

## Open, Transparent and Merit-based Recruitment of Researchers

### OTM-R Checklist for Institutions

#### Silesian University of Technology



	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes, completely	The website of the Silesian University of Technology is maintained in Polish and English. The appropriate language version can be selected in the menu on the homepage. Ordinances and regulations concerning employees' matters are published in the Official Gazette of the Silesian University of Technology in Polish and English. Information on the OTM-R policy is also available on the website: <a href="https://www.polsl.pl/hrps/otm-r/">https://www.polsl.pl/hrps/otm-r/</a> .
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes, completely	A comprehensive guide to applying for university teaching posts is published on the OTM-R website at <a href="https://www.polsl.pl/hrps/en/otm-r-2/">https://www.polsl.pl/hrps/en/otm-r-2/</a> . The published rules are based on the University's internally adopted basic documents, i.e. <ul style="list-style-type: none"> <li>SUT's Statute and Annex: The mode and conditions of the competition procedure for the recruitment of academic teachers and researchers. <a href="https://lex.polsl.pl/423-lista/d/11953/5/">https://lex.polsl.pl/423-lista/d/11953/5/</a></li> </ul> [Available to all staff on the website of the Legal Monitor]

					<ul style="list-style-type: none"> <li>• Ordinance on the policy of employing staff at the Silesian University of Technology <a href="https://lex.polsl.pl/423-lista/d/20485/5/">https://lex.polsl.pl/423-lista/d/20485/5/</a></li> </ul> <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"> <li>– direct reference to the Charter and Code - §1,</li> <li>– elements of the employment policy</li> <li>– procedures for employment of academic teachers,</li> <li>– rules for employing academic staff in open competitions,</li> <li>– procedure and conditions of conducting the competition,</li> <li>– a standardized competition announcement template in Polish and English,</li> <li>– the rules for publication of announcements, including obligatory publication in the EURAXESS portal,</li> <li>– principles for the composition of the Competition Jury,</li> <li>– merit evaluation criteria,</li> <li>– principles of employing as a university professor and professor - comparison of achievements with the so-called reference candidate,</li> <li>– 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,</li> <li>– the appeal procedure.</li> </ul> <p>[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"> <li>– 100 per cent 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.</li> <li>– A member of the Human Resources Department is involved in each recruitment process to monitor the application of the relevant procedures and rules, and to provide advice and support to pre-applicants and committee members. The University should continue to improve in this area, including through:</li> </ul>

					<ul style="list-style-type: none"> <li>- Introduction of training programs for OTM-</li> <li>- Monitoring the number of staff following training in OTM-R</li> </ul>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>• 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  <a href="https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20180001668/U/D20181668Lj.pdf">https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20180001668/U/D20181668Lj.pdf</a>   <a href="https://lex.polsl.pl/423-lista/d/20485/5/">https://lex.polsl.pl/423-lista/d/20485/5/</a> </li> <li>• Implementation of eRecruiter online recruitment system.   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. </li> <li>• Most of the advertisements published allow candidates to send their application and documents electronically, via an e-mail address: <a href="mailto:hr@polsl.pl">hr@polsl.pl</a></li> <li>• Holding remote Selection Committee meetings using Zoom or Teams communicators and a dedicated eSesja system implemented to manage the agenda and conduct qualified votes.</li> </ul>
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>• Preparing annual reports on the recruitment of academic staff in relation to the OTM-R rules.</li> </ul>

					<ul style="list-style-type: none"> <li>• Introduction of quality control mechanisms in the form of a requirement for a representative of the Human Resources Department to participate in recruitment competitions for academic staff. The designated person: <ul style="list-style-type: none"> <li>– takes part in selection committee meetings,</li> <li>– verifies the completeness of the documents,</li> <li>– supervises compliance with the OTM-R procedure,</li> <li>– keeps all related documentation in accordance with the rules adopted at the University.</li> </ul> </li> <li>• Implementation of regulations concerning the composition of the Competition Commission, including exclusions in cases of Commission members: <ul style="list-style-type: none"> <li>– being a spouse, relative or relative by affinity of the evaluated person or a member of this commission (up to the second degree inclusive),</li> <li>– connected with the evaluated person or a member of this commission by adoption, custody, or guardianship,</li> <li>– remains with the assessed person or a member of this committee in a legal or factual relationship that may raise justified doubts as to the objectivity of this member,</li> <li>– is subject to evaluation if the proceedings concern their person.</li> </ul> </li> </ul> <p><a href="https://lex.polsl.pl/423-lista/d/20485/5/">https://lex.polsl.pl/423-lista/d/20485/5/</a> paragraph 6, section 9, points. 1-4.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>• All announcements for the employment of academic staff are published on the EURAXESS portal page of the Ministry of Education and Science website.</li> <li>• 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.</li> </ul>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

