

OTM-R Checklist – Updated February 2021

Case number: 2018PL324689

Name Organisation under review: Akademia Wychowania Fizycznego we Wrocławiu

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

| Before (in 2018) | | | | | | Now (in February 2021) | |
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| | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement) | Answer: | State of indicators |
| OTM-R system | | | | | | | |
| Have we published a version of our OTM-R policy online (in the national language and in English)? | x | x | x | +/- Yes substantially | http://awf.wroc.pl/en/article/4131/12038/System_OTM-R | +/- Yes substantially | A draft of a supplemented version of the OTM-R policy has been prepared and is awaiting approval and implementation by the University authorities. |
| Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | +/- Yes substantially | At the University all issues related to the recruitment of academic staff are regulated by the University's Statute and Internal Regulations for all types of positions. They are available to all employees of the university on the University's website and in the internal service. | +/- Yes substantially | A draft of a supplemented version of the guide, specifying clear OTM-R procedures for all types of positions, has been prepared. The project is awaiting approval and implementation by the University authorities. |
| Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | +/- Yes substantially | All employees of the University have access to the internal network - Intranet. Information and documents concerning the University are included there: Resolutions, Ordinances. As part of professional duties, each employee is to familiarize | +/- Yes substantially | Training for the University staff involved in the recruitment process has been planned in accordance with the supplemented OTM-R principles. |

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| | | | | | himself/herself with the applicable internal regulations. | | |
| Do we make (sufficient) use of e-recruitment tools? | x | x | | ++ Yes completely | In the recruitment process, candidates for research positions may submit required application documents electronically in accordance with applicable regulations. | | |
| Do we have a quality control system for OTM-R in place? | x | x | x | -/+ Yes partially | Employees of the Human Resources Department and people involved in the recruitment process of researchers have appropriate knowledge in the field of OTM-R. The competition commissions use the administrative support of the Human Resources Department | +/- Yes substantially | A draft of a supplemented version of the OTM-R policy along with the quality control system has been prepared. The project is awaiting approval and implementation by the University authorities. |
| Does our current OTM-R policy encourage external candidates to apply? | x | x | x | +/- Yes substantially | Each of the applicants has the opportunity to familiarize themselves with current job offers for researchers, which are posted on the University's website, on the Ministry's website and on the EUROAXESS | +/- Yes substantially | New advertisement templates and Recruitment Regulations will be approved and posted on the University's website. |

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| | | | | | portal. Announcements are published in Polish and English. | | |
| Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | -/+ Yes partially | Candidates from abroad have the opportunity to familiarize themselves with the currently conducted recruitment processes on the EUROAXESS portal. Announcements are published in English. | +/- Yes substantially | A draft of a supplemented version of the OTM-R policy has been prepared and is awaiting approval and implementation by the University authorities. |
| Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | +/- Yes substantially | The Statute and Work Regulations in force at the University contain information on equal treatment of all persons in employment. | +/- Yes substantially | A draft of a supplemented version of the OTM-R policy has been prepared and is awaiting approval and implementation by the University authorities. |
| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | -/+ Yes partially | Regulations and rules in force at the University contain regulations and rules aimed at providing employees with attractive working conditions in the scope of occupational health and safety, insurance, salary supplements, raising professional qualifications, equal treatment of all | ++ Yes completely | A new University Strategy for 2021-2030 and a new University Statute and new Work Regulations, which contain information on the working conditions of scientists, have been introduced |

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| | | | | | employees. | | |
| Do we have means to monitor whether the most suitable researchers apply? | | | | +/- Yes substantially | The University's activities are focused on presenting necessary and key information for candidates about the position and requirements. Information on candidates is available in online databases on scientists. | +/- Yes substantially | A draft of a supplemented version of the Recruitment Template has been prepared for all types of positions. The project is awaiting approval and implementation by the University authorities. |
| Advertising and application phase | | | | | | | |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x | | +/- Yes substantially | In the recruitment process, templates with guidelines for individual positions are used, which are prepared in Polish and English. The EUROAXESS portal has its own internal template with obligatory elements to be completed | +/- Yes substantially | A draft of a supplemented version of the Recruitment Template and Regulations for all types of positions have been prepared. The project is awaiting approval and implementation by the University authorities. |
| Do we include in the job advertisement references/links to all the elements foreseen in the relevant section | x | x | | +/- Yes substantially | All information regarding the competition offer is contained in internal documents. A template for the competition notice in Polish and English has | +/- Yes substantially | After the implementation of the new Template and Recruitment Regulations, all links will be published on the University website. |

