



WROCLAW UNIVERSITY  
OF ENVIRONMENTAL  
AND LIFE SCIENCES



# OTM-R POLICY

AT WROCLAW UNIVERSITY  
OF ENVIRONMENTAL AND LIFE SCIENCES

WROCLAW 2022

# Introduction



In April 2017 The Wrocław University of Environmental and Life Sciences (UPWr) received the 'HR Excellence in Research' award from the European Commission as recognition of its commitment to adopting the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The European Charter for Researchers sets out the responsibilities and rights of researchers and those who employ and/or fund them, while the Code of Conduct for the Recruitment of Researchers contains specific principles and requirements for recruitment and selection processes, the implementation of which ensures the transparency and fairness of these processes.

The awarded HR logo to the University of Environmental and Life Sciences is therefore equivalent to a declaration that the university will provide its researchers with the best and European-standard working conditions while carrying out scientific or research and development activities.

The aim of the HR Excellence in Research distinction is to create the conditions for research and teaching staff to be able to be mobile domestically and internationally, and for research teams to conduct interdisciplinary research, as well as to provide assistance in successful applications for funding. The HR Excellence award encourages the development and implementation of positive changes and standards that are in place in other countries, which would probably not have been implemented without the launch of the HR Excellence in Research application process. The implementation of management models that are optimized – up to date to the challenges on a global and European level - based on the principles of the European Charter and Code was an opportunity to analyze and redefine existing management processes at the university.

An open, transparent and merit-based recruitment system (OTM-R) is a tool that enables adherence to the principles of the Charter and the Code ensuring equal opportunities for all candidates, increasing the attractiveness of the employer for potential researchers, supporting mobility and ultimately contributing to increasing the quality of research.

The Wrocław University of Environmental and Life Sciences (UPWr) aspires to achieve and strengthen its position as an employer providing attractive career opportunities for researchers by, among other things, introducing an egalitarian and internationally recognized system of recruitment and professional development.

The OTM-R policy aims to build the best research potential in accordance with the principles of the Charter and the Code and includes information on the recruitment process of researchers based on the provisions of internal documents of UPWr, e.g. Statute of UPWr or the Ordinance 71/2021 of the Rector of UPWr introducing the Rules and Regulations defining the principles and procedure of the recruitment competition for the position of academic teacher at Wrocław University of Environmental and Life Sciences.

## Main objectives of the OTM-R policy for UPWr

The OTM-R policy at Wrocław University of Environmental and Life Sciences is based on:

- **OPENNESSES (OPEN)** – the recruitment process is open, available to everyone, publicly announced
- **TRANSPARENCY (TRANSPARENT)** – recruitment is carried out according to clear, transparent rules, the same for all candidates
- **MERIT-BASED ASSESSMENT OF COMPETENCES** – candidates are selected only on the basis of merit criteria, with the assumption that the candidate with the best qualifications is selected, regardless of age, gender, ethnic origin, views and attitudes, origin, cultural and religious identity, sexual orientation, language, disability, and economic or social status, religion, political beliefs and guarantees the selection of the best qualified candidate.

## Recruitment and selection process

The recruitment of candidates for the positions of academic teachers in the research, research and teaching group is based on an open competition announced by the Rector of UPWr. Employment in a research and/or teaching project financed from external funds may take place without a competition with the consent of the Rector, provided that the provisions of the project allow for such a possibility.

1. The recruitment competition is announced by the rector at the unit's manager request. The request should come along with an opinion from:
  - the chairman of the relevant discipline council and the dean of the relevant faculty, in the case of employment for research and teaching positions. In the case of employment in a purely research or purely teaching position the application is reviewed, respectively, by the chairman of the relevant discipline council or the dean of the relevant faculty;
  - the appropriate vice-rector in the remaining cases.
2. The publication of job offers takes place on three websites: Public Information Bulletin, the Announcement Database of the Ministry of Education and Science and Euraxess.pl.
3. Each recruitment notification shall specify, among other things:

- the name of the position,
- indication of the staff group (research, teaching, research and teaching),
- the name of the organizational unit,
- the full-time working hours,
- number of posts to be filled,
- the requirements for a candidate for the position of academic staff member, in particular that they have not been subject to a disciplinary penalty and have full legal capacity, enjoy full public rights, have not been convicted of an intentional crime or an intentional fiscal offence by a final court judgement
- definition of qualification criteria for the candidate not lower than those specified for individual positions in the Law on Higher Education and Science,
- definition of the essential duties, appropriate to the position, in the research, teaching and organizational areas,
- place, method of document submission (in person, by post and/or electronically) and the submission deadline, which cannot be earlier than 30 days, counting from the date of publication of the announcement,
- the expected date for the announcement of the results of the competition and the way in which candidates will be informed of the results of the competition,
- a list of the documents required.

These criteria should be presented in Polish and English so that they can be placed on Polish-language websites. The period between the placement of the announcement and the deadline for submitting applications is at least 30 days.

