

TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review: Adam Mickiewicz University, Poznań

Organisation's contact details: Wieniawskiego 1, 61-712 Poznań, Poland e-mail: rectoroff@amu.edu.pl;

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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>Partially</i>	The OTM-R policy paper is under construction and will be ready together with the new AMU Statute, by the end of September 2019. Currently our OTM-R policy is based on the following regulations, available online: Labour Law http://www.dziennikustaw.gov.pl/DU/2018/917

					<p>The Law on Science and Higher Education http://www.dziennikustaw.gov.pl/DU/2018/1668/1</p> <p>AMU Statue https://pracownicy.amu.edu.pl/dokumenty-uam/statut-uam (Appendix 2 – detailed instruction for the enrollment procedures)</p> <p>The Code - Good practices in Higher Education https://pracownicy.amu.edu.pl/data/assets/pdf_file/0004/56965/kodeks.pdf</p> <p>Code of Ethics for Researchers https://pracownicy.amu.edu.pl/data/assets/pdf_file/0008/166436/Kodeks_etyki_pracownika_naukowego.pdf</p> <p>AMU Internal rules regarding the calls for the academic teachers (amendment of 22nd December 2018) https://pracownicy.amu.edu.pl/kategorie/kadry-bhp-sprawy-socjalne-zwiazki-zawodowe/kadry/dzial-kadr-i-organizacji/informacje,-procedury-i-obszary-dziaania/procedury/nauczyciele-akademiccy/zasady-ogaszania-konkursow-na-stanowiska-nauczycieli-akademickich</p>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all the types of positions?	x	x	x	+/-Yes, substantially	<p>AMU Internal rules regarding the calls for the academic teachers (amendment of 22nd December 2018) https://pracownicy.amu.edu.pl/kategorie/kadry-bhp-sprawy-socjalne-zwiazki-zawodowe/kadry/dzial-kadr-i-organizacji/informacje,-procedury-i-obszary-dziaania/procedury/nauczyciele-akademiccy/zasady-ogaszania-konkursow-na-stanowiska-nauczycieli-akademickich</p>

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-Yes, substantially	The training was delivered to approximately 150 persons: <ul style="list-style-type: none"> - The staff of Human Resources Office - The staff of the Dean's Offices - The Deans and Vice-Deans - The Senate members
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes, completely	AMU make sufficient use of e-tools for recruitment. We use webportals of the Biuro of Public Information (https://bip.amu.edu.pl/), Ministry of Science and Higher Education (http://www.bazaogloszen.nauka.gov.pl) as well as EURAXESS. It is also obligatory to publish the results of the calls with the justification of the evaluation (addressing the chosen candidate) on the Biuro of Public Information portal. In accordance with the binding regulations, external candidates are able to send the required documents via e-mail
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes, partially	For the recruitment of professors and lecturers selection criteria and the composition of selection committees are reviewed and controlled, under a highly rights-based claim system, including specific commissions for that. For the recruitment of researchers a previous control of the selection criteria and the composition of selection committees is performed by Human Resources department before the launch of the call. Quality control over OTM-R is performed by encouraging the selection board to always use the administrative support of a HR Assistant in the recruitment process. The HR Assistants have sufficient knowledge in the area of OTM-R.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes, completely	All external candidates have the possibility to learn about the current recruitment processes from the University's website, from the Ministry's website

					and from the Euraxess website. Still the number of external candidates is usually around 10% depending on the position.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes, completely	Foreign candidates have the possibility to learn about the current recruitment processes from the Euraxess website. Currently AMU hires 160 foreign researchers and the number continuously grows.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-Yes, substantially	AMU has developed a Code of the Equal Treatment in the process of the recruitment https://pracownicy.amu.edu.pl/kategorie/kadry-bhp-sprawy-socjalne-zwiazki-zawodowe/kadry/regulacje-prawne-dotyczce-rownego-traktowania-w-zatrudnieniu
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, completely	AMU commits as far as possible to improving the stability of employment conditions for researchers and ensures that researchers enjoy fair and attractive conditions of salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectoral collective bargaining agreements. This includes researchers at all career stages as well as administrative staff.
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	-/+ Yes, partially	The calls rarely are unfilled. The information provided for the candidates about the working conditions, the requirements, the job- security policy is given with the aim to attract the suitable researchers. During the selection process, if doubts or questions occur, the Selection Committee can conduct the online video conference with a candidate. Also a HR specialist is indicated to answer the questions of a candidate.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	-/+ Yes, partially	There are written guidelines for the advertising of positions. The internal regulations related to

