

TEMPLATE 3 – OTM-R Checklist

Case number: **2019PL361571**

Name Organisation under review: **Silesian University of Technology**

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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>completely</i>	https://www.polsl.pl/hrps/otm-r/
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>	<ul style="list-style-type: none"> SUT's Statute and Annex: The mode and conditions of the competition procedure for

					<p>the recruitment of academic teachers and researchers.</p> <p>https://prawo.polsl.pl/Strony/Dokument.aspx?doc=5894 [28.04.2020; Available to all staff on the website of the Legal Monitor]</p> <ul style="list-style-type: none"> • Ordinance on the policy of employing staff at the Silesian University of Technology https://prawo.polsl.pl/Strony/Dokument.aspx?doc=5894 <p>The employment policy sets out all procedures for the employment of academic staff with reference to OTM-R practices, including:</p> <ul style="list-style-type: none"> – direct reference to the Charter and Code - §1, – elements of the employment policy – procedures for employment of academic teachers, – rules for employing academic staff in open competitions, – procedure and conditions of conducting the competition, – a standardized competition announcement template in Polish and English, – the rules for publication of announcements, including obligatory publication in the EURAXESS portal, – principles for the composition of the Competition Jury, – merit evaluation criteria, – principles of employing as a university professor and professor - comparison of achievements with the so-called reference candidate,
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					<ul style="list-style-type: none"> - specimen evaluation card in Polish and English constituting the basis for the feedback sent to the candidate on the strengths and weaknesses of his/her application, - the appeal procedure. <p>[11.06.2021; Available to all staff on the website of the Legal Monitor]</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes, partially	<ul style="list-style-type: none"> - 100% of the Human Resources Department staff involved in providing support to the committees set up to recruit academic staff, including supervising compliance with the procedure, have been trained in the principles of OTM-R; <p>- Existence of training programs for OTM-R - Number of staff following training in OTM-R</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-Yes, substantially	<ul style="list-style-type: none"> • All competition announcements concerning employment of academic staff are obligatorily published on the website of the Silesian University of Technology, the EURAXESS portal and the website of the Ministry of Education and Science. This is a statutory obligation under the Law on Higher Education and Science of 20 July 2018 and the Ordinance on the policy of employing staff at the Silesian University of Technology <p>https://isap.sejm.gov.pl/isap.nsf/DocDetails.xsp?id=WDU20180001668</p> <p>https://prawo.polsl.pl/Strony/Dokument.aspx?doc=7244</p>

					<ul style="list-style-type: none"> • Implementation of eRecruiter online recruitment system. <p>Currently 100% of job advertisements for non-academic staff are processed through the eRecruiter system. Ongoing measures to include all advertisements for academic teachers in this tool. Currently, only proceedings addressed to candidates of academic teachers recruited for employment within the Excellence Initiative - Research University programme are processed in this way.</p> <ul style="list-style-type: none"> • Most of the advertisements published allow candidates to send their application and documents electronically, via an e-mail address: hr@polsl.pl • Holding remote Selection Committee meetings using Zoom or Teams communicators and a dedicated eSesja system implemented to manage the agenda and conduct qualified votes.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-Yes, <i>substantially</i>	<ul style="list-style-type: none"> • Implementation of regulations concerning the composition of the Competition Commission, including exclusions in cases of Commission members: <ol style="list-style-type: none"> 1) being a spouse, relative or relative by affinity of the evaluated person or a member of this commission (up to the second degree inclusive), 2) connected with the evaluated person or a member of this commission by adoption, custody, or guardianship, 3) remains with the assessed person or a member of this committee in a legal

