Open, Transparent and Merit based Recruitment of researchers (OTM-R) Policy at the Wroclaw University of Environmental and Life Sciences

The intellectual resources are the key element of the university's identity, therefore the institution constantly strives to raise the competences of its employees and recruitment of staff with adequate qualifications for research positions. The OTM-R polices are in line with the university's strategy directed at increasing the international recognition, attractiveness and strengthening research cooperation with highly renowned research centers on an international scale, in particular in priority research areas. As the Wroclaw University of Environmental and Life Sciences is particularly dedicated to participate in international research projects, the implementation of the OTM-R policy is essential for recruitment most competitive staff from Poland and abroad.

In 2017 the Wroclaw University of Environmental and Life Sciences received the EU HR Excellence Award - https://www.upwr.edu.pl/university/45112/european_charter_for_researchers.html

The strategic plan 2019-2022 envisages the alignment to the OTM-R guidelines as its crucial task in order to create proper recruitment standards so that the employment process at the university guarantees equality and boosts trans- and international co-operation.

The main actions within the next three years in the framework of HRS4R process include:

- adjustment of the existing recruitment procedures to the OTM-R rules
- unification and standardisation of recruitment process at the university
- introduction of guidelines for newly hired staff at WUELS
- translation of key recruitment documents
- modernisation of the HR Department's website
- participation in national and international workshops, trainings and info-days regarding HR issues
- establishing a quality control mechanism of the OTM-R implementation process

The university has carried out analysis of the internal recruitment practices in line with the OTM-R guidelines, which is available below.

	Open	Tranparent	Merit-based	Answer: Yes, completely/ Yes, substantially/ Yes, partially/ No	Suggested indicators(or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-Rpolicy online (in the national language and in English)?	x	x	x	**Yes, completely**	https://www.upwr.edu.pl/university/45112/european_charter_for_researchers.html
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	**No**	A number of procedures at hand are in line with the OTM-R polices. The university plans to perform full alignment.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	**Yes, partially**	OTM-R guidelines are known to the HR Department staff and the HRS4R Monitoring Group. OTM-R guidelines are available on the relevant university's websites.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		**Yes, substantially**	Although the university does not have internal e-recruitment tool, the recruitment process is electronically managed.
5. Do we have a quality control system for OTM-R in place?	x	x	x	**No**	The university plans to modernise its recruitment process as to assure that the OTM-R procedures are duly executed.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	**Yes, completely**	The university research post are open for external and internal candidates and are published on the Euraxess, university's and ministerial websites.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	**Yes, substantially**	Employment of foreign scientists in international research projects is an upward trend.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	**Yes, substantially**	The university's always pays special attention to underrepresented groups which is reflected in the university's policies regarding gender balance and disabled staff.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	**Yes, substantially**	The university uses its best efforts in order to attract employees with the most adequate qualifications for research positions for external and internal candidates, creating convenient working conditions i.a. additional remuneration, professional development, health and safety etc.
10. Do we have means to monitor whether the most suitable researchers apply?				**Yes, substantially**	The Recruitment Committees consist of experts in a given field of science. The key recruitment criteria are the applicant's competences.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		**Yes, completely**	All research positions are advertised on the Euraxess, university's and ministerial websites in accordance with current templates.
12. Do we include in the job advertisement references/links to all the	x	x		**Yes, substantially**	Most of the job offers include recommended elements from the toolkit.

Question					Assessment	Comments
elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]						
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			**Yes, substantially**	All the job positions are published on the Euraxess website. The number of employees coming from out of the institution is growing every year.
14. Do we make use of other job advertising tools?	x	x			**Yes, substantially**	Job positions are also published on the website of the Ministry of Science and Higher Education.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x				**Yes, completely**	The university uses the electronic means in order to decrease the administrative burden to a minimum. Paper documents are required only from the successful applicant.
Selection and evaluation phase						
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x		**Yes, substantially**	The composition of the Recruitment Committees meets most of the requirements described in the OTM-R guidelines. Engagement of an external expert is difficult to execute in every selection process.
17. Do we have clear rules concerning the composition of selection committees?		x	x		**Yes, substantially**	The first employment of academic staff is initiated by the faculty dean by means of the a competition. The application of the selected candidate is presented and voted at the Faculty Council and successively to the rector and Senate. Employment within research projects is regulated by the project regulations.
18. Are the committees sufficiently gender-balanced?		x	x		**Yes, substantially**	The university pays special attention to the gender balance issue. The Scientific Staff Committee responsible for regulations regarding recruitment of researcher staff is gender balanced.
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		**No**	Although, there are no written guidelines, the Recruitment Committees always consists of experts in relevant field of science.
Appointment phase						
20. Do we inform all applicants at the end of the selection process?		x			**Yes, partially**	The candidates are informed via telephone regarding the selection results.
21. Do we provide adequate feedback to interviewees?		x			**No**	The university plans to develop relevant mechanisms.
22. Do we have an appropriate complaints mechanism in place?		x			**No**	The university plans to develop relevant mechanisms.
Overall assessment						
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					**Yes, partially**	The HRS4R Monitoring Group supervises the implementation of OTM-R principles.