					<ul style="list-style-type: none"> <li>• Templates for standard announcements and evaluation sheets have been developed in both Polish and English.</li> <li>• Implementation of the schemes enabling: <ul style="list-style-type: none"> <li>– subsidising accommodation costs for doctoral students,</li> <li>– the possibility of obtaining a grant to subsidise the costs of moving to the Silesian University of Technology from another country,</li> <li>– 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.</li> </ul> </li> <li>• Enabling job application documents to be sent electronically from all over the world, as well as participating in interviews with the committee in a remote format.</li> </ul> <p>The Silesian University of Technology should continuously monitor the number of foreign researchers employed and introduce further mechanisms to facilitate their integration and start of work.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>• Implementation of formal requirements for the composition of selection committees, requiring a gender balance.</li> </ul> <p>To improve the gender balance of those recruiting and employed at the Silesian University of Technology, the University has implemented a Gender Equality Plan, part of which deals with recruitment issues.  <a href="https://www.polsl.pl/hrps/en/most-important-completed-tasks/">https://www.polsl.pl/hrps/en/most-important-completed-tasks/</a></p> <p>The university should monitor progress on an ongoing basis.</p> <ul style="list-style-type: none"> <li>• Nearly 40% of those currently studying at the Joint Doctoral School are women. This indicator maintains an increasing trend.</li> </ul>

					<ul style="list-style-type: none"> <li>In 2022 34 per cent 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.</li> </ul>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>Information on the working conditions, main benefits and opportunities offered to employees of the Silesian University of Technology on the website of the Silesian University of Technology.</li> <li>Implementation of more than 30 pro-quality programmes that financially reward various forms of scientific activity, which can increase earnings by a significant amount.</li> <li>Awarding grants and funding related to the production of research outputs, including: <ul style="list-style-type: none"> <li>grant for the development of a project proposal in international programmes,</li> <li>co-financing of proofreading of high-scoring articles and international patent applications,</li> <li>financing patent applications to the Polish Patent Office and international patent offices, including the European Patent Office,</li> <li>co-financing of scientific internships abroad, including over 3 months in renowned scientific centres.</li> </ul> </li> </ul> <p>The Silesian University of Technology is committed to monitor 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"> <li>Preparation of annual reports on the recruitment of academic staff by position, gender, number of applicants, number of final hires, etc. <a href="https://www.polsl.pl/hrps/en/documents/">https://www.polsl.pl/hrps/en/documents/</a></li> <li>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</li> </ul>

					<p>professor or professor in the group of research or research and didactic staff.</p> <ul style="list-style-type: none"> <li>• Provisions stipulating that a competition may remain unresolved in the absence of a suitable candidate meeting the minimum requirements.</li> <li>• Each application for employment or scientific promotion is subject to the review of the council of the declared candidate's discipline.</li> <li>• 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 sheet, indicating the criteria in which he/she plans to achieve results.</li> <li>• 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.</li> <li>• Monitoring of compliance with procedures in all competitions for the employment of academic staff by a member of the Personnel Resources Department.</li> </ul>
--	--	--	--	--	--

11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes, completely	<ul style="list-style-type: none"> <li>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 Silesian University of Technology. <a href="https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218">https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218</a></li> <li>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.</li> </ul>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-Yes, substantially	<p>The content of job adverts is kept as concise as possible, with links to, for example, the structure of the university, working conditions, descriptions of disciplines or research areas, leading to more detailed descriptions.</p> <p>All vacancies for academic teachers are published on the Euraxess portal.</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes, completely	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
14. Do we make use of other job advertising tools?	x	x		+/-Yes, substantially	<ul style="list-style-type: none"> <li>In accordance with the Law on Higher Education and Science in force in Poland since July 2018, job advertisements for academic staff in public</li> </ul>



