

OTM-R Checklist

Case number: 2019PL376749

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Submission date to the European Commission: 27/02/2020

Date endorsement charter and code: 21/04/2015

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, also detail on the indicators and the form of measurement used.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed 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	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes completely	https://www.uj.edu.pl/wiadomosci/-/journal_content/56_INSTANCE_d82IKZvhit4m/10/138380571 In connection with the adaptation of recruitment documents to the provisions of the new Act on Higher Education and Science 2.0 are at the stage of updating documents and OTM-R procedure

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Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	Existing recruitment procedures have been adapted to the OTM-R principles in the following documents: - JU Statute (resolution No. 37 / V / 2019) - the JU Senate of May 29, 2019) - Guide to the evaluation of academic teachers Documents related to the recruitment policy are made available and updated on an ongoing basis at www.dso.uj.edu.pl . Currently, we are working to create the JU HR Department website in English and to translate new recruitment documents into English, which are planned to be implemented under the Strategy for the next 3 years
Is everyone involved in the recruitment process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	Over 485 people participated in the training on the principles of OTM-R policy. OTM-R training is available on an ongoing basis for anyone involved in the recruitment process, among others in the framework of the ZintegrUJ project (co-financed from European funds), which aims to improve the quality of functioning and management of the Jagiellonian University (www.zintegruj.uj.edu.pl)
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	The Jagiellonian University uses the following recruitment tools: - https://bip.uj.edu.pl/praca - MNiSV http://www.bazaogloszen.nauka.gov.pl - EURAXESS - https://euraxess.ec.europa.eu/jobs/search Application documents can be submitted online.
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	The recruitment of employees is conducted by each Faculty, and the person responsible for compliance with all regulations is the Dean of the Faculty. Each stage of the recruitment process is supervised by a HR Department employee, also available for the Deans of the Faculties. CAI supervises the recruitment process projects: https://cawp.uj.edu.pl/en/wynagrodzenia We are constantly improving the monitoring system and this is one of the activities planned in the Strategy for the next 3 years.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Advertisements for the vacancies published not only on the JU website but also on the MSHE and EURAXESS websites, which guarantees the openness of the competition for candidates from outside the University. At present, JU does not keep statistics on the participation of external candidates: the total number of applicants.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	JU systematically observes the increase in employment of foreign as well as the number of PhD students from abroad. Currently, 161 foreigners are employed by JU on scientific positions and this number is successively increasing every year. At present, the JU does not keep statistics on the share of foreigners: the total number of applicants.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	The statute and work regulations in force at the JU contain information on equal treatment for all employed persons. Currently, 1455 women are employed by the JU as researchers which represents 48% of all employees. A representative for equal treatment has been appointed at the University.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Statutes and regulations in force at the University contain rules and principles which are designed to provide employees with attractive working conditions, health and safety, salary related allowances, professional development, social facilities, equal treatment of all employees, access to modern research equipment. The university enables obtaining subsidies for employing visiting professors, support in applying for external funding for research (CAWP) and has a system of scholarships, among others for doctoral students from outside Poland. A guide for external employees was also developed, containing all necessary information on employment and support offered at the Jagiellonian University.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	Recruitment advertisement contain all the necessary and essential information about the positions and required qualifications. At the recruitment stage, a contact person from the HR Department is always available to answer candidates' questions.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	On the www.dso.uj.edu.pl webpage templates are available with the mandatory elements to complete for all advertised positions. Currently, we are working on adapting and standardizing documents in connection with the entry into force of the new Law on Higher Education Science 2.0. ; this is another activity planned to be implemented under Strategy for the next 3 years.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	Job advertisements contain all the necessary elements indicated in the OTM-R. Currently, we are working on adapting and standardizing documents in connection with the entry into force of the new Law on Higher Education and Science 2.0. ; this is another activity planned to be implemented under the Strategy for the next 3 years.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	All job offers for researchers are published on the EURAXESS webpages. This also results from the Act on Higher Education and Science (Article 119 (4))
Do we make use of other job advertising tools?	x	x		++ Yes completely	Job advertisements are also published on the website of research funding institutions, i.e. NCN, FNP.

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Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	The documents currently required from candidates at the recruitment stage are limited and result from legal requirements (national and international regulations). However, work is still ongoing at the JU on minimizing the number of documents, which is related to the adaptation and unification of documents in connection with the entry into force of the new Act on Higher Education and Science 2.0. This is another activity planned to be implemented under the Strategy for the next 3 years. According to the OTM-R rules, candidates are required to send documents only electronically at the application stage. A telephone or video recruitment interview is, if possible, acting as a preliminary interview prior to the face-to-face meeting.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The Jagiellonian University Statute sets out detailed rules for appointing selection committees, with particular emphasis on their impartiality and substantive nature. At present, work is ongoing to adapt and standardize the Statute to the assumptions of the new Act on Higher Education and Science 2.0. This is another activity planned to be implemented under the Strategy for the next 3 years. UJ does not keep statistics on the composition of panels.
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	The Jagiellonian University Statute sets out detailed rules for appointing selection committees, with particular emphasis on their impartiality and substantive nature. At present, work is ongoing to adapt and standardize the Statute to the assumptions of the new Act on Higher Education and Science 2.0. This is another activity planned to be implemented under the Strategy for the next 3 years.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	The composition of the selection committees is gender balanced.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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 completely	The Jagiellonian University Statute
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	As part of good practices at the Jagiellonian University, feedback is provided to the interested parties by phone or / and e-mail. The Act on Higher Education and Science 2.0 (Article 119 (3): "Information about result of the recruitment process, together with its justification, is made available on BIP university pages, minister supervising the university webpages within 30 days after its completion.") obliges the UJ to publish the results of the recruitment process for researchers and teaching employees on the university website on the standardized template.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	By placing information with the results of the recruitment process on the university website, all candidates receive information about the end of the process. Interviewees have access to the results of the recruitment process through direct contact with the Faculty or HR Department
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	JU allows interviewees to appeal against the selection board's decision but there is no formal appeal procedure. In connection with the adaptation of documents to the regulations of the new Act on Higher Education and Science 2.0, this is another activity planned to be implemented under the Strategy for the next 3 years.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	The degree of implementation of the OTM-R assumptions is monitored by the Team for the implementation of Logo HR Excellence in Research strategy at the Jagiellonian University established by the Rector's Ordinance