

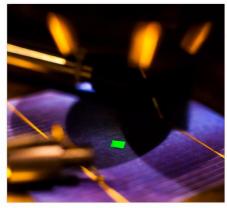
OTM-R CHECKLIST FOR WROCŁAW UNIVERSITY OF SCIENCE AND TECHNOLOGY













			ОТМ-	R checklist for in	stitutions
	O P E N	T R A N S P A R E N	M E R I T B A S E	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	1. Within the new website about the European Strategy for Researchers, a tab has been created, OTM-R, containing documents recommended when recruiting researchers. LINK PL: Jak przebiega proces rekrutacji zgodnie z idea Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców (OTM-R)? - Politechnika Wrocławska (pwr.edu.pl) LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science and Technology (pwr.edu.pl) 2. Most of the Faculty/Unit websites feature the HR Excellence LOGO linking to the website, Link PL: Europejska Strategia dla Naukowców - Politechnika Wrocławska (pwr.edu.pl) LINK EN: European Human Resources Strategy for Researchers - Wrocław University of Science and Technology (pwr.edu.pl) containing the OTM-R tab.

2. Do we have an internal guide	х	х	х	Yes, completely	1. The preliminary and general principles of "The Open, Transparent and Merit-based Recruitment Policy (OTM-R) at
setting out clear OTM-R					Wroclaw University of Technology" have been developed in one document,
					LINK PL: Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców
procedures and practices for					(OTM-R)? - Politechnika Wrocławska (pwr.edu.pl)
all types of positions?					LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science
					and Technology (pwr.edu.pl)
					2. All the issues related to the recruitment of academic staff are governed by the superior provisions in the Statute of
					the University (Resolution of the Senate of Wrocław University of Technology of 8 July 2021, 161/12/2020-2021,
					Circular Letter 40/2021, Chapter VII)
					Link PL: Statut - Politechnika Wrocławska (pwr.edu.pl);
					Link EN: Statute - Wrocław University of Science and Technology (pwr.edu.pl))
					3. Binding internal regulations (IRs) for all types of positions with specific by-laws:
					a) conducting an open competition for the position of professor at Wrocław University of Science and Technology
					(ZW43/2012, ZW11/2013, ZW97/2018, ZW27/2019),
					b) conducting an open competition for the position of: language teacher or instructor, lecturer, senior lecturer,
					assistant, assistant professor at Wroclaw University of Science and Technology (ZW12/2013, ZW97/2018, ZW27/2019),
					c) the procedure for recruiting an academic teacher employed up to half time at Wrocław University of Science and
					Technology (ZW 38/2013, ZW97/2018, ZW27/2019).
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3. Is everyone involved in the	Х	X	X	Yes, substantially	1. Applicants and competition organizers (Deans, Unit Directors, Heads of Institutes and Departments) are required to
process sufficiently trained in					familiarize themselves with OTM-R regulations and policies. Additionally, all employees have access to the internal
the area of OTMR?					network (Internet) where all internal legal acts can be found: WUST Statute, WUST Senate resolutions, Internal
					Regulations, Circular Letters, and other important documents concerning the University. Employees are required to
					familiarize themselves with current internal regulations related to their scope of duties.
					2. Administrative staff, including the HR assistants of the applicants, are obliged to familiarize themselves with the
					documents that specify the principles of recruitment of research staff.
					3. The Human Resources Unit (DSO) provides information on OTM-R to the HR assistants of the applicants and the organizers of the competition.
					4. The HR assistants of the applicants and competition organizers are trained in the OTM-R procedures and assist in
					the competition and recruitment procedure.
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4. Do we make (sufficient) use of e-recruitment tools?	х	x		Yes, completely	Vacancies are announced in the electronic version (Job offers - scientific positions (pwr.wroc.pl), BIP of the Ministry responsible for higher education (Akademicka Baza Ogłoszeń - (bazaogloszen.nauka.gov.pl) and Jobs Search EURAXESS (europa.eu). Applications in competitions may be submitted in electronic form to the e-mail address indicated in the text of the announcement.
5. Do we have a quality control system for OTM-R in place?	X	x	x	Yes, substantially	The supervision of the OTM-R procedures is carried out by the HR assistants in the respective faculties and by the competition committees. Applicants and competition organisers (Deans, Directors/Managers of Units) have the possibility to introduce Ordinances (e.g. Dean's Ordinance) clarifying the implementation and supervision of OTM-R procedures, and HR Assistants assist in the recruitment process. Competition committees benefit from the administrative support of the HR Assistant in the implementation of the competition procedure.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	1.Information about ongoing recruitment processes is published in public information bulletins; this obligation is imposed by the Act of 20 July 2018. Law on Higher Education and Science, Art. 119, para. 3 and 4) (Ofert pracy - stanowiska naukowe (pwr.wroc.pl), of the Ministry responsible for higher education Academic Announcement Database Akademicka Baza Ogłoszeń — (bazaogloszen.nauka.gov.pl) and additionally on online portals (LinkedIn https://pl.linkedin.com/) - which guarantees the availability of competitions for external candidates 2.The OTM-R Policy at WUST is available for external candidates: LINK PL: Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców (OTM-R)? - Politechnika Wrocławska (pwr.edu.pl) LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science and Technology (pwr.edu.pl). The document contains detailed information on competition procedures and practical information for candidates concerning, e.g., preparation for an interview.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	х	x	Yes, substantially	 Data on the number of foreign employees employed for 2018-2021 indicate that the number of foreign researchers employed is gradually increasing (2018: 21 people, 2021: 44 people). Information about ongoing recruitment processes is announced in English on the Euraxess portal (Link: https://www.euraxess.pl/poland/jobs-funding) - which ensures the availability of competitions for foreign candidates. The documents can be submitted in English. The WUST Doctoral School (R1) places great emphasis on internationalization aspects