4. The Rector may refer the application to the academic staff promotion team, which gives its opinion on the validity of both the proposed competition criteria and the creation of the new post.
5. The candidate will receive confirmation of acceptance of his/her application in the competition in written or electronic form (according to the form of application) from the Human Resources and Payroll Department.
6. Information on the results of the competition will be posted in the Public Information Bulletin of the University and in the Public Information Bulletin of the Ministry of Education and Science.
7. The University observes the policy of gender balance and allowing deviations from chronological order in the CV – in order to enable candidates/applicants following a multidimensional career path – to submit CVs supported by evidence that reflect a representative range of achievements and qualifications relevant to the position for which they are applying.
8. Transparency: candidates are informed of the receipt of their application via email. They also receive feedback after the competition, regardless of the outcome.
9. Competence and skills: in stage I of the recruitment process, applications are assessed by a member of the HR staff with regard to the completeness of the required documents and then by the selection boards with regard to the extent to which the candidate meets the requirements indicated in the announcement. in stage II – i.e. the interview – the competences and skills of the candidates will be verified by members of the competition committee – experts in the required areas.

10. Professionalism, objectivity and impartiality: all competition boards act in accordance with the principles laid down in the UPWr statutes, respecting the principle of impartiality and ensuring equal treatment without any discrimination in the performance of their duties.

11. The Rector appoints the members of the competition board, including its chairperson and secretary, and decides upon the procedure for appointing the selection board:

- the selection board, including its chairperson and secretary, is appointed by the Rector
- the membership in the competition board is defined in Art. 75 sections 2 and 3 of the Statutes of UPWr
- the Competition Board may include, among others:
  - the Vice-Chancellor or another person authorized by the Rector – as chairman of the board;
  - the head of the unit in which the academic staff member is to be employed;
  - the relevant dean or their deputy;
  - three persons representing the relevant disciplinary board, including the relevant chairperson of the discipline council or their deputy, and, in the case of the employment of an employee representing a non-evaluated discipline or a teaching staff member, three staff members of the unit in which the academic staff member is to be employed.

12. In the case of a competition for the position of professor or associate professor in a higher education institution, only persons employed in the position of professor or associate professor in a higher education institution may be members of the competition board with a casting vote.

13. In justified cases, the selection board may ask an academic staff member from outside the higher education institution, representing the same or a related scientific discipline, to assess the research, teaching and organizational achievements of all candidates.

14. The selection board shall select a candidate for the post by secret ballot. If, in the opinion of the board, none of the candidates meets the requirements for the post in question, the board shall propose that the competition be closed or repeated. If more than one candidate is found suitable, the board shall rank the candidates for the post in question by secret ballot.

15. None of the people below may be a member of the competition board:

- a spouse, relative or relative by affinity up to the second degree inclusive of the candidate;
- has a relationship of adoption, custody or guardianship with the candidate,
- has such a legal or factual relationship with the candidate that could raise justified doubts as to the member's impartiality,
- the person entering the competition.

Should any of the committee members be subject to the circumstances referred to above, they should immediately notify the Rector with a view to removing them from membership in the board. Should any of the committee members fail to fulfil this obligation, the Rector shall dismiss them from the board. In this situation, the Rector appoints a new committee member in their place.

16. The Competition Board should:

- be guided by truth, fairness and objectivity;



- ensure openness and transparency of the recruitment process and equal treatment of all candidates;
- reject any direct or indirect discrimination, in particular on grounds of sex, age, disability, race, religion, nationality, political beliefs, ethnic origin, religion, sexual orientation, social or material status.

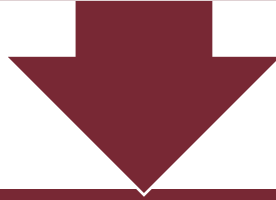
The competition board may not ask the candidate any questions that may intrude on their privacy or in any way affect their personal safety or discriminate in any way.

