

OTM-R Checklist

Case number: 2019PL392958

Name Organisation under review: MARIA CURIE-SKŁODOWSKA UNIVERSITY IN LUBLIN

Organisation's contact details: Pl. Marii Curie-Skłodowskiej 5, Lublin, 20-031

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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.

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

OTM-R system

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/- Yes substantially	English: https://www.umcs.pl/en/en-logo-hr.htm Polish: https://www.umcs.pl/pl/logo-hr.htm As part of the HRS4R UMCS subpage, documents (in Polish) developed and recommended for use in the recruitment of employees are published. Link: https://www.umcs.pl/pl/logo-hr.htm . All the English-language documents, after being translated into English) will be published on the English version of the HRS4R UMCS website by 31 October 2019.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	All the issues related to the recruitment of researchers are regulated by: 1. Statute of the University of Maria Curie-Skłodowska adopted on June 14, 2016. From October 1, 2019, in connection with the introduced higher education reform in the Republic of Poland, the new Statute of UMCS, adopted on May 29, 2019, will be in force. 2. Resolutions of the UMCS Senate of May 29, 2019 regarding the principles of employment policy in the group of academic teachers at Maria Curie-Skłodowska University 3. Regulation of the Rector of UMCS of 31 October 2017 on establishing criteria and procedure for employing retired university teachers at the Maria Curie-Skłodowska University in Lublin.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	All employees of Maria Curie-Skłodowska University have access to the internal network (Internet), where all internal legal acts can be found: the Statute of UMCS, resolutions of the UMCS Senate. The ordinances of the UMCS rector, circular letters and other important documents related to the University. Employees are obliged to familiarize themselves with the applicable internal regulations related to their scope of duties.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	According to the procedures of Maria Curie-Skłodowska University, all documents related to recruitment, i.e. an application by an academic teacher for employment by way of a recruitment procedure, must be provided in a classical paper form.
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	Quality control for OTM-R is exercised through the support of UMCS Human Resources Center for competition committees. The employees of this Center have extensive knowledge in the field of OTM-R.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	External candidates applying for the position of an academic teacher at UMCS have the opportunity to get acquainted with the current recruitment processes on the UMCS website, the website of the Ministry of Science and Higher Education and the EUROAXESS portal. On the subpage of the University regarding the HRS4R Strategy UMCS they will find all information regarding Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) Polish: https://www.umcs.pl/pl/logo-hr.htm English: https://www.umcs.pl/en/en-logo-hr.htm
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Candidates from abroad have the opportunity to get acquainted with the currently conducted recruitment processes taking place at Maria Curie-Skłodowska University, because the offers are placed on the EURAXESS portal (announcements are published in English). Link: https://www.euraxess.pl/poland/jobs-funding

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	<p>In accordance with the currently binding regulations: the Statute of UMCS of 2006 and the Work Regulations of 2005, Chapter X: Employee rights related to parenthood and protection of women and young people. In connection with the reform of higher education in the Republic of Poland of July 2018, imposing on higher education institutions in Poland the need to pass new Statutes and Work and Remuneration Regulations, Maria Curie-Skłodowska University in Lublin passed the new Statute of UMCS (will come into force on October 1, 2019 r.), by 30 September 2019 the University will adopt the new Work Regulations, and within 6 months of the UMCS Statute becoming effective the new Remuneration Regulations will be adopted. In addition, in accordance with the UMCS Strategy for 2019-2025 and assumptions of the new Statute, Maria Curie-Skłodowska University applies the rules set out in the Code of Ethics of a researcher and Best Practices in Universities.</p>
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	<p>In connection with the reform of higher education in the Republic of Poland, introduced by the Act of July 2018, the Maria Curie-Skłodowska University in Lublin passed a new Statute of UMCS on 29 May 2019 (will come into force on October 1, 2019) and until September 30, 2019, it will adopt new Work Regulations fulfilling in its entirety the assumptions of tasks No. 23 and 25 of the European Charter for Researchers regarding safety in the field of occupational health and safety, facilitating its employees to improve their professional qualifications, preventing discrimination in employment and provisions regarding equal treatment</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	In accordance with the UMCS Strategy, the activities of Maria Curie-Skłodowska University are aimed at ensuring the application of the most suitable researchers to be employed at UMCS, by publishing all necessary information in the recruitment announcements, i.e.: a detailed job description, list of tasks, requirements and required documents.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	Each of the UMCS faculties placing on the EURAXESS portal a recruitment advertisement uses the services of highly qualified English translators (UMCS Institute of English Studies, Center for Teaching and Certification of Foreign Languages UMCS) to accurately translate all parts of the advertisement.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	The internal regulations of Maria Curie-Skłodowska University in Lublin determine the obligatory components of a recruitment offer, which has been announced, consisting of an extensive catalog, including: a) the name of the University and the organizational unit name of the scientific discipline and specialization required from the person applying for employment b) definition of requirements for candidates c) list of required documents d) the deadline for submitting applications e) the amount of working hours f) date from which it is possible to take up the position
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 EURAXESS portal. This obligation results from art. 199 par. 3 and 4 of the Act on Higher Education and Science as well as internal regulations in force at UMCS