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					Link PL: Szkoła Doktorska (pwr.edu.pl)
					Link EN: Doctoral School (pwr.edu.pl)
					Training at the Doctoral School can be carried out in cooperation with a foreign entity with which the Wroclaw
					University of Science and Technology has concluded an agreement on joint doctoral training.
8. Is our current OTM-R	х	х	х	Yes, completely	1. Internal Order 113/2020 established the University's Equality Policy Team.
policy in line with policies to					2. "Equality Plan for Wroclaw University of Technology for 2022-2024" has been developed, signed by the Rector with
attract underrepresented					a recommendation for implementation.
groups?					Link PL: Plan równości dla Politechniki Wrocławskiej na lata 2022–2024 (pwr.edu.pl)
8. o a po .					LINK EN: Equal WUST (pwr.edu.pl)
					in which: para. 2.2.2 "As far as possible in the dimension of visual communication, the aforementioned announcements
					should be targeted at the gender not represented in a given unit and/or staff group, i.e., promote career entry for
					women in masculinised units and for men in feminised units. The above guidelines should be developed and
					communicated to university units by the end of 2022."
					3. The Human Resources Department has updated the Labour Regulations (last update effective from 1.10.2021). In
					particular, Chapter XI, Labour protection for women and young workers, and Appendix 1, Information for employees
					on equal treatment in employment. Link: <u>REGULAMIN PRACY (pwr.edu.pl)</u>
					4. The Code of Ethics for WUST Employees is binding at the University,
					Link PL: kodeks_etyki_2016.pdf (pwr.edu.pl)
					Link EN: Code of Ethics - Wrocław University of Science and Technology (pwr.edu.pl)
					5. There is a Department of Accessibility and Support for People with Disabilities
					Link PL: https://ddo.pwr.edu.pl/)
					LINK EN: https://ddo.pwr.edu.pl/en/
					6. The University implements the project: Accessible University,
					Link PL: <u>Uczelnia dostępna - Koordynatorzy ds. dostępności na Politechnice Wrocławskiej (pwr.edu.pl)</u>
					Internal Regulation 112/2020 on providing accessibility training to employees of Wrocław University of Technology
					and ensuring the implementation of the obligations arising from the "Declaration of Social Responsibility of the
					University".

