



WROCLAW UNIVERSITY
OF HEALTH AND SPORT
SCIENCES

HR EXCELLENCE IN RESEARCH



OTM-R CHECK LIST for Wroclaw University of Health and Sport Sciences

Wroclaw, 2024

OTM-R Check list

Wroclaw University of Health and Sport Sciences

	Open	Transparent	Meritbased	Answer: Yes, completely Yes, substantially Yes, partially No	Suggested indicators (or form of measurement)
OTM-R system ("x" was marked by European Commission)					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Yes completely	On the University's website, in the information about the European Strategy for Researchers, a tab has been created: HR Strategy for Researchers HRS4R containing recommended documents for recruiting researchers in accordance with the OTM-R policy. LINK: https://awf.wroc.pl/hr-excellence-in-research/most-important-documents/?lang=en
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	We have a document that contains general rules regarding the "Policy of Open, Transparent and Merit-Based Recruitment (OTM-R) at Wrocław University of Health and Sport Sciences." LINK: https://awf.wroc.pl/hr-excellence-in-research/recruiting-scientists-with-rules-otm-r/?lang=en

					All rules regarding the recruitment of academic staff are governed by the overarching provisions of the University's Statute (Senate Resolution No. 50/2022 of September 27, 2022, Chapter VII), LINK: https://awf.wroc.pl/hr-excellence-in-research/most-important-documents/?lang=en
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes completely	Applicants and organizers of competitions are required to familiarize themselves with OTM-R policies and regulations arising from the regulations. Employees have access to the internal network (Internet), where all internal legal acts can be found. Employees are required to familiarize themselves with the applicable internal regulations related to their responsibilities. Administrative employees are required to familiarize themselves with the documents defining the rules for hiring academics, consistent with the OTM-R policy.
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	Yes completely	Job opportunities are published electronically on the University's website LINK: https://praca.awf.wroc.pl/?lang=en On the BIP website of the Ministry responsible for higher education (Academic Announcements Database - (bazaogloszen.nauka.gov.pl)) And on Jobs Search EURAXESS (europa.eu). Applications in the competitions can be submitted electronically to the e-mail address indicated in the content of the announcement.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	Supervision of the OTM-R procedures is carried out by the competition committees. Applicants and competition organizers have the opportunity to oversee OTM-R procedures in the recruitment process. Competition committees use administrative support from the Department of Labor Affairs in implementing the competition procedure.

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes substantially	<p>The availability of information for External Candidates is ensured by announcements about ongoing recruitment processes, which are published in the University's public information bulletin - such obligation is imposed by the Law of July 20, 2018. Law on Higher Education and Science , Art. 119, para. 3 and 4) and in the BIP of the Ministry responsible for higher education Academic Announcements Database (bazaogloszen.nauka.gov.pl), in Jobs Search EURAXESS (europa.eu), and additionally on online social networks.</p> <p>For external candidates, the Policy and Guide of OTM-R at AWF in Wroclaw is available, which includes information on the process of recruitment of researchers at the University.</p> <p>LINK: https://awf.wroc.pl/hr-excellence-in-research/recruiting-scientists-with-rules-otm-r/?lang=en</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes substantially	<p>The OTM-R policy at the University is in line with the policy of attracting researchers from abroad.</p> <p>Information about ongoing recruitment processes is announced in English on the Euraxess portal, which guarantees the availability of competitions for foreign candidates. It is possible to submit documents in English.</p> <p>The Doctoral School (R1) places a strong emphasis on the internationalization aspects, with some classes taught in English.</p> <p>Researchers from abroad are invited to present original lectures and participate in joint scientific projects.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes substantially	<p>The Labor Affairs Department has updated the Labor Regulations, which also apply to labor protection for women and young workers.</p> <p>LINK: https://awf.wroc.pl/hr-excellence-in-research/most-important-documents/?lang=en</p> <p>A Code of Ethics for Research Employees has been prepared and implemented at the University,</p> <p>LINK: https://awf.wroc.pl/hr-excellence-in-research/most-important-documents/?lang=en</p>

					<p>A Supervisor for the Education of Students with Disabilities and an accessibility coordinator have been appointed.</p> <p>Wrocław University of Health and Sport Sciences is among the signatories of the University's Declaration of Social Responsibility.</p> <p>A Gender Equality Policy is being prepared at the University.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes completely	<p>The OTM-R policy at the University is in line with the policy of providing researchers with attractive working conditions, providing opportunities for research career development at every stage (R1-R4).</p> <p>The Department of Labor Affairs has updated the Labor Regulations, which include provisions on ensuring health and safety at work, facilitating employees to improve their professional skills, and preventing discrimination in employment.</p> <p>There is a guide in Polish and English for new employees.</p> <p>LINK: https://awf.wroc.pl/hr-excellence-in-research/recruiting-scientists-with-rules-otm-r/?lang=en</p> <p>The University has implemented a system of additional remuneration for those who obtain the highest grades for scientific activity (Rector's awards additional remuneration, reduced teaching workload).</p>
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	Yes substantially	<p>The requirements to be met by the Candidates for each position are specified in the Statutes of the University. The requirements are also presented in the OTM-R Guide.</p> <p>The recruitment advertisement template contains the necessary information on the requirements for candidates/candidates</p> <p>Job offers include a set of criteria for evaluating candidates.</p>