17. In the case of externally funded positions in scientific projects, the Rector appoints a competition committee at the request of the project manager. The project manager presents the requirements for the competition on the basis of the requirements defined in the project application. The employment of a contractor in a scientific project may take place without a competition if the conditions of the scientific project implementation provide for such a possibility. The employment of project managers for the duration of an externally funded research or teaching project is possible with the consent of the Rector, without the need to hold a competition.
18. The chairperson of the board is responsible for conducting the competition in accordance with the University's strategy, the obligations resulting from the accession of UPWr to the implementation of the guidelines resulting from the provisions of the HR Strategy for Research Staff (HR Excellence in Research distinction) and the Good Practice Guide for Recruitment and Hiring.
19. The work of the selection board consists of the following stages:
  - preliminary selection procedure - reading the documents submitted by candidates, assessing their completeness and admitting to further proceedings candidates who meet the formal conditions. In the case of a candidate with a higher education diploma or a professional and/or academic degree or title obtained abroad, they are obliged to show confirmation of compliance of the qualifications with the Polish law obtained from the Ministry of Education and Science;
  - interview - candidates who have met the initial formal criteria are invited to the interview - the purpose of the interview is, in particular:
    - verification of the information contained in the application,
    - assessment of the candidate's predispositions and skills,
    - check the knowledge possessed,
    - establish the candidate's professional goals,
    - to examine the compatibility of the competencies with the position,
    - establishing the candidate's expectations regarding the job and its conditions;
  - substantive assessment of the fulfilment of the conditions of the competition, in particular the requirements related to the candidates' scientific, teaching and organizational achievements - the assessment is made by the competition committee on the basis of the submitted documentation and an interview;
  - In justified cases, the selection board may ask an academic staff member from outside the university, representing the same or a related scientific discipline, to evaluate the research, teaching and organizational achievements of all candidates;
  - candidates for the position shall be selected by secret ballot - if more than one candidate is approved, the committee shall rank the candidates for the position by secret ballot.
20. Meetings of the Committee shall be convened by the Chairperson of the Committee or by a member of the Committee designated by him or her. Committee meetings shall be attended by at least 2/3 of its members, including the chairman.

21. The competition board may meet by means of electronic communication (teleconference or videoconference) subject to the chairman's indications as to the advisability of such use. If the interview is conducted by means of electronic communication, the candidate's identity must be verified beforehand by means of a personal document containing personal data and a photograph.
22. Minutes of each meeting of the Committee shall be drawn up and signed by the Chairperson and members of the Board present at the meeting.
23. The Board prepares a record of the selection of the candidate and immediately forwards it to the Rector.
24. In the absence of candidates meeting the formal requirements or in the event of a negative assessment of the merits of the candidates, the selection board records this fact in its minutes.
25. The Rector announces the decision on selection of a candidate after the competition is closed.
26. The Rector may decide not to employ any candidate.
27. No later than 14 days after the competition procedure is completed, information about the competition results is published.
28. the Rector shall invalidate a competition which has been conducted in violation of the law.
29. Working conditions: UPWr offers its employees working conditions in accordance with the Polish labour law and the principles of the European Charter for Researchers, with full social insurance and modern technologies to perform high quality research or technical activities. UPWr is committed to providing appropriate working conditions that:
  - allow for high quality and efficiency of researchers and their well-being at work, ensuring optimal work life balance and employment stability
  - allow for professional development and enhancement of their qualifications and competencies through participation in training, development programmes, etc.
30. Control: The Public Relations Department supervises and monitors the implementation of the OTM-R Policy by controlling the accuracy of the content of recruitment advertisements published on EURAXESS, monitoring selected advertisements published on the University website and participating in selected recruitment processes.
31. The Human Resources and Payroll Department supervises and monitors the implementation of the OTM-R Policy by verifying the completeness of the documentation submitted.
32. The Human Resources (HR) Department monitors the implementation of the OTM-R Policy by completing the Information - quantity and quality indicators of applications after each completed competition process and their compilation and analysis.

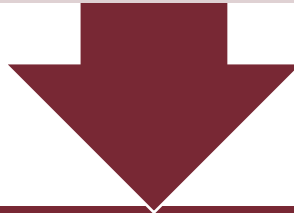
## Step 1

Request from the head of the unit to the Rector for permission to open a competition



## Step 2

Human Resources and Payroll Department (HR) verify if the applications are correct



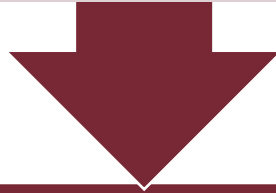
## Step 3

Upon approval by the Rector, the criteria are to be announced (in Polish and English) by the head of the unit



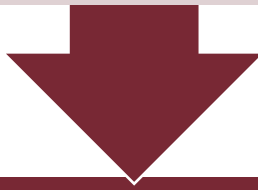
## Step 4

Opinion on the legitimacy of both the proposed competition criteria and the creation of a new post by the PR Department



## Step 5

Publishing announcements on the following websites: Public Information Bulletin, Announcement Database of the Ministry of Education and Science and Euraxess.pl



## Step 6

Submission of applications by candidates (within at least 30 days from the date of the published notice)

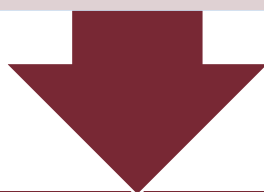
## Step 7

Meeting of the competition board



## Step 8

The Human Resources and Payroll Department (HR) pre-screen applications to check if they are complete. In the event of any incomplete documentation, the applicant will be sent a request to complete the documents.



## Step 9

Assessment of the documentation by the competition board and verification of whether candidates meet the formal requirements

## Step 10

Interview with shortlisted candidates who have met the initial formal criteria



## Step 11

Secret ballot by the competition board, to select the candidate  
The minutes of the board meeting preparation and submission for Rector's approval



## Step 12

Rector's decision



## Step 13

Feedback to the candidates  
Publication of the competition results  
Contact with the successful candidate