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9. Is our current OTM-R policy	Х	Х	Х	Yes, substantially	1. Wroclaw University of Science and Technology provides attractive working conditions by promoting scientific
in line with policies to provide					and academic excellence.
attractive working conditions					2. The Human Resources Department has updated the Labour Regulations (last update effective 1.10.2021, link:
for researchers?					REGULAMIN PRACY (pwr.edu.pl) in which there are provisions on ensuring health and safety at work, facilitating
					employees to improve their professional qualifications, counteracting discrimination in employment, provisions
					on equal treatment.
					3. Available for new employees is a guide in Polish and English,
					Link PL: Przewodnik dla osób nowo zatrudnionych - Politechnika Wrocławska (pwr.edu.pl)
					Link EN: A Guide for New Employees - WUST (pwr.edu.pl)
					4. The Human Resources Department updates the Guide for employed persons periodically
					(at least once a year).
					5. A procedure for the organisation of training and co-financing of education for WUST employees has been
					developed and implemented (ZW50/2021).
10. Do we have means to				Yes, substantially	1. The requirements to be fulfilled by the Candidates have been specified for particular positions (Resolution of
monitor whether the most					the Senate of the Wrocław University of Technology of 8 July 2021, 161/12/2020-2021, Circular Letter 40/2021,
suitable researchers apply?					Statue Chapter VII,
					Link PL: Statut - Politechnika Wrocławska (pwr.edu.pl);
					Link EN: Statute - Wrocław University of Science and Technology (pwr.edu.pl))
					We have a model recruitment advertisement which contains necessary information about the requirements for
					candidates, i.e., job title, type of position, place of work with the organisational unit, field of study/discipline or
					specialisation. The job description contains information about the particular position, as well as responsibilities
					and tasks. The requirements area clearly defines what knowledge, skills, experience, or competences the best
					candidate should possess.
					A set of criteria has been defined for evaluating candidates, on the basis of which job offers are made,
					LINK PL: Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji
					naukowców (OTM-R)? - Politechnika Wrocławska (pwr.edu.pl)
					LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science
					and Technology (pwr.edu.pl)
					4. During the recruitment process, selection boards (from 2018) when evaluating candidates rely on a document

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					outlining the candidates' strengths and weaknesses as an recruitment process element.
					LINK PL: <u>Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji</u>
					naukowców (OTM-R)? - Politechnika Wrocławska (pwr.edu.pl)
					LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science
					and Technology (pwr.edu.pl)
ADVERTISING AND					
APPLICATION PHASE					
11. Do we have clear guidelines	х	х		Yes, completely	1.The applicable internal orders provide templates of documents recommended for use in the recruitment
or templates (e.g., EURAXESS)					process, including a general template of the announcement,
for advertising positions?					LINK PL: Jak przebiega proces rekrutacji zgodnie z idea Otwartej, Przejrzystej i Merytorycznej Rekrutacji
					naukowców (OTM-R)? - Politechnika Wrocławska (pwr.edu.pl)
					LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science
					and Technology (pwr.edu.pl)
					2. The applicant and the competition organiser have at their disposal the template of the announcement adapted
					to the positions (R1-R4).
					3. The format and content of the announcements published on the Euraxess portal are determined by the portal.
					The applicant of the competition uses the services of an English translator (Study of Foreign Languages, WUST) to
					accurately translate all components of the announcement published on the EURAXESS portal. The information
					required by the Euraxess portal corresponds to the information contained in the templates developed at the
					University.
					4. The Projects Department provides information on trainings for administrative staff, organised e.g. by the
					National Contact Point for Research Programmes, the "EURAXESS database," how to place job advertisements for
					scientists, offers to host scientists (so-called hosting offers) and offers of grants or scholarships, and what mistakes
					to avoid in advertisements in order to prepare attractive offers. KPK: Szkolenie "Portal EURAXESS – jak zamieszczać
					oferty w bazie Komisji Europejskiej", 27 maja 2021 (pwr.edu.pl)
12. Do we include in the job	х	x		Yes, substantially	1. Current regulations in force at the University (University Statute of 8 July 2021, Appendix 8. pt. 4, Resolution of
advertisement					the Senate of Wrocław University of Technology, 161/12/2020-2021, Circular Letter 40/2021,
references/links to all the					Link PL: Statut - Politechnika Wrocławska (pwr.edu.pl);
elements foreseen in the					Link EN: Statute - Wrocław University of Science and Technology (pwr.edu.pl))
Cicinents foreseen in the					and the current template of the job advertisement requires information on: - the name of the University and its

