

HR Excellence in Research

OTM-R Checklist

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Case number

2022PL864450

Name Organisation under review

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Date endorsement charter and code

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09/01/2023

OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this 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 small 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 over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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	The assumptions of the OTMR policy are in the following documents: Statute, Dispositions and Resolutions available in the bulletin

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	These are documents made available to UKSW employees in the bulletin.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	.Persons responsible for academic teacher recruitment have not been trained in OTMR.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	UKSW uses Internet tools in accordance with the regulations from the Ministry of Science and Higher Education.
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	none
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	The UKSW policy is dependent on the Law on Higher Education and Science; in addition, in April of 2017 UKSW approved the Resolution on Human Resources Policy.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	As part of the internationalization policy, UKSW aims to increase the number of foreign researchers, in part through the University 2.0. Innovative education. Effective management project co-financed by the EU.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	The main criterion for hiring are qualifications.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	share of candidates from outside UKSW in recruitment processes (specified in %)
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	UKSW tools: Qualification commissions, contest commissions, statute commission for academic teachers
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	The Statute and Disposition on contest procedures from September, 2017 defines basic information obligatory while advertising position.
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	A significant majority
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	We do not use this database sufficiently.
Do we make use of other job advertising tools?	x	x		-- No	none
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	the list of minimum formalities to be completed
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Guidelines are published in Attachment 5 of the UKSW Statute.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	Rector's ordinance
Are the committees sufficiently gender-balanced?		x	x	-- No	Lack of concrete internal guidelines in this aspect
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 substantially	Guidelines published in Attachment 5 of the UKSW Statute; in order to objectively evaluate the candidate for professor, there is an external reviewer is employed.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		+/- Yes substantially	Yes, on the basis of access to public information
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	Yes, per candidate request
Do we have an appropriate complaints mechanism in place?		x		+/- Yes substantially	At UKSW there are general procedures for complaints obligatory for all public universities. These procedures include complaints concerning recruitment process. Annual
Overall assessment					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	none