UNIWERSYTET ŚLĄSKI W KATOWICACH

OTM-R Checklist for institutions

	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	No	The implementation of the action is planned from the fourth quarter of 2019, after the conclusion of the legislative process at the university related to the adoption of the new Statutes (the document introduces the obligation to conduct recruitment in accordance with OTM-R principles) and Workplace Regulations (the document specifies research, didactic and organizational responsibilities of academic teachers).
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	No	On the homepage of the university, under the dedicated employee tab, most important information for candidates regarding the rules of employment were collected, including qualification requirements for individual posts and the list of required documents. Ultimately, when the new Statutes has been implemented and the Committee for Academic Staff called to life,

					the OTM-R policy of the university will be developed, and a communication plan prepared, outlining the best ways to communicate principles and standards adopted in the process of recruitment for academic staff positions. Materials used in this process will be created in Polish and English (including a guide to the recruitment process based on OTM-R principles). The process will be the responsibility of the central administration unit dedicated to supporting university authorities in carrying out communication with employees.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	No	OTM-R policy training and instruction programmes for various target groups (members of the Committee for Academic Staff, selection boards, executive staff, other academic staff, etc.) will be prepared after the approval of the target document by the university authorities.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes substantially	The university makes use of the following tools: (1) EURAXESS JOBS portal, the BIP portal, advertisement database on the website of the Ministry of Science and Higher Education (http://www.bazaogloszen.nauka.gov.pl/), university website (https://www.us.edu.pl/ogloszenia-o-prace-i-konkursy-na-stanowiska). The University also uses the human resources module of SAP to administer personnel matters). In connection with the ongoing modernisation

					of the existing university website (within the projects co-financed from POWER 3.5 - I. "Integrated Programme for the Development of University of Silesia in Katowice" and II. "One University - Many Opportunities. Integrated Programme"), the development of e-HR tools was also planned (e.g. creating a search engine for recruitment announcements and an interactive application form). The projects will end in 2022 (POWER I) and 2023 respectively. (POWER II).
5. Do we have a quality control system for OTM-R in place?	x	x	x	No	The work aimed at building a quality control system for OTM-R policy at the university will be carried out in parallel with the activities aiming at the adoption of the target OTM-R policy. It will start in the fourth quarter of 2019.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes substantially	We observe a growing trend in the employment of foreign nationals - in the academic year 2017/2018 we employed 28 visiting professors, in the following year we attracted more people and the current number is 37 (an increase of 32% compared to the previous academic year).
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes partially	The University attempts to systematically increase the percentage of foreign researchers. This direction has been maintained by the creation in the draft of the new Statutes of a legal framework for the employment of foreign nationals who meet the qualification requirements for the positions of visiting professor or

					researcher/lecturer/affiliated artist. The University also uses the EURAXESS JOBS portal to advertise job vacancies for academic teaching positions.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes partially	The University strives to systematically minimise disproportions in attracting underrepresented groups. The internal review and the SWOT analysis of human resources conducted in the first quarter of 2019 for the needs of developing a new university strategy enabled us to identify room for development in this area. It was recommended that the target HR policy of the university be consistent with the HRS4R principles and the recruitment process for academic teaching positions be consistent with the OTM-R principles. A milestone in achieving this goal was the creation of an appropriate legal and organisational framework in the draft new Statutes. The Statutes will enter into force in the fourth quarter of 2019.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes partially	The university strives to make its employment offer for researchers competitive. Currently, the university is finalising works on a new development strategy. One of the main pillars thereof is a HR policy supporting the development of research excellence (including the aspect of building an attractive offer of employment). The strategy will be ready in the second quarter of 2019. After its launch, the process

					of designing a new HR policy integrated with strategic goals of the university will be initiated. The efforts of university authorities are focused on making 'US 2.0' (after the reform of science and higher education initiated in 2018), a first-choice employer for researchers whose research profile is in line with strategic research areas of the university.
10. Do we have means to monitor whether the most suitable researchers apply?				Yes partially	In the current system, human resources analyses are prepared for internal and external reporting. An example is the Rector's report on the activity of the university, including personnel matters, which is published annually (see http://bip.us.edu.pl/sites/bip.us.edu.pl/files/imce/sprawozdanie_rector_2017.pdf). In the target structure of the university, after the organizational transformation in the fourth quarter of 2019 resultant from the reform of science and higher education, the toolkit will be further developed, including creation of tools for monitoring the effectiveness of recruitment and selection processes for academic teaching positions.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	Yes substantially	The university has a template for advertising vacancies.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1	x	x	x	Yes	Not applicable