relevant section of the toolkit? [see Chapter 4.4.1 a)]					organisational unit, - the name of the scientific discipline and specialisation required from the candidate to be employed, - defining the requirements to be met by the candidate, - a list of the documents required from the candidate, - the deadline for submitting applications for the competition, - the date from which it will be possible
					to accept the position,- the working hours. All notices contain information on contact details.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	х	X		Yes, completely	All job advertisements for researchers are published on the Euraxess portal. Such obligation results from the Act of 20 July 2018. Law on Higher Education and Science (Art. 119, item 4) and internal regulations - Statute of WUST (Resolution of the Senate of Wrocław University of Technology of 8 July 2021, 161/12/2020-2021, Circular Letter 40/2021, Chapter VII, appendix 8, item. 6, Link PL: Statut - Politechnika Wrocławska (pwr.edu.pl); Link EN: Statute - Wrocław University of Science and Technology (pwr.edu.pl))
14. Do we make use of other job advertising tools?	х	X		Yes, completely	Information about conducted competitions is announced in three sources: the Wrocław University of Science Technology website in the dedicated "Job offers" tab Oferty pracy - Politechnika Wrocławska (pwr.wroc.pl), the website of the Ministry of Science and Higher Education (http://www.bazaogloszen.nauka.gov.pl/) and the website of the Euraxess portal https://www.euraxess.pl/poland/jobs-funding. 2. Some announcements are also published on social media (LinkedIN) and mailing lists. 3. Information about ongoing competitions is also posted on the Faculties' websites.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	х			Yes, substantially	1 Only those documents which are necessary for the post and the proper conduct of the competition are indicated in the competition notices.2. Electronic submission of documents is permitted in competitions.
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 competition committees is defined by the Statute (appendix 8, item 7) Link PL: Statut - Politechnika Wrocławska (pwr.edu.pl); Link EN: Statute - Wrocław University of Science and Technology (pwr.edu.pl)) i.e. the applicant and organiser of the competition, appoints the competition committee.

17. Do we have clear rules	х	х	Yes, substantially	The competition board selection is regulated by the Statute, Appendix 8, point 7,
concerning the composition				Link PL: Statut - Politechnika Wrocławska (pwr.edu.pl);
of selection committees?				Link EN: Statute - Wrocław University of Science and Technology (pwr.edu.pl))
of selection committees?				and further specified by the units' internal regulations (e.g. the Decision by the Dean of the Faculty of Chemistry,
				No. 5 of 8 March 2021). In the current internal regulations, the emphasis is placed on substantive issues: The
				applicant and the organiser of the competition shall appoint a competition committee consisting of: a person who
				is to be the immediate supervisor of the employee to be hired, and at least 3 representatives of a scientific
				discipline which is either the same as the employee to be hired or related to it. Where the competition concerns
				the position of professor or associate professor in a higher education institution, the members of the committee
				should be employed in the position of professor or associate professor, including at least one in the position of
				professor. The members of the committee shall elect the chairman from among their number.
18. Are the committees	Х	х	Yes, substantially	Where possible and feasible, the boards shall be balanced in terms of gender. Exceptions shall be made where
sufficiently gender-balanced?				balancing would have a negative impact on the ability to assess candidates on their merits, and the current
				internal rules place emphasis on substantive issues.
19. Do we have clear guidelines		х	Yes, substantially	1.The following document has been developed and recommended for use: "Recommended guidelines for
for selection committees				recruitment rules and candidate selection criteria when conducting open competitions for the position of academic
which help to judge 'merit' in a				teacher (R1-R4) at Wrocław University of Science Technology", which is used by recruitment boards,
way that leads to the best				LINK PL: <u>Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji</u>
candidate being selected?				naukowców (OTM-R)? - Politechnika Wrocławska (pwr.edu.pl)
canadate semig selected.				LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science
				and Technology (pwr.edu.pl)
				2. The following competition announcement template has been prepared and recommended for use, enriched with
				the following clause: "Recruitment and competitions conducted by Wroclaw University of Science and Technology
				are open, carried out following transparent procedures, transparency and clear and unambiguous criteria taking into
				account the diversity of careers".
				LINK PL: Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji
				naukowców (OTM-R)? - Politechnika Wrocławska (pwr.edu.pl)
_				LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science