					<p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>According to the current Law on Higher Education and Science, public universities in Poland have strictly defined places where an advertisement for the employment of an academic teacher can be published, limited to the university's website, the website of the ministry responsible for higher education and Euraxess.</p>
15. Do we keep the administrative burden to a minimum for the candidate?	x			<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Competitions for the employment of academic staff allow applications to be sent online and interviews to be conducted remotely.</li> <li>• Recruitment to the Joint Doctoral School is conducted solely through the electronic recruitment system and interviews with the Committee are undertaken remotely.</li> <li>• Progressive implementation of the eRecruiter electronic recruitment tool in competitions for the recruitment of academic staff.</li> </ul>

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	<ul style="list-style-type: none"> <li>• 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.  <a href="https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218">https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218</a></li> <li>• The selection committees are in each case appointed by the Rector.</li> </ul>
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	<ul style="list-style-type: none"> <li>• 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.  <a href="https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218">https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218</a></li> <li>• Basic formal rules on the composition of the Commission: <ul style="list-style-type: none"> <li>– composed of at least 5 persons,</li> <li>– it should include in each case the head of the organisational unit making the application for employment,</li> <li>– the composition should be gender balanced,</li> <li>– the following members are excluded from the composition of the commission: <ul style="list-style-type: none"> <li>○ being a spouse, relative or relative by affinity of the evaluated person or a member of this commission (up to the second degree inclusive),</li> <li>○ related to the evaluated person or a member of this commission by adoption, custody, or guardianship,</li> </ul> </li> </ul> </li> </ul>

					<ul style="list-style-type: none"> <li>○ 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,</li> <li>○ subject to evaluation if the proceedings concern his/her person</li> </ul>
18. Are the committees sufficiently gender-balanced?		x	x	<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>• 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.  <a href="https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218">https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218</a></li> <li>• Conducting annual audits of compliance with gender balance provisions in the selection boards.</li> <li>• 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.</li> </ul>
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	<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>• 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.  <a href="https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218">https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218</a></li> </ul>

					<ul style="list-style-type: none"> <li>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.</li> </ul>
--	--	--	--	--	--

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"> <li>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.  <a href="https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218">https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218</a></li> <li>Information on the results of the competition is also obligatorily published on the website of the Ministry of Education and Science.</li> <li>For all competitions for employment of academic staff, information about the results and the justification is made available in the Public Information Bulletin 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.</li> </ul>
21. Do we provide adequate feedback to interviewees?		x		<i>+/-Yes, substantially</i>	<ul style="list-style-type: none"> <li>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.</li> </ul>

					<a href="https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218">https://lex.polsl.pl/423-lista/d/20485/13/?reporef=%2Flexlist%3FsearchKey%3D102106218</a> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
22. Do we have an appropriate complaints mechanism in place?		x		<i>++ Yes, substantially</i>	<ul style="list-style-type: none"> <li>• The procedures for appealing decisions related to the recruitment of academic staff are specified in the <ul style="list-style-type: none"> <li>– Statutes of the Silesian University of Technology,</li> <li>– Ordinance No. 97/2021 on the policy of employment of personnel at the Silesian University of Technology.</li> </ul> </li> <li>• 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.</li> </ul> <p>The university should establish a system for collecting statistics on appeals against committee decisions.</p>

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<i>+/-Yes, partially</i>	<ul style="list-style-type: none"> <li>• Implementation of revised policy on employment of personnel at the Silesian University of Technology by Decree No. 97/2021</li> <li>• Annually reporting on the results of the recruitment process, employment of academic staff according to particular groups, academic degrees, working hours, and gender.</li> <li>• Monitoring the application of the current regulations concerning OTM-R during the recruitment process for</li> </ul>

					<p>academic teachers by HR specialists in the Personnel Department</p> <ul style="list-style-type: none"><li>• 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.</li></ul>
--	--	--	--	--	--