

OTM-R Checklist

Case number: 2023PL171297

Name Organisation under review: University of Bielsko-Biala

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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.

	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	--	1.1 UBB does not have an OTM-R policy at the time of writing. 1.2. An OTM-R policy and related procedures will be prepared and a bilingual (Polish-English) version will be published on a website dedicated to HRS4R. Indicator: a published OTM-R policy available in Polish and English.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	2.1 The process of hiring employees in UBB is defined in internal regulations: UBB Statute, Section VI (Senate Resolution no. 1464/07/VI/2019 of July 16, 2019), which specifies detailed qualification requirements for individual positions, the procedure for appointing recruitment committees, committee working methods and the way in which the recruitment process is conducted, as well as the publication of the results of competitions. Some aspects need to be refined (this will be prepared within the OTM-R policy); for example, uniform rules for the appointment and work of competition committees. 2.2 A detailed guide (regulations) will be developed, containing the characteristics of the positions and the procedure for hiring, to be published in Polish and English, with copies made available at a location accessible to potential candidates. 2.3 Indicator: a published guide (or guides) in Polish and English.

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	--	<p>3.1 The UBB statute (Resolution of the Senate no. 1464/07/VI/2019 of July 16, 2019) regulating – among other things - the manner in which staff are recruited is available to all employees on the intranet.</p> <p>3.2 OTM-R training will be planned and carried out for relevant employee groups (members of competition committees, persons specified in the OTM-R policy) after the preparation and implementation of the OTM-R policy.</p> <p>3.3 Indicators: the number of training sessions run; the number of people receiving training.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	<p>4.1 Announcements of open competitions for employment positions at UBB are posted on the main website of the University and on BIP (https://ath.bip.gov.pl/konkursy-na-stanowiska-nauczycieli-akademickich/), as well as on the portal EURAXESS JOBS and in the database of announcements on the Ministry's website (http://www.bazaogloszen.nauka.gov.pl/). 4.2 The University Portal allows candidates to apply electronically.</p> <p>4.3 Verification: each advertisement is published in 4 locations (main website, BIP, EURAXESS, the website of the relevant ministry, i.e. that of Science and Higher Education).</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	--	<p>5.1 Decisions on employment are made by the Rector.</p> <p>5.2 A detailed quality control procedure for the OTM-R policy will be developed together with the relevant policy (the quality control procedure for OTM-R activities will be developed as part of the work conducted by the HRS4R Implementation Monitoring Committee).</p> <p>5.3 Verification: implemented quality control system over OTM-R policy procedures adopted, together with appropriate policy.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+-	<p>6.1 No analysis of statistics on the number of people applying for individual positions has been carried out to date.</p> <p>6.2 The recruitment tools used encourage external candidates to apply.</p> <p>6.3 The university has provisions within its Statute enabling employment as a visiting professor.</p> <p>6.4 Verification: keeping statistics on the number of external candidates in relation to all applicants (introduction of rules to OTM-R procedures, prepared together with the OTM-R policy); posting a link to the OTM-R policy in all recruitment listings.</p>

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+-	<p>7.1 So far, no analysis of statistics on the number of people applying for individual positions has been carried out, but the experience of recruitment employees indicates a small number of researchers (applicants) from abroad.</p> <p>7.2 The recruitment tools used encourage candidates from abroad. Announcements are published in English on the EURAXESS platform. The university employs staff (both Poles and foreigners) who have obtained degrees abroad.</p> <p>7.3 The university has provisions within its Statute enabling employment as a visiting professor.</p> <p>7.4 Verification: keeping statistics on the number of applicants from outside Poland in relation to all applicants, as well as on individuals who have obtained degrees abroad (introduction of rules to OTM-R procedures – to be prepared together with the OTM-R policy); posting a link to the OTM-R policy in English in all recruitment listings.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+-	<p>8.1 Employment at UBB is available on an equal basis for all candidates. For the preparation of the Gender Equality Plan in 2022, an analysis of the employment structure was carried out (see https://ubb.edu.pl/uczelnia/rowne-traktowanie/plan-rownosci-plci).</p> <p>8.2 The rules for equalizing the disproportions of underrepresented groups (women or men, depending on the discipline) will be specified in the OTM-R policy's procedures.</p> <p>8.3 Metric: keeping statistics on the number of people from underrepresented groups (broken down by scientific discipline), to be defined in the OTM-R policy.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+-	<p>9.1 Working conditions at UBB comply with legal regulations, chiefly with the Act on Higher Education and the Labour Code.</p> <p>9.2 The University conducts activities to increase the competitiveness of its job offers through a system of wage-based motivation (e.g. awards for highly-rated publications and – for example – allowances relating to tasks and functions), as well as non-wage allowances (adjusting the amount of the penny and the schedule to the needs of scientific employees, task-based working time, the possibility of remote work). Information on working conditions is included in previously published announcements, but their scope will be clarified within the OTM-R policy.</p> <p>9.3 Metric: developed guidelines on the type of information included in competition announcements.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				--	<p>10.1 No such analysis has been performed to date.</p> <p>10.2 As part of the OTM-R policy, an obligation to analyse the protocols of competition committees in terms of matching candidates to the competition requirements will be introduced.</p> <p>10.3 Metric: a report prepared periodically (once a year) by the Monitoring Committee on the basis of data from the Commission.</p>