			and Technology (pwr.edu.pl)
APPOINTMENT PHASE			
20. Do we inform all	Х	Yes, completely	1. The obligation to make the Information on the result of the competition, together with the justification prepared
		res, completely	by the competition board, available within 30 days after concluding the competition in the BIP on the websites of
applicants at the end of the			the University entities and the Ministry responsible for higher education results from the Act of 20 July 2018. Law
selection process?			on Higher Education and Science (Art. 119, points 3 and 4) and imposes a provision in the Statutes of WUST
			(appendix 8, point. 10)
			Link PL: Statut - Politechnika Wrocławska (pwr.edu.pl);
			Link EN: Statute - Wrocław University of Science and Technology (pwr.edu.pl))
			2. We aim to ensure that all applicants and competition organizers inform candidates who are shortlisted for
			employment using a feedback form outlining the strengths and weaknesses of application documents as an
			recruitment process element.
			LINK PL: <u>Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji</u>
			naukowców (OTM-R)? - Politechnika Wrocławska (pwr.edu.pl)
			LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science
			and Technology (pwr.edu.pl)
			3. Selection boards are encouraged to respond to applicants' inquiries, regardless of whether the candidate has
			been selected for employment.
			4. Some applicants and competition organizers inform candidates whose applications are not supported by the
			selection boards.
			5. The recruitment notice states that after closing the competition procedure, the application documents of
			unsuccessful candidates shall be returned. The documents of the candidates concerned may be collected directly
			from the HR Assistant of the applicant and the competition organizer within six months of the closing date of the
			competition.
21. Do we provide adequate	х	Yes, substantially	1. The competition board may decide on the need to interview all or only some of the candidates but there are no
feedback to interviewees?			compulsory interviews. Recruitment boards are encouraged to provide feedback to candidates or respond to their
			inquiries.
			2. We have developed and recommended a feedback form for use with candidates which sets out the strengths

			and weaknesses of the Candidate's application documents. as part of the competition process. LINK PL: Jak przebiega proces rekrutacji zgodnie z ideą Otwartej, Przejrzystej i Merytorycznej Rekrutacji naukowców (OTM-R)? - Politechnika Wrocławska (pwr.edu.pl) LINK EN: Open, Transparent, and Merit-Based Recruitment of Researchers (OTM-R) - Wrocław University of Science and Technology (pwr.edu.pl)
22. Do we have an appropriate complaints mechanism in place?	х	Yes, partially	 1.Internal regulations specify that if any doubts arise, at any stage, as to the correctness of the conduct of the competition procedure, the Rector, the Dean, or the chairman of the board shall request an appropriate opinion from the University's Legal Office. Confirmation by this opinion of procedural shortcomings will form the basis for a decision to repeat the defectively conducted proceedings or a decision to invalidate the competition (ZW 11/2013). 2. HR assistants in the applicant's and competition organiser's units monitor on annual basis the number of complaints in relation to the number of all conducted competitions for researchers.
OVERAL ASSESSMENT			
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?		Yes, substantially	 The team established to monitor the implementation of the European Charter for Researchers monitors whether the documents developed and recommended for the recruitment of researchers meet their objectives. The HR Assistant team of the applicant and the competition organiser, as well as the members of the Team for Monitoring the Implementation of the European Charter for Researchers, analyse the new regulations in terms of their compliance with the OTM-R policy, as well as the consequences of their introduction. This process requires a systematic approach. We obtain information from competition applicants, members of competition boards, direct supervisors of newly recruited researchers. In the survey process on the EKN policy (10.2021), we asked researchers about the implementation of the goals set out in the university's OTM-R policy (questions 12-17 and 21).