents for the recruitment process. Chapter 4 of the Code of the 'Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology' in points 4.1 – 4.5 specifies in detail the principles on which documents should be submitted, with a clear indication that they can also be sent electronically.
Selection and evaluation of applicants					
16. Do we have clear rules for appointing recruitment committees? [see Chapter 4.4.2 a)]		x	x	Generally yes	These rules are governed by the Statute of TUL (Chapter V 'Employees of the university'). In addition, Chapter 2 of the Code of the 'Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology' in points 2.1 – 2.5 precisely defines the rules for appointment of competition committees.

					They meet the criteria set out in Chapter 4.4.2 of the OTM-R – an explicit method of establishing a competition committee; the composition of the committee shall be made public; the committee consists of minimum four members; the principles of the gender balance policy are respected; the participation of external experts from the socio-economic environment of the university has been recommended; committee members have relevant professional experience, qualifications and competences to assess candidates.
17. Do we have clear rules regarding the composition of recruitment committees?		x	x	Absolutely yes	These rules are governed by the provisions of the Statute of TUL (Chapter V Employees of the university'). Additionally, in accordance with Chapter 2 of the Code of the 'Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology' (points 2.2 and 2.3), the competition committee consists of at least four persons: a chairperson (head of the unit requesting employment or the deputy); at least two persons representing the same or related scientific discipline (designated by the head of the requesting unit); a person to be a direct supervisor of an employed applicant and the participation of an external expert is recommended, who should represent the socio-economic environment of the university (e.g. from the business or industry) or be a representative of a foreign partner university. The expert should have knowledge and experience coinciding with the competencies desired from the future employee.
18. Does the composition of committees include gender balance?		x	x	Generally yes	Pursuant to Chapter 2 of the Code of the 'Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology' (point 2.2) by appointing the competition committee the university aims to maintain the gender balance in accordance with the gender equality policy.
19. Do we have clear guidelines for recruitment committees as regards assessing professional achievements that allow us to choose the best candidates?			x	Partially	Pursuant to Chapter 2 of the Code of the 'Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology' (points 2.1 and 2.4), when determining the composition of the committee, the University takes into account the diverse professional experience of its members so that they can best assess the candidate's suitability for a given position.

Appointment					
20. Do we provide information to all applicants for the post after the selection procedure?		x		Generally yes	<p>In accordance with Chapter 8 of the Code of the 'Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology' (points 8.1 and 8.2), the university recommends providing feedback to all persons who entered the competition. After the first stage, it is a thank-you letter for taking part in the competition and information about not being qualified for the second stage. At the candidate's request, the university may provide more detailed information.</p> <p>An individual answer is given to candidates who were qualified for the second stage of recruitment (an interview), but were not finally recommended by the committee for employment. The selected candidate is immediately informed about the decision of the committee. In addition, the name and surname of the person indicated by the competition committee together with information on the number of all candidates who took part in the competition are published on the university website.</p>
21. Do we provide adequate feedback to applicants participating in recruitment?		x		Generally yes	<p>In accordance with Chapter 8 of the Code of the 'Good practices in organization of competitions for positions of academic teachers at Lodz University of Technology' (point 8.2), persons qualified for the second stage of the recruitment process (an interview) should receive feedback, in which the committee should pay particular attention to strong and weak points of the candidate. This information should be vital for the candidates in view of their further professional development.</p>
22. Do we apply an appropriate mechanism to report complaints about the recruitment process?		x		No	<p>In course of creating the OTM-R Policy, TUL will include appropriate recommendations regarding the creation of a mechanism for filing complaints against the recruitment process.</p>

Overall assessment					
23. Do we use a system to assess the degree of implementation of the OTM-R assumptions?				Partially	The Department of the University Development and Human Resources supervises the implementation of the OTM-R assumptions on an-ad hoc basis. In the course of creating the OTM-R Policy, TUL will include relevant recommendations regarding the creation of a system for assessing the degree of implementation of the OTM-R assumptions. These measures will include identification of problems under the policy provisions as well as assistance in achieving the set goals.