a)]				completely	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	Yes completely	The University has fully implemented solutions related to the publication of jon adverts in accordance with the applicable national law and internal regulations, which impose the obligation to publish information on competitions for academic positions on the European Commission's website within the European portal for researcher mobility (i.e. EURAXESS).
14. Do we make use of other job advertising tools?	x	x	x	Yes completely	Apart from the above the information on academic position vacancies are also publicised on the departmental and general university notice boards, on University of Silesia websites, on ministerial websites of the Ministry of Science and Higher Education.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes substantially	The documents to be submitted by candidates in the competitions result from provisions of national law and internal regulations (Statutes of the university). In the new draft of the Statutes, provisions have been made allowing for interviews to be conducted via electronic means of communication.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes substantially	In accordance with the provisions of the draft of the new Statutes, which will enter into force in the fourth quarter of 2019, the selection committee shall be appointed by the Rector or an authorised Vice-rector.

17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes substantially	In accordance with the provisions of the draft of the new Statutes, which shall enter into force in the fourth quarter of 2019, the selection committee shall consist of at least two experts in a given or related research discipline designated by the Dean or the Head of a relevant unit as well as other members, including a chairperson designated by the Rector.
18. Are the committees sufficiently gender-balanced?		x	x	Yes partially	Due to the assumptions made at the university concerning the composition of selection committees, it is not always possible to achieve gender balance, which often results from disproportions within particular disciplines (there are more and less female-dominated disciplines). Nevertheless, the university strives to systematically minimise such disproportions.
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	Currently, selection committees operate according to the existing practice, taking into account the changes introduced by the Act on Higher Education and Science of July 20, 2018. With the adoption of the new Statutes, a Committee for Academic Staff will be established, one of whose tasks will be preparing guidelines for selection committees (based on OTM-R principles).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes substantially	The university operates in accordance with the provisions of the Law on Higher Education and Science - pursuant to Article 119, par. 3 of the Act: "Information on the

					outcome of the competition procedure and its justification shall be made available in the BIP portal, on the websites of the higher education institution, website of the ministry and the ministry supervising the institution within 30 days of its completion". At the same time, in accordance to sec. 167 of the current Statutes of US, each participant has the right to consult the documentation concerning their own results and those of the winner of the competition.
21. Do we provide adequate feedback to interviewees?		x		Yes partially	The University operates in accordance with the provisions of the Law on Higher Education and Science - pursuant to Article 119, par. 3 of the Act: "Information on the outcome of the competition procedure and its justification shall be made available in the BIP portal, on the websites of the higher education institution, website of the ministry and the ministry supervising the institution within 30 days of its completion". The implementation of good practices in the field of communication with candidates is assumed in the target version of the OTM-R policy, which will be developed after the implementation of structural changes at the university, in the fourth quarter of 2019.
22. Do we have an appropriate complaints mechanism in place?		x		Yes substantially	Pursuant to section 75 par. 3 of the Statutes of the University the competitions for academic positions are settled by Faculty Councils (legal status as of April 24, 2018). "Any person whose legal interest has been

					violated by a resolution of the Faculty Council may appeal to the Senate through the Dean." The draft of the new Statutes also contains a provision on the right to object in writing to the resolution determining the result of the competition. In the final version of OTM-R policy, which will be developed after the structural changes are complete, i.e. in the fourth quarter of 2019, implementation of good practices in appeal proceedings is envisaged.
Overall assessment					
23. Do we have a system to assess whether OTM-R delivers on its objectives?				No	Pilot actions have been undertaken at the university, the results of which will allow us to build an optimised system for monitoring the effectiveness of the final OTM-R policy: in the first quarter of 2019, the following were conducted: (1) an opinion survey on the level of compliance with the C&C principles (targeting both academic and non-academic staff), as well as (2) a test Candidate Experience survey of staff newly recruited in the academic year 2018/2019 (the achieved NPS indicator was 56, which is considered a very good result).