					<p>or factual relationship that may raise justified doubts as to the objectivity of this member,</p> <p>4) is subject to evaluation if the proceedings concern their person.</p> <p>https://prawo.polsl.pl/Strony/Dokument.aspx?doc=7244 paragraph 6, section 9, points. 1-4</p> <ul style="list-style-type: none"> • Each competition procedure for the employment of an academic staff member involves a recruitment specialist from the Human Resources department who: <ul style="list-style-type: none"> – takes part in selection committee meetings, – verifies the completeness of the documents, – supervises compliance with the OTM-R procedure, – keeps all related documentation in accordance with the rules adopted at the University.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-Yes, <i>substantially</i>	<ul style="list-style-type: none"> • All announcements for the employment of academic staff are published on the EURAXESS portal page of the Ministry of Education and Science website. • The openness index of the HR policy of the SUT, measured by the percentage of academic teachers currently working at the University who obtained their doctoral degree outside the SUT, is currently 20%. It should be at least 26% by 2026.

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-Yes, substantially	<ul style="list-style-type: none"> • In case of job advertisements for academic staff in the research group who do not teach in Polish, knowledge of this language is not required. The candidate may only use English. • Templates for standard announcements and evaluation sheets have been developed in both Polish and English. • Implementation of the schemes enabling: <ul style="list-style-type: none"> – subsidising accommodation costs for doctoral students, – the possibility of obtaining a grant to subsidise the costs of moving to the Silesian University of Technology from another country, – reimbursement of costs incurred in connection with the procedure of nostrification (recognition of a degree obtained abroad) of a doctoral diploma and obligatory translation of documents into Polish. <p>In 2021, compared to 2020, the Silesian University of Technology recorded an increase of 60% in the number of academic staff from abroad employed on a contract of employment.</p> <p>The current staff internationalization rate is 1.74%. In 2026, it should reach 5%.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-Yes, substantially	<ul style="list-style-type: none"> • Implementation of formal requirements for the composition of selection committees, requiring a gender balance.

					<ul style="list-style-type: none"> Nearly 40% of those currently studying at the Joint Doctoral School are women. This indicator maintains an increasing trend. Currently 34% of the academic staff at the SUT are women. The rate has remained at a similar level in 2020-2021, while it has increased by 1% compared to 2019. To improve the gender balance of those employed at the Silesian University of Technology, the University has implemented a Gender Equality Plan, part of which deals with recruitment issues. https://prawo.polsl.pl/Strony/Dokument.aspx?doc=8081
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-Yes, <i>substantially</i>	<ul style="list-style-type: none"> Implementation of more than 30 pro-quality programmes that financially reward various forms of scientific activity, which can increase earnings by a significant amount. Awarding grants and funding related to the production of research outputs, including: <ul style="list-style-type: none"> grant for the development of a project proposal in international programmes, co-financing of proofreading of high-scoring articles and international patent applications, financing patent applications to the Polish Patent Office and international patent offices, including the European Patent Office,

					<ul style="list-style-type: none"> – co-financing of scientific internships abroad, including over 3 months in renowned scientific centres. <p>The openness index of the HR policy of the SUT, measured by the percentage of academic teachers currently working at the University who obtained their doctoral degree outside the SUT, is currently 20%. It should be at least 26% by 2026.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> • Provisions for the introduction of comparative merits of the reference candidate in the case of competitions for the appointment of persons at the rank of university professor or professor in the group of research or research and didactic staff. • Provisions stipulating that a competition may remain unresolved in the absence of a suitable candidate meeting the minimum requirements. • Each application for employment or scientific promotion is subject to the review of the council of the declared candidate's discipline. • Promotion or reemployment, or transfer to a position in another staff group in the case of a academic teacher declaring participation in scientific discipline, follows an assessment of the academic staff member's achievements and prospects for further development, based on the periodic evaluation form submitted and an individual development plan drawn up on the interim assessment