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+-	11.1 Guidelines on the conditions for announcing the competition, the announcement of the competition, the appointment of a competition committee, the competition procedure and the outcome of the competition, as well as the requirements for candidates employed in individual positions are set out in the UBB Statute, Section VI. 11.2 The EURAXESS portal has a template containing mandatory elements and all announcements published by the University on this portal are adapted to be in accordance with it. 11.3 An internal template for competition announcements exists – it will be made part of the applicable OTM-R policy procedure.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	12.1 Announcements contain a list of documents which must be submitted during the competition procedure; the candidate has the opportunity to submit the required documents electronically. 12.2 Links to the OTM-R policy will be included in all competition announcements.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	13.1 UBB makes full use of EURAXESS for wider dissemination of job offers. All competition announcements are posted on the EURAXESS platform, in accordance with the requirements of the Act - Law on higher education and science.
14. Do we make use of other job advertising tools?	x	x		++	14.1 Competition announcements are published on the University's main website and in the BIP and also on the ministry (of Science and Higher Education) website.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	15.1 Applicants are only required to provide the documents necessary to decide on the best candidate. Completing and supplementing the application is possible during the interview. 15.2 Candidates can submit documents in person (in paper form) and also send them electronically. 15.3 As part of the OTM-R procedure, electronic versions of the forms will be developed for candidates to download (if the team working on the OTM-R Policy identifies such a need) and rules will be introduced to determine the participation of the candidate in the interview in face-to-face and/or remotely.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	16.1 The procedure for appointing competition committees is specified in Section VI of the Statute of UBB. The decision to conduct the competition and set up the commission is made by the Rector on his own initiative, or at the request of the head of the organisational unit of the University to which the position for which the competition is to be announced belongs.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+-	17.1 The composition of the competition committee determined – in each case – by means of a Rector's order, but there are no guidelines for determining the composition of the competition committees. 17.2 The OTM-R policy will clearly define the rules for appointing the composition of competition committees.

18. Are the committees sufficiently gender-balanced?		x	x	--	18.1 There are no guidelines for gender equality in competition committees. 18.2 The OTM-R policy will introduce rules for including – where possible – gender balance within committees.
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	+-	19.1 Paragraph 132, point 2 of the Statute specifies that the commission shall evaluate the applications submitted, including the fulfilment of the requirements set out in the Act and the Statute. In this evaluation, the members of the committee are guided by the principles of ethics, impartiality and professional objectivity. 19.2 The OTM-R policy will set out guidelines for applying the principles of assessment of professional achievements, allowing the best candidate to be chosen.
Appointment phase					
20. Do we inform all applicants at the end of the selection process		x		++	20.1 The rules of publication of information on the result of the competition are in accordance with the provisions of the Act - information on the result of the competition (together with the justification) is made available in the BIP, as well as on the websites of the University and MNISW, within 30 days of its completion. 20.2 In accordance with the provisions of the Statute, each candidate has the right to read the assessment of his or her candidacy and its justification prepared by the committee. In the remaining scope, information about the competition and its results shall be made available in accordance with the provisions of the Act on access to public information.
21. Do we provide adequate feedback to interviewees?		x		+-	21.1 The rules of publication of information on the result of the competition are in accordance with the provisions of the Act - information on the result of the competition together with the justification is made available in the BIP, on the websites of the University and the relevant ministry within 30 days of its completion. 21.2 In accordance with the provisions of the Statute, each candidate has the right to read the assessment of his or her candidacy and its justification prepared by the committee. In the remaining scope, information about the competition and its results shall be made available in accordance with the provisions of the Act on access to public information. 21.2 The rules for conducting interviews and providing feedback to participants will be determined by the OTM-R policy.
22. Do we have an appropriate complaints mechanism in place?		x		+-	22.1 Pursuant to the provisions of the Statute, competition participants are entitled to appeal in the event of a justified suspicion of violation of the law or University regulations during the competition proceedings. 22.2 An appeals procedure will be developed under the OTM-R policy.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	23.1 A procedure for monitoring compliance with the OTM-R policy will be developed (for example, the number of complaints about the work of competition committees will be a monitoring indicator).