

Annexe no. 7 to the Rules and regulations on the detailed organisation, mode and conditions for selection procedures for recruiting academic teachers of the University of Silesia in Katowice

**The policy of Open, Transparent and Merit-based Recruitment of academic teachers at the
University of Silesia in Katowice**

§ 1

General provisions

1. The policy of OTM-R shall be a tool to support the implementation of the University's strategy in the field of human resources.
2. The policy of OTM-R shall serve to strengthen the University's human resources by selecting candidates who meet the highest level of selection requirements in recruiting academic teachers (AT) while maintaining the principle of equal opportunities for all candidates entering the selection.
3. The policy of OTM-R shall determine the conduct of selection proceedings in the AT group according to the principles of openness, transparency and being based on the merit of the candidate, resulting from the European Charter for Researchers (ECR), the Code of Conduct for the Recruitment of Researchers and the European Framework for Research Careers (EFRC).

§ 2

Fundamental principles of the policy of OTM-R

1. The fundamental principles of the policy of OTM-R at the University shall be:
 - 1) the principle of openness – information about the selection for a post in the AT group shall be published as widely as possible, with the use of international channels for the distribution of job announcements for researchers,
 - 2) the principle of transparency – the University shall use transparent recruitment and selection processes in the context of ongoing selection proceedings in the AT group described in procedures published on the University's website and translated into English,
 - 3) the principle of standardisation of the recruitment procedure – uniform rules of conduct shall be applied at the University in order to make a collective decision on the choice of the best candidate in terms of merit through fair competition,
 - 4) the principle of focusing on the candidate's professional qualifications – the selection process in the selection proceedings in the AT group shall take place according to the requirements relevant to the position presented to candidates in the selection announcement,
 - 5) the principle of equal treatment – in the context of selection proceedings in the AT group, all candidates should be treated equally, with due regard and respect; any discrimination, in

- particular on the grounds of sex and gender, age, disability, race, religion, nationality, political beliefs, union membership, ethnic origin, religion, or sexual orientation shall be prohibited.
- 6) the principle of the security of the personal data of candidates participating in a selection – the Selection Committee members shall be authorised to process the personal data of the candidates and undertake to keep the data confidential,
 - 7) the principle of reducing the administrative burden of candidates to a minimum – only submission of the documents necessary for the objective, transparent and merit-based selection of the candidate recommended for employment shall be required of candidates; candidates should be able to submit documents by electronic means or by e-recruitment tools; only the candidate recommended by the Selection Committee must be required to submit original documents;
 - 8) the principle of informing candidates about the conduct of the recruitment and selection process in the context of the selection proceedings conducted in the AT group – the Selection Committee shall inform candidates of the indicative timetable for the conduct of the competition procedure, the outcome of the competition and the right they have to object to the decision of the Selection Committee;
 - 9) the principle of gender balance – the University shall ensure that representatives of both genders are involved in the composition of selection committees.

§ 3

Selection Committee

1. The University shall endeavour to ensure that the Selection Committee members represent a variety of experience and qualifications (in particular international and cross-sectoral) and that the composition of the Selection Committee ensures the implementation of the principle of gender balance.
2. The Selection Committee members shall follow the principles of impartiality and ethics resulting, in particular, from the Code of Ethics of the Research Employee, the detailed principles of professional ethics, and this policy.
3. A member of the Selection Committee may not be the person to whom there is doubt as to their impartiality. In such a situation, the Selection Committee Chair shall exclude the member concerned.
4. A Committee member shall immediately inform the other Committee members of any circumstances likely to affect their impartiality or objectivity.

§ 4

Deciding upon the selection

1. The members of the Selection Committee, while examining the candidate's application, shall draw attention to the course of their professional development and all professional experience, including in particular:
 - 1) qualifications relevant to the post to which the selection relates,
 - 2) achievements during the various stages of career development,
 - 3) general potential as a researcher or teacher,
 - 4) mobility experience,
 - 5) experience in the industry sector – contribution to patents, implementations or inventions.
2. Career breaks or deviations from the chronological order of the candidate's CV should not adversely affect the candidate's assessment by the Committee, and any doubts arising in connection with the breaks shall be explained by contacting the candidate.

§ 5

Quality control of the OTM-R policy

1. In order to ensure quality control of the OTM-R policy, the HR department, in consultation with the Department of Personal and Social Affairs, shall keep records of the selections and employment announced in closed proceedings and shall monitor their effectiveness concerning the indicators of the University's staff strategy.
2. Additional actions to control the practices of selection committees may be:
 - 1) supervisions of selected selection proceedings,
 - 2) focus groups with the chairs of the selection committees,
 - 3) candidate experience studies with participants in open selection proceedings.
3. The University's Academic Staff Committee shall appoint a person from them to supervise selection proceedings for a given academic year.
4. The supervision shall include, in particular, participant observations, analysis of the selection documentation and giving feedback on the Committee's performance to the Selection Committee Chair. A report shall be prepared from the supervisions conducted in a given academic year for the University's Academic Staff Committee.
5. The HR department shall organise annual focus meetings with the chairs of the selection committees to analyse existing practices in open selection proceedings. Based on the focused meetings, the HR department shall prepare a report for the University's academic staff committee.
6. The HR department shall conduct candidate experience studies, from which it shall prepare a report for the University's Academic Staff Committee.
7. Based on reports from the supervision of open selection proceedings and focus meetings with the chairs of the selection committees and the candidate experience studies, the University's Academic Staff Committee shall draw up an annual report to the Rector, including:
 - 1) best practices identified in open selection proceedings,

- 2) areas requiring further development,
 - 3) recommendations for further actions.
8. The identified best practices within the framework of open selection proceedings and recommendations for further actions shall provide the basis for developing tutorials and e-learning training available on the University's website.