					<p>sheet, indicating the criteria in which he/she plans to achieve results.</p> <ul style="list-style-type: none"> • A candidate for the position of university professor must additionally submit a list of scientific achievements based on a form including information on scientific publications, patent applications, implemented research projects, international internships, along with supervising doctoral dissertations. • Monitoring of compliance with procedures in all competitions for the employment of academic staff by a member of the Personnel Resources Department.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<i>++ Yes, completely</i>	<ul style="list-style-type: none"> • The template of the competition announcement for the employment of academic teachers in Polish and English is included in Ordinance No. 97/2021 of 11 June 2021 on the employment policy of the personnel at the Silesian University of Technology. • Verification of the advertisement in accordance with the procedures carried out by the Personnel Resources Department, which is also responsible for its publication on the website of the University, the Ministry of Education and Science and EURAXESS.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> • The Ordinance Np. 97/2021 of 11 June 2021 on the employment policy of the personnel at the SUT introduced a

					<p>template for competition announcements with a list of obligatory requirements to be assessed for employment at the position of professor and university professor, respectively, and at the position of assistant professor, lecturer, and instructor, separately for the group of research, research and teaching and teaching staff.</p> <ul style="list-style-type: none"> • The resolution of the Senate for the academic year regulates matters concerning the rules of recruitment and the compulsory requirements for applicants to the Joint Doctoral School.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			<ul style="list-style-type: none"> • According to the Polish Law on Higher Education and Science, as of July 2018, all job advertisements for academic staff are published on the EURAXESS portal. • The openness index of the HR policy of the SUT, measured by the percentage of academic teachers currently working at the University who obtained their doctoral degree outside the SUT, is currently 20%. It should be at least 26% by 2026.
14. Do we make use of other job advertising tools?	x	x		+/-Yes, substantially	<ul style="list-style-type: none"> • In accordance with the Law on Higher Education and Science in force in Poland since July 2018, job advertisements for academic staff in public universities can only be published on the University's website, the website of the Ministry of Education and Science and EURAXESS. The legislator has not expanded the catalogue of other possibilities.

					<ul style="list-style-type: none"> In the case of searching for candidates for academic teacher positions funded by research projects, the university allows to publish advertisements in other places, such as Research Gate.
15. Do we keep the administrative burden to a minimum for the candidate?	x			<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> Each announcement includes a list of required documents, with links to forms and declarations (if these are required to be submitted and/or filled in). Competitions for the employment of academic staff allow applications to be sent online and interviews to be conducted remotely. Recruitment to the Joint Doctoral School is conducted solely through the electronic recruitment system and interviews with the Committee are undertaken remotely. Progressive implementation of the eRecruiter electronic recruitment tool in competitions for the recruitment of academic staff.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>++ Yes, completely</i>	<ul style="list-style-type: none"> The rules concerning the governing the appointment of selection committees in recruitment proceedings for academic teachers are regulated in Ordinance No. 97/2021 on the policy of employment of personnel at the Silesian University of Technology. The selection committees are in each case appointed by the Rector.

<p>17. Do we have clear rules concerning the composition of selection committees?</p>		x	x	++ <i>Yes, completely</i>	<ul style="list-style-type: none"> • The rules concerning the composition of selection committees in recruitment proceedings for academic teachers are regulated in Ordinance No. 97/2021 on the policy of employment of personnel at the Silesian University of Technology. • Basic formal rules on the composition of the Commission: <ul style="list-style-type: none"> – composed of at least 5 persons, – it should include in each case the head of the organisational unit making the application for employment, – the composition should be gender balanced, – the following members are excluded from the composition of the commission: <ul style="list-style-type: none"> ○ being a spouse, relative or relative by affinity of the evaluated person or a member of this commission (up to the second degree inclusive), ○ related to the evaluated person or a member of this commission by adoption, custody, or guardianship, ○ remaining with the evaluated person or a member of this commission in such a legal or factual relation that it may raise justified doubts about the impartiality of this member, ○ subject to evaluation if the proceedings concern his/her person
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<p>18. Are the committees sufficiently gender-balanced?</p>		x	x	+/-Yes, substantially	<ul style="list-style-type: none"> • In accordance with the provisions of Ordinance No. 97/2021 on the policy of employment of personnel at the Silesian University of Technology, the Competition Committees should be gender balanced. • Conducting annual audits of compliance with gender balance provisions in the selection boards. • Introduction by the academic year 2023/2024 of appropriate provisions regarding the obligation to balance the gender of committees for recruitment to Joint Doctoral Schools.
<p>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?</p>			x	+/-Yes, substantially	<ul style="list-style-type: none"> • In accordance with the provisions of Ordinance No. 97/2021 on the policy of employment of personnel at the Silesian University of Technology, the template of candidate information form was introduced, which includes clear guidelines and all indicators of the candidate's merit in the field of scientific publications, research projects, international cooperation, including academic mobility, organizational activities and scholarly promotion, as well as other activities, along with the maximum and minimum number of points to be awarded. • Paragraph 12 of the Ordinance on the policy of employment of personnel at the Silesian University of Technology provides information on the requirements to be assessed by the Selection Committee in competitions for the positions of

