

OTM-R CHECKLIST

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Lomza State University of Applied Sciences

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A special self-assessment checklist is prepared for open, transparent and substantive recruitment (OTM-R). Please indicate the status of the achievements, as well as describe in detail the indicators and the form of measurement used.

Organization checklist					
	Open	Transparent	Based on scientific achievements	Answer: ++ Yes, completely +/- Yes, essentially -/+ Yes, partially - No	* Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in national language and in English)?				-	Development and implementation of the <i>Policy for the Employment of Researchers (OTM-R)</i> by 31.12.2023. Document of the <i>Research Employee Employment Policy</i>

					(OTM-R) adopted and published on the University's website (document/procedure; JM – pcs.+link)
Do we have an internal guide setting out clear OTM-R procedures and practices for all job types?				-	Development and implementation of the Policy for the Employment of Researchers (OTM-R) by 31.12.2023. Planned metric: Document of the Research Employee Employment Policy (OTM-R) adopted and published on the University's website (document/procedure; JM – pcs.+link)
Is everyone involved in the process sufficiently trained in OTM-R?				-	Implementation of a training cycle for people involved in the recruitment process in the field of OTM-R by 30.06.2024. Gauge: 1. Examining participants' satisfaction with participation in initial and exit training (%) 2. Measuring the level of accessibility to the offered training by monitoring the number of people participating in it at a given time in relation to the offered training places (%)
Do we (sufficiently) use e-recruitment tools?	x	x	x	++	All announcements of open competitions for academic teachers are published: <ul style="list-style-type: none"> in English on EURAXESS, a pan-European portal supporting researchers' mobility and career development and providing researchers with information

					<p>and professional services, while strengthening scientific cooperation between Europe and the world, supported by the EU, Member States and associated countries,</p> <ul style="list-style-type: none"> • on the website of the Ministry of Education and Science, • on the ANS in Łomża website: <ul style="list-style-type: none"> ○ https://ansl.edu.pl/pracownicy/oferty-pracy/aktualne, ○ https://ansl.edu.pl/en/index.php/research/hr-excellence-in-research/job-offers-for-scientists ○ https://ansl.edu.pl/badania/hr-excellence-in-research/oferty-pracy-dla-naukowcow
Do we have an OTM-R quality control system in place?				-	<p>Development and implementation of the <i>Policy for the Employment of Researchers (OTM-R)</i> by 31.12.2023.</p> <p>Planned metric after the implementation of the <i>Research Staff Employment Policy (OTM-R)</i>: 85% of respondents (employees and candidates) show satisfaction at the level of 85% that OTM-R meets its objectives (survey; IU - % of respondents; expected value = 85%)</p>
Does our current OTM-R policy encourage				-	<p>No statistics are kept in this respect. Nevertheless, it is noticeable that people from</p>

external candidates to apply?					<p>outside the University also take part in the competitions.</p> <p>Planned metric <i>after the implementation of the Research Staff Employment Policy (OTM-R)</i>: Number of people from outside the ANS in Łomża applying for positions of academic teachers in a given year in relation to the total number of people applying for positions of academic teachers in a given year (%). Indicator monitored for the whole year at 31.12 of each year</p>
Is our current OTM-R policy in line with that of attracting researchers from abroad?				-	<p>There are currently no statistics in this area. The interest of foreigners in searching for a job at the ANSŁ is negligible, but the university publishes an advertisement in English on the Euraxess platform. It is necessary to develop and implement the <i>Policy for the Employment of Researchers (OTM-R)</i> by 31.12.2023.</p> <p>Planned metric after the implementation of the <i>Research Staff Employment Policy (OTM-R)</i>: Number of persons from abroad applying for positions of academic teachers in a given year in relation to the total number of persons applying for positions of academic teachers in a given year (%).</p>

					Indicator monitored for the whole year at 31.12 of each year
Is our current OTM-R policy consistent with the policy of attracting under-represented groups?				-	Planned metric to be launched after the implementation of the <i>Research Employee Employment Policy (OTM-R)</i> : Trend in the participation of candidates (underrepresented group) applying to work at ANS in Łomża (increasing/decreasing). Index monitored for the whole year as at 31.12 of a given year in relation to the previous year
Is our current OTM-R policy consistent with a policy that provides attractive working conditions for researchers?				-	The amount of the minimum salary of an academic teacher (depending on the position held) is specified in the Regulation Of the Minister of Science and Higher Education issued on the basis of the Act. The incentive for employees employed in the group of research and teaching employees (researchers) may be the amount of the annual teaching quota (number of hours to work) lower than the number of employees employed in the group of teaching employees.
Do we have the means to monitor whether the most appropriate researchers are applying?	x	x	x	++	Analysis of the activities of the Selection Committees to ensure an appropriate evaluation of the candidate in terms of his academic and professional qualifications. The recommendation of the Selection Committee regarding the

