

OTM-R Checklist

Case number: 2020PL573903

Lomza State University of Applied Sciences

Akademicka Street 14, 18-400 Lomza, phone: +48 86 215 59 50; email: biuro@pwsip.edu.pl, webpage: www.pwsip.edu.pl/

DATE ENDORSEMENT CHARTER AND CODE: 04.11.2020

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.

OTM-R checklist for organisations OTM-R					
	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	++	https://pwsip.edu.pl/badania/hr-excellence-in-research
2. Do we have an internal guide setting	x	x	x	+/-	PWSliP in Łomża has an internal guide setting out clear OTM-R

out clear OTM-R procedures and practices for all types of positions?					<p>procedures and practices for all types of positions:</p> <ul style="list-style-type: none"> • The Statute of PWSiP adopted on 27th April 2019 by the Resolution of the Senate (as amended) § 69 <p>Measuring instrument: The introduction of the Regulations for the operation of Competition Committees at PWSiP in Łomża until June 2023 (development of a document / procedure; unit - pcs.)</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	<p>The implementation of training series for people involved in the recruitment process in the field of OTM-R until June 2023.</p> <p>Measuring instrument:</p> <ol style="list-style-type: none"> 1. Testing participants' satisfaction with participation in training "in" and "out" (%) 2. Measuring the level of accessibility to the training offered by monitoring the number of people participating in it at a given time in relation to the training places offered (%)
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	++	<p>All announcements about open competitions for academic teachers are posted:</p> <ul style="list-style-type: none"> • in English on the EURAXESS pan-European portal that supports the mobility and career development of researchers, and provides researchers with information and professional services, while strengthening scientific

					<p>cooperation between Europe and the world, supported by the EU, Member States and Associated Countries,</p> <ul style="list-style-type: none"> • on the website of the Ministry of Education and Science, • on the website of PWSliP in Łomża
5. Do we have a quality control system for OTM-R in place?	x	x	x	--	<p>Measuring instrument: The implementation of the quality system in the entire University according to the PN-EN ISO9001: 2015 standard, taking into account e.g. OTM-R quality control system until December 2023 (document / procedure; IU - pcs)</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>There are no statistics in this regard. Nevertheless, it is noticeable that people from outside the University also take part in the competitions.</p> <p>Measuring instrument: Number of people from outside PWSliP in Łomża applying for research and teaching positions in a given year in relation to the total number of people applying for research and teaching positions in a given year (%). Monitoring Indicator for the full year as at December 31st of each year</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	<p>There are no statistics in this regard. There is little interest among foreigners in looking for a job at PWSliP in Łomża, nevertheless the university</p>

					publishes an advertisement in English, for example on the Euraxess platform Measuring instrument: Number of people from abroad applying for research and teaching positions in a given year in relation to the total number of people applying for research and teaching positions in a given year (%). Monitoring indicator for the full year as at December 31st of each year
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Measuring instrument: Trend of the participation of female candidates (underrepresented group) applying for work at PWSliP in Łomża (increasing / decreasing). The indicator is monitored for the whole year as at December 31st of a given year in relation to the previous year
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	The amount of the minimum salary of an academic teacher (depending on the position held) is specified in the Regulation of the Minister of Science and Higher Education issued on the basis of the Act. An incentive for employees working in the group of research and teaching staff (scientists) may be the amount of the annual working hours (number of hours to work) lower than in the group of teaching staff.
10. Do we have	x	x	x	++	The analysis of the activities of the

means to monitor whether the most suitable researchers apply?					competition committees in terms of ensuring the proper assessment of the candidate in terms of his/her academic and professional qualifications. The recommendation of the competition committee as to the selection of a candidate for employment proves that all competition requirements are met. The analysis of the application documents allows you to determine whether the candidate meets the criteria and formal and substantive requirements for a given position and whether it is a suitable candidate
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	++	The data contained in the competition announcement for an academic teacher (in accordance with the statute) allow you to fill in electronic forms on the EURAXESS portal
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x	x	++	Recruitment advertisements have a list of documents required to be submitted and are published on the website https://pwsip.edu.pl/pracownicy/oferty-pracy/aktualne , Ministry of Education and Science and on Euraxess
13. Do we make full use of EURAXESS to ensure	x	x	x	++	100% of advertisements for research and teaching positions

our research vacancies reach a wider audience?					are posted on the pan-European portal EURAXESS.
14. Do we make use of other job advertising tools?	x	x	x	+/-	Measuring instrument: Additional recruitment tools increasing the chances of researcher mobility (pcs.)
15. Do we keep the administrative burden to a minimum for the candidate?	x	x	x	++	In the recruitment process, we limit ourselves only to documents that will allow us to reliably determine qualifications and scientific / teaching achievements and those that are necessary due to statutory requirements Measuring instrument: Examination of the number of submitted complaints in relation to the number of applicants (Source: Complaints Register) Monitoring indicator as of 31.12 of a given year
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?	x	x	x	++	The rules governing the appointment of competition committees are set out in the Statute
17. Do we have clear rules concerning the composition of selection committees?	x	x	x	++	The rules governing the composition of the competition committees are set out in the Statute

18. Are the committees sufficiently gender-balanced?	x	x	x	++	The composition of the Committees for research and teaching positions is not permanent. The committees are appointed by the Rector with separate ordinances. The committee consists of 3 to 5 academic teachers (regardless of gender) representing a field / discipline adequate to the requirements for candidates applying for a given position. Considering the current practice, both women and men sit on the competition boards. It is the appropriate education, qualifications, experience and predispositions that largely determine the appointment of a commission member, and not the gender itself.
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	x	x	-/+	Measuring instrument: The implementation of the Regulations of the Competition Committee by June 2023 (document / procedure; IU - pcs.)
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	-/+	Measuring instrument: The implementation of the Regulations of the Competition Committee by June 2023 (document / procedure;

					IU - pcs.)
21. Do we provide adequate feedback to interviewees?	x	x	x	-/+	Measuring instrument: The implementation of the Regulations of the Competition Committee by June 2023 (document / procedure; IU - pcs.)
22. Do we have an appropriate complaints mechanism in place?	x	x	x	++	Complaints are submitted in writing. In the last 5 years, 1 complaint / appeal was submitted regarding the recommendation given by the selection committee to a candidate for a job
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	x	x	x	+/-	Measuring instrument: Candidate satisfaction survey (questionnaire) - assessment of the implementation of the OTM-R policy