					professor and university professor, assistant professor, lecturer, instructor separately in the groups of research and teaching staff and didactic staff only.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		<i>++ Yes, completely</i>	<ul style="list-style-type: none"> • All competitions for the employment of academic teachers specify the deadline for the results of the recruitment as well as the procedure for informing about its completion in accordance with the provisions of Ordinance No. 97/2021 on the policy of employment of employees at the Silesian University of Technology. • Information on the results of the competition is also obligatorily published on the website of the Ministry of Education and Science. • For all competitions for employment of academic staff, information about the results and the justification is made available in the BIP on the websites of the Silesian University of Technology and the respective minister for higher education within 30 days after the conclusion of the competition, for a period of at least three months.
21. Do we provide adequate feedback to interviewees?		x		<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> • In accordance with the provisions of Ordinance No. 97/2021 on the policy of the employment of personnel at the Silesian University of Technology, after the interview each candidate receives a Candidate Information Form, with appropriate scores and descriptions of his/her strengths and weaknesses.

					<ul style="list-style-type: none"> • Within the framework of the Ordinance No 97/2021 on the policy of the employment of personnel at the Silesian University of Technology, an appropriate template of the Candidate Information Form in Polish and English has been introduced together with a specification of criteria and a scoring guide.
22. Do we have an appropriate complaints mechanism in place?		x		<i>++ Yes, completely</i>	<ul style="list-style-type: none"> • The procedures for appealing decisions related to the recruitment of academic staff are specified in the <ul style="list-style-type: none"> – Statutes of the Silesian University of Technology, – Ordinance No. 97/2021 on the policy of employment of personnel at the Silesian University of Technology. • The procedures for appeals against decisions of the selection committees in recruitment to doctoral schools are specified in the Resolution of the Senate formulated on admissions for a given academic year (the latest: Resolution No. 11/2021 of the Senate of the Silesian University of Technology of 25 January 2021 on the rules of recruitment to the doctoral school under the name "Joint Doctoral School" for education starting in the academic year 2021/2022). • Number of appeals in competitions for the employment of academic staff registered in 2021 in relation to the number of applications.

					<ul style="list-style-type: none"> Number of appeals for admission to the Joint Doctoral School in relation to the number of applications: 6 appeals/652 applicants registered in total.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-Yes, <i>substantially</i>	<ul style="list-style-type: none"> Implementation of revised policy on employment of personnel at the Silesian University of Technology by Decree No. 97/2021 Annually reporting on the results of the recruitment process, employment of academic staff according to groups, academic degrees, working hours, and gender. Monitoring the application of the current regulations concerning OTM-R during the recruitment process for academic teachers by HR specialists in the Personnel Department Annual monitoring of conducted competitions and implementation of the employment policy in terms of the number of held and resolved competitions, applications sent by gender, number of foreigners applying, appeal procedures, etc.