					selection of a candidate for employment proves that all the requirements of the competition are met. The analysis of the application documents allows to determine whether the candidate meets the criteria and formal and substantive requirements for a given position and whether it is a suitable candidate.
Announcement and Application Phase					
Do we have clear guidelines or templates (e.g. EURAXESS) on the forms of recruitment advertisements?	x	x		+/-	The data contained in the competition notice for the academic teacher (in accordance with the statutes) allow for the completion of electronic forms on the EURAXESS portal. Additionally, however, it is necessary to standardize the entries, e.g. in the form of a template of job offers for researchers posted on the Euraxess website – (the applicant: J. Bochenko), taking into account the entry in the "Additional information" section: The University offers opportunities for professional development. Job advertisements for researchers in a new template (template, pcs.)
In the recruitment announcement, do we include references / links to all elements provided for in the relevant section of the tool set?	x	x	x	++	Recruitment notices have a list of documents required to be submitted and are published on the website https://ansl.edu.pl/pracownicy/oferty-pracy/aktualne , https://ansl.edu.pl/en/index.php/r

					research/hr-excellence-in-research/job-offers-for-scientists https://ansl.edu.pl/badania/hr-excellence-in-research/oferty-pracy-dla-naukowcow MEiN and on Euraxess
Are we making full use of EURAXESS to ensure that our research offers reach a wider audience?	x	x	x	++	100% of advertisements for competitions for academic teaching posts are published on the EURAXESS portal, which is of a pan-European nature.
Do we use other tools to post job ads?	x	x	x	+/-	We do not use other tools or platforms to place job advertisements for researchers, apart from the ans recruitment portals in Łomża, MEiN and EURAXESS. It is necessary to extend the scope of publication of job advertisement in order to reach as many recipients as possible. Planned metric: Identification and implementation of additional recruitment tools increasing the chances of researcher mobility (pcs.)
Are we minimizing the administrative burden on the candidate?	x	x	x	++	In the recruitment process, we limit ourselves only to documents that will allow us to reliably determine the qualifications and scientific/didactic achievements and those that are necessary due to statutory requirements Planned measure: Examination of the number of complaints submitted in relation to the number of applicants (Source: Complaint Register) The indicator

					monitored as of 31.12 of a given year
Selection and evaluation phase					
Do we have clear rules on the appointment of selection boards?	x	x	x	++	Rules for the appointment of competition commissions are set out in the <i>Statute of ANS in Łomża</i>
Do we have clear rules on the composition of selection boards?	x	x	x	++	Rules for the composition of selection boards are set out in the <i>Statute of ANS in Łomża</i>
Are the committees sufficiently balanced in terms of gender?	x	x	x	++	The composition of the Selection Committees for academic teachers is not permanent. Committees are appointed by the Rector by separate orders. The committee consists of 3 to 5 academic teachers, (regardless of gender) representing a field/discipline adequate to the requirements of candidates applying for a given position. Bearing in mind the previous practice, both women and men sit on competition commissions. It is the appropriate education, qualifications, experience and predispositions that largely determine the appointment as a member of the commission, not the gender itself.
Do we have clear guidelines for selection committees that help to assess achievements in a way that leads to the	x			-/+	The necessary adoption of the <i>Rules of Procedure of the Selection Committees</i> for the employment of academic teachers

selection of the best candidate?					Planned metric: Implementation of the Rules of Operation of the Selection Committee by 31.12.2022 (document/procedure; JM – pcs + link)
Meeting phase					
Do we inform all candidates after the selection process?			x	-/+	The necessary adoption of the <i>Rules of Procedure of the Selection Committees</i> for the employment of academic teachers Planned metric: Implementation of the Rules of Operation of the Selection Committee by 31.12.2022 (document/procedure; JM – pcs + link)
Do we provide appropriate feedback to candidates?			x	-/+	The necessary adoption of the <i>Rules of Procedure of the Selection Committees</i> for the employment of academic teachers Planned metric: Implementation of the Rules of Operation of the Selection Committee by 31.12.2022 (document/procedure; JM – pcs + link)
Do we have an appropriate complaint mechanism?	x	x	x	++	Complaints shall be submitted in writing. In the last 5 years, 1 complaint/appeal has been filed regarding the recommendation given by the Selection Committee to the job candidate
Overall rating					

<p>Do we have a system to assess whether OTM-R meets its objectives?</p>				-	<p>Development and implementation of <i>the Policy for the Employment of Researchers (OTM-R)</i> by 31.12.2023.</p> <p>Planned metric after the implementation of <i>the Research Staff Employment Policy (OTM-R)</i>: 85% of respondents (employees and candidates) show satisfaction at the level of 85% that OTM-R meets its objectives (survey; IU - % of respondents; expected value = 85%)</p>
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