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	Information on the conducted recruitment procedures is published in three places: the website of Maria Curie-Skłodowska University in the dedicated "Job Offers" tab, on the website of the Ministry of Science and Higher Education and on the EURAXESS website. The relevant links are below: https://www.umcs.pl/pl/oferty-pracy-na-umcs,927,1.lhtm http://www.bazaogloszen.nauka.gov.pl/ https://www.euraxess.pl/poland/jobs-funding
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Announcements regarding job offers for an academic teacher at UMCS contain a full list of requirements necessary to take up a given position and the required documents
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	The internal legal acts in force at Maria Curie-Skłodowska University (including the UMCS Statute) and the procedures developed on their basis clearly define the appointing entity and the composition of the recruitment board, taking into account the position for which the recruitment proceedings are carried out

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have clear rules concerning the composition of selection committees?

x

x

++ Yes completely

The internal legal acts in force at Maria Curie-Skłodowska University (including the UMCS Statute) and the procedures developed on their basis clearly define the appointing entity and the composition of the recruitment board, taking into account the position for which the recruitment proceedings are carried out. Pursuant to the internal legal acts in force, the Maria Curie-Skłodowska University puts emphasis on substantive issues when selecting the composition of the recruitment boards. Pursuant to the new statute of UMCS, which will come into force on 1 October 2019, the board consists of at least 5 members, including its chairman. The board is permanent and is established for a period of two years. The meetings of the recruitment board may be attended by the head of the chair or the head of the university unit, in which the academic teacher is to be employed and a representative of trade unions operating at the University, designated jointly by all unions. In addition to recruitment boards, promotion boards will function in the University. Their task will be to assess the employees' achievements in the case of promotion to a higher position. The representatives of trade unions operating at the University, jointly designated by all unions, may participate in the committee meetings.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?	x		x	+/- Yes substantially	<p>Pursuant to the internal legal acts in force, the Maria Curie-Skłodowska University puts emphasis on substantive issues when selecting the composition of the recruitment boards. Pursuant to the new statute of UMCS, which will come into force on 1 October 2019, the board consists of at least 5 members, including its chairman. The board is permanent and is established for a period of two years. The meetings of the recruitment board may be attended by the head of the chair or the head of the university unit, in which the academic teacher is to be employed and a representative of trade unions operating at the University, designated jointly by all unions. In addition to recruitment boards, promotion boards will function in the University. Their task will be to assess the employees' achievements in the case of promotion to a higher position. The representatives of trade unions operating at the University, jointly designated by all unions, may participate in the committee meetings.</p>
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 completely	<p>Clear guidelines for the recruitment boards are determined both by the current Statute of the University of Maria Curie-Skłodowska in Lublin adopted on June 14, 2006, and by the new Statute of UMCS, adopted on May 29, 2019, which will come into force on October 1, 2019. LINKS Statute of UMCS from 2006: https://phavi.umcs.pl/at/attachments/2018/1128/164012-statut-tekst-ujednolicony-na-strone-listopad-2018.pdf Statute of UMCS of 2019 https://phavi.umcs.pl/at/attachments/2019/0531/151522-statut-umcs-29-05-2019-www.pdf</p>
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		+/- Yes substantially	All applicants in the recruitment process for employment at UMCS as an academic teacher are informed about the effects of the recruitment procedures
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	All applicants in the recruitment process are informed about the results of the recruitment procedures. Additional information, subject to substantive content of the questions, is provided in accordance with the adopted internal normative acts and procedures developed on their basis
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	At Maria Curie-Skłodowska University, the basic legal act regulating the filing of complaints is governed by Regulation No. 43/2011 of the Rector of UMCS of 19 October 2011.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	The monitoring team appointed to analyze the timeliness and substantive side of the implemented solutions on the basis of the HRS4R Strategy, during its quarterly meetings, continuously monitors the timeliness as well as the effectiveness and compliance of the implemented solutions with the principles of the European Charter for Researchers