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	Yes completely	<p>The OTM-R policy and guide provide guidelines according to which templates for documents used in the recruitment process have been prepared.</p> <p>Sample documents used in the recruitment process are available on the University's website.</p> <p>LINK: https://awf.wroc.pl/hr-excellence-in-research/recruiting-scientists-with-rules-otm-r/?lang=en</p> <p>The Department of Labor Affairs prepares competition announcements in accordance with the approved templates for recruitment documents.</p> <p>Job-adapted announcement templates (R1-R4) are available to Applicants and competition organizers.</p> <p>The format and content of advertisements published on the Euraxess portal is determined by the portal.</p>
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	Yes completely	<p>Document templates that are used in the recruitment process include links to all the necessary elements required of the Candidate(s).</p> <p>All announcements include contact information.</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	Yes completely	<p>All job advertisements for researchers are published on the Euraxess portal. Such an obligation arises from the Law of July 20, 2018. Law on Higher Education and Science (Art. 119, item 4) and the University's internal regulations.</p>
14. Do we make use of other job advertising tools?	x	x	x	Yes completely	<p>Information about ongoing competitions is announced in the following sources:</p> <ul style="list-style-type: none"> - on the website of the Wrocław University of Health and Sport Sciences in the dedicated tab "Join the AWF staff" <p>LINK: https://praca.awf.wroc.pl/?lang=en</p>

					<ul style="list-style-type: none"> - on the website of the Ministry of Science and Higher Education (http://www.bazaogloszen.nauka.gov.pl/) - on the Euraxess portal website https://www.euraxess.pl/poland/jobs-funding - on social media.
15. Do we keep the administrative burden to a minimum for the candidate?	x	x	x	Yes completely	<p>Only those documents that are necessary for the position and the proper conduct of the competition are indicated in the competition announcements.</p> <p>In competitions, electronic submission of documents is allowed.</p>
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?	x	x	x	Yes completely	<p>The composition of the selection committees is determined by the provision in the Statute of the University, DZ. IV § 55.</p> <p>Information on the rules for the appointment of selection committees is included and available in the OTM-R Policy.</p> <p>The organizer of the conduct of the competition, appoints a competition committee in accordance with the provisions contained in the Statutes of the University.</p>
17. Do we have clear rules concerning the composition of selection committees?	x	x	x	Yes completely	<p>The selection committee, in accordance with the Statute of the University, consists of: Dean of the Faculty, the person who is to be the direct supervisor of the employee being hired, and persons representing the same or a related scientific discipline as the employee being hired. If the competition is for the position of professor or university professor, the persons on the committee should be employed at the position of professor or university professor.</p>
18. Are the committees sufficiently gender-balanced?	x	x	x	Yes substantially	<p>The current regulations specify the rules for the appointment of competition committees. In the selection of competition committees, the focus is on the substantive issues.</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?	x	x	x	Yes substantially	<p>The materials "Recruitment of scientists according to OTM-R rules" were developed, which includes recommended guidelines for recruitment rules and candidate selection criteria for conducting open competitions for the position of academic teacher (R1-R4) at the Wrocław University of Health and Sport Sciences, which are used by recruitment committees.</p> <p>LINK: https://awf.wroc.pl/hr-excellence-in-research/recruiting-scientists-with-rules-otm-r/?lang=en</p>
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	Yes substantially	<p>The obligation to make information on the outcome of the competition, together with the justification prepared by the competition committee, available within 30 days after the competition in the BIP on the subject pages of the University and the Ministry responsible for higher education is based on the Law of July 20, 2018. Law on Higher Education and Science (Art. 119, items 3 and 4).</p> <p>We strive to ensure that all applicants and organizers of competitions inform candidates selected in the competition procedure for employment, who are given information based on a feedback form identifying the strengths and weaknesses of the application documents as part of the recruitment process.</p> <p>The content of the recruitment announcement includes the information that "after the closing of the competition procedure, the submitted application documents of unsuccessful applicants are returned. Interested parties may pick them up directly at the Department of Employee Affairs up to six months after the closing of the competition procedure".</p>
21. Do we provide adequate feedback to interviewees?	x	x	x	Yes substantially	<p>Information on the results of the competition is posted for a period of 30 days on the University's BIP and the Ministry's website. The information includes the name of the selected person, which means that all other persons did not qualify.</p>

					There is no obligation to conduct interviews. The selection committee may decide on the need to interview all or only some candidates. Selection committees may provide feedback to candidates.
22. Do we have an appropriate complaints mechanism in place?	x	x	x	Yes substantially	Internal regulations stipulate that if doubts arise, at any stage, about the correctness of the conduct of the competition procedure, the Rector shall ask the University's Legal Office for an appropriate opinion. The complaint should be submitted to the organizer of the competition within 7 days from the date of the announcement of the results of the recruitment in written or electronic form. Confirmation of procedural shortcomings will be the basis for the decision to repeat the defectively conducted activities or the decision to cancel the competition.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	x	x	x	Yes substantially	<p>The team set up to monitor the implementation of the European Charter for Researchers monitors whether the documents developed and recommended for recruiting researchers meet their goals.</p> <p>The team monitoring the implementation of the European Charter for Researchers is analyzing the new regulations for their compliance with the OTM-R policy.</p> <p>Information is obtained from applicants for competitions, members of competition committees and direct supervisors of newly hired scientists.</p>