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| of the toolkit? | | | | | been prepared. | | |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x | | ++ Yes completely | All job advertisements for researchers are published on the EUROAXESS portal. This obligation results from the Law on Higher Education and internal regulations applicable at the University. | | |
| Do we make use of other job advertising tools? | x | x | | ++ Yes completely | Job advertisements are posted on the website of the University School of Physical Education in Wroclaw in the "job offers" tab, on the website of the Ministry of Science and Higher Education, and on the OLX classifieds portal in the work tab: http://awf.wroc.pl/pl/ncat/1605/all/0 http://www.bazaogloszen.nauka.gov.pl http://www.olx.pl | | |
| Do we keep the administrative burden to a minimum for the | x | | | +/- Yes substantially | Only the documents and requirements that are necessary for employment in the appropriate position are | +/- Yes substantially | After the implementation of the new Template and Recruitment Regulations, the administrative burden of the candidate will be |

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| candidate? | | | | | marked in the competition announcements | | reduced to a minimum. |
| Selection and evaluation phase | | | | | | | |
| Do we have clear rules governing the appointment of selection committees? | | x | x | ++ Yes completely | The method of appointing competition boards is included in the University Statute. The statute determines who appoints the committees and who is part of the competition commissions for individual positions. | | |
| Do we have clear rules concerning the composition of selection committees? | | x | x | ++ Yes completely | The method of appointing competition boards is included in the University Statute. The statute determines who appoints the committees and who is part of the competition commissions for individual positions. | | |
| Are the committees sufficiently gender-balanced? | | x | x | +/- Yes substantially | The method of appointing competition boards is included in the University Statute. The applicable regulations specify | ++ Yes completely | The regulations in force define the rules for appointing the composition of the selection boards. In selecting the selection boards the emphasis is |

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| | | | | | that the competition commission consists of the Faculty Dean, the Head of the Department and a person representing the same or related scientific discipline - greater emphasis is placed on substantive issues. | | on substantive issues. |
| 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 | -/+ Yes partially | The recruitment rules are defined by internal documents containing guidelines and a competition template. | +/- Yes substantially | A draft of a completed version of the Recruitment Template and Regulations for all types of positions have been prepared. The draft contains guidelines for selection boards. The project is awaiting approval and implementation by the University authorities. |
| Appointment phase | | | | | | | |
| Do we inform all applicants at the end of | | x | | -/+ Yes partially | Information about winning the competition is passed to the | +/- Yes substantially | A draft of a completed version of the Recruitment Template and |

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| the selection process? | | | | | person who won the competition. Other persons after the closing of the competition procedure can collect submitted documents in the Human Resources Department. The new Higher Education Act specifies that all candidates must be informed about the results of the competition. | | Regulations for all types of positions have been prepared. The project is awaiting approval and implementation by the University authorities. |
| Do we provide adequate feedback to interviewees? | | x | | -/+ Yes partially | Information about the results of the competition is provided to interested persons who contact the Human Resources Department. The new Higher Education Act specifies that all candidates must be informed about the results of the competition. | +/- Yes substantially | A draft of a completed version of the Recruitment Template and Regulations for all types of positions have been prepared. The project is awaiting approval and implementation by the University authorities. |
| Do we have an appropriate complaints mechanism in place? | | x | | -/+ Yes partially | The method of conducting competitions is included in internal regulations. In case of doubts as to the correctness of conducting the competition, the matter is directed to the | +/- Yes substantially | A draft of a completed version of the Recruitment Template and Regulations for all types of positions have been prepared. The project is awaiting approval and implementation by the University |

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| | | | | | Legal Office of the University. | | authorities. |
| Overall assessment | | | | | | | |
| Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | -- No | The team for monitoring the implementation of the European Charter for Researchers will monitor on an on-going basis whether developed and recommended documents regarding the recruitment of scientists meet their objectives. | -/+ Yes partially | The system is under preparation. |