

OTM-R Checklist

Case number: 2018PL343583

Name Organisation under review: University of Economics in Katowice

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SUBMISSION DATE:

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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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, <i>partially</i>	Publication of amended rules of OTM-R policy on the University website (03.2020). [Item 13]
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes, <i>completely</i>	No action needs to be taken in this area. The OTM-R rules were taken into consideration in the 'Rules for carrying out and organising competitions for posts of academics employed at the University of Economics in Katowice' (Order no. 38/16), Statute of the University of Economics in Katowice and document entitled: 'Rules of staff policy concerning the

					academics employed at the University of Economics in Katowice' (Resolution no. 65/2016/2017 of the Senate of the University of Economics in Katowice with further amendments).
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes, partially	Running informational campaigns, or optionally trainings for heads of faculties, research project managers and individuals involved in the recruitment process; moreover, the information about the rules of recruitment compliant with OTM-R will be published on the University website (03.2020). [Item 13]
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes, completely	Job offers are published on the website of the University, Ministry of Science and Higher Education and EURAXESS. https://euraxess.ec.europa.eu/my/offer-postings ; https://www.ue.katowice.pl/uczelnia/oferty-pracy/nauczyciele-akademiccy/aktualne.html ; http://www.bazaogloszen.nauka.gov.pl/strona,5,akcja,podglad.html?ogloszenie=57290# Searching for the possibility to increase the level of use of tools for e-recruitment.
5. Do we have a quality control system for OTM-R in place?	x	x	x	-- No	Creation of quality control system with reference to recruitment (03.2020). [Item 12,13,15]
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes, completely	No action needs to be taken in this area. Job offers are published on the website of EURAXESS.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes, completely	Requirement of publishing documents in English 'Rules for carrying out and organising competitions for posts of academics employed at the University of Economics in Katowice'

					(Order no. 38/16), Statute of the University of Economics in Katowice and document entitled: 'Rules of staff policy concerning the academics employed at the University of Economics in Katowice' (Resolution no. 65/2016/2017 of the Senate of the University of Economics in Katowice with further amendments).
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-Yes, substantially	Reference to the regulation concerning the prohibition of discrimination against any group in the OTM-R policy and all official documents published on websites (on an ongoing basis). [Item 10, 13]
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, completely	Requirement of publishing documents in English. Attractive conditions for scientific and teaching work, including remuneration (e.g.: Statute of the University of Economics in Katowice, Resolution no. 62/2017/2018 of the Senate of the University of Economics in Katowice of 26 April 2018 concerning the scope of responsibilities of academics, including the number of teaching hours and rules of assigning classes outside normal working hours, as well as the size of student groups in academic year 2018/2019, 'Rules for acceptance of scientific and research works at the University of Economics in Katowice' (Order no. 90/16 with further amendments); Order on the settlement of classes taught by academics and determination of the number of classes outside normal working hours (Order no. 80/17); Rector's Order on awarding and payment of special allowances to academics employed at the University of

					Economics in Katowice' (Order no. 99/17); Order no. 139/17 on the rules of employment and remuneration of academics participating in implementation of domestic scientific and research projects financed from the state budget for science and other external sources obtained through competitive procedures (Order no. 139/17)
10. Do we have means to monitor whether the most suitable researchers apply?				-- No	Creation of system for monitoring the quality of candidates (03.2020). [Items 13,15]
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-Yes, substantially	Rules for carrying out and organising competitions for posts of academics employed at the University of Economics in Katowice' (Order no. 38/16), Statute of the University of Economics in Katowice and document entitled: Preparation of the template job advertisement. [Item 13]
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 advertisements will include references to OTM-R rules, as well as references to the principle of equal treatment. Preparation of the template job advertisement [Item 13, 15]
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes, completely	No action needs to be taken in this area. Job offers are published on the website of EURAXESS.
14. Do we make use of other job advertising tools?	x	x		++ Yes, completely	No action needs to be taken in this area. Announcements on competitions are also published on the website of the University, website of faculties, in the showcase of the HR Management Office, on the website of the Ministry of Science and Higher Education, as well as job search websites. https://euraxess.ec.europa.eu/my/offer-postings

15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	No action needs to be taken in this area. The number and scope of required documents are reduced to minimum. The issue has been settled in the 'Rules for carrying out and organising competitions for posts of academics employed at the University of Economics in Katowice.'
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	No action needs to be taken in this area. The issue has been settled in the 'Rules for carrying out and organising competitions for posts of academics employed at the University of Economics in Katowice.'
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	No action needs to be taken in this area. The issue has been settled in the 'Rules for carrying out and organising competitions for posts of academics employed at the University of Economics in Katowice.'
18. Are the committees sufficiently gender-balanced?		x	x	++ Yes, completely	Compositions of certain committees are not balanced in terms of gender. Searching for the possibility to achieve balance, although the prevailing number of women among the University employees will be the decisive factor for the efficiency of taken action.
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, partially	Preparation of guidelines for recruitment committees (03.2020). [Item 13]
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ Yes, completely	No action needs to be taken in this area. All candidates are informed about the results of recruitment process.
21. Do we provide adequate feedback to interviewees?		x		++ Yes, completely	All candidates have the right to inspect the documentation of the procedure at any stage

					of the recruitment process.
22. Do we have an appropriate complaints mechanism in place?		x		++ Yes, completely	No action needs to be taken in this area. The issue has been settled in the 'Rules for carrying out and organising competitions for posts of academics employed at the University of Economics in Katowice.'
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes, completely	In accordance with the Rector's Ordinance No. 162/17 The Monitoring Committee's tasks should supervise the implementation of the C&C