					recruitment procedures should contain appendices with sworn translations of the positions of academic teachers and with announcements of research vacancies. They are being prepared. The Euraxess portal has its own internal form with obligatory fields to complete.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x	x	--No	The new Guidelines will be ready together with the new Statute of AMU. More elements should be included in the job advertisements for the recruitment of researchers. The new regulation for the recruitment of researchers should include this, and index covers with all this references should be added to all advertisements. Clear guidelines for this should be included in the Code of Good Practice for Research. All the positions funded by H2020 are published in Euraxess Jobs and also all those positions with international scope.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	++Yes, completely	- 100% of vacancy announcements for researchers is published on Euraxess. This duty is imposed in the Law on Science and Higher Education and from internal regulations in effect at the University.
14. Do we make use of other job advertising tools?	x	x	x	-/+ Yes, partially	Other national websites are used e.g. the National Science Center website, the Foundation for the Polish Science. Usually they are used with the regard to the vacant positions offered in the projects funded by those bodies. Other resources should be taken into account in the future e.g. other universities websites or newsletters.
15. Do we keep the administrative burden to a minimum for the candidate?	x	x	x	+/-Yes, substantially	The requested documents are those strictly necessary to assess the candidates. The lack of electronic tools makes difficult the reduction of the administrative burden for the selected candidates. In some cases, some supporting documents are requested at the time of signing the contract.

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?	x	x	x	++Yes, completely	There are clear rules on the appointment of selection committees both for the recruitment of professors and lectures and for the recruitment of researchers. The appointment is always public and the process is clearly regulated by AMU Statue.
17. Do we have clear rules concerning the composition of selection committees?	x	x	x	++Yes, completely	Binding internal regulations clearly describe who appoints the selection committee and what is its composition.
18. Are the committees sufficiently gender-balanced?	x	x	x	+/-Yes, substantially	Generally the binding internal regulations stress merit-based issues but when composing the committees the gender balance is taken into account. It will be though further defined in the Gender Equality Plan.
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	x	x	++Yes, completely	Appendix 2 to the AMU Statue defines the rules for the selectin process that stress the merit base judgement.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	+/-Yes, substantially	The recruitment committees are encourage to send feedback for unsuccessful candidates on the strengths and weaknesses of their applications. In practice it is still not a common procedure and it needs further consultation process with the Deans and Scientific Councils of the Faculties. Usually they only receive the acknowledgment letter. The new Law 2.0 makes it obligatory to publish the results of the recruitment on the website of the Bulletin of Public Information. The results are also published on AMU website.
21. Do we provide adequate feedback to interviewees?	x	x	x	+/-Yes, substantially	The recruitment committees are encourage to send feedback for unsuccessful candidates on the strengths and weaknesses of their applications. The new guideline in this matter will be prepared with the new AMU Statue
22. Do we have an appropriate complaints mechanism in place?	x	x	x	-/+ Yes, partially	The new guideline in this matter will be prepared with the new AMU Statue.

					Currently internal regulations on the recruitment processes ensure clear and transparent rules for organizing job competitions. Moreover, “in the case of disputes regarding the observance of recruitment procedures at any stage of the recruitment process, the Rector, the Dean or the Chair of the competition committee ask the University's Legal Office for opinion. The confirmation by the said Legal Office of some procedural errors shall become a basis for repeating the defective procedures or for canceling the recruitment process.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--No	Such an assessment system is not in place. Nevertheless, HR Service is aware of all these indicators. Internal meetings including Research and HR Services for the implementation of such an assessment are being held. The Implementation Working Group for the monitoring of the implementation of the European Charter for Researchers will monitor whether the prepared and recommended documents regarding the recruitment of researchers provide intended results. The recommended documents shall have a temporary effect, while feedback will be encouraged on whether the proposed solutions fully correspond to the principles of OTM-R.