

## TEMPLATE 3 – OTM-R Checklist

Case number: 2019PL371319

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SUBMISSION DATE: 2019.12.06

DATE ENDORSEMENT CHARTER AND CODE: 2019.01.17

### OTM-R Checklist

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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	--	1.1. No. At present CUE does not its own OTM-R system. 1.2. An online website presenting the assumptions of CUE's OTM-R policy in Polish and English will be developed.

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	<p>2.1. Issues related to the recruitment of researchers for all positions are governed by relevant internal regulations: Regulation of the Rector of the Cracow University of Economics No. R-0201-37 / 2017 of 11 September 2017 on the principles of recruitment and promotion of CUE employees (as amended).</p> <p>2.2. The scope of the responsibilities of R1-R4 researchers should be further clarified.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	<p>3.1. People involved in the recruitment process were not given specialised training in the area of OTM-R.</p> <p>3.2. Members of the Selection Committee who select a candidate are required to familiarise themselves with CUE's internal regulations in this respect. Their experience ensures that they act in line with the OTM-R policy.</p> <p>3.3. When the rules of the recruitment policy (OTM-R) have been developed, members of the Selection Committee will be informed about it.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	<p>4.1. Yes. CUE uses e-recruitment tools to inform about competitions (websites):</p> <ul style="list-style-type: none"> <li>- all competition notices are posted on the online Public Information Bulletin,</li> <li>- information on competitions is posted on the websites of CUE, the office of the minister for higher education and the minister supervising universities.</li> </ul> <p>4.2. In 2018, a vacancy notice for a researcher position was posted on the EURAXESS portal.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	--	5.1. No. A quality control system for OTM-R will be developed.

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>6.1. Every year, the number of new staff employed by CUE is limited and depends on the number of employees going into retirement.</p> <p>6.2. The candidate must meet the terms and conditions set out in the job advertisement. The rules of the recruitment policy will be developed/further clarified.</p> <p>6.3. Currently, CUE employs 7 foreign staff of the following nationalities: British (1); Italian (2); Ghanaian (1); Lithuanian (1); Slovak (1); Ukrainian (1).</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	<p>7.1. Not adequately. The only condition to get a job at CUE is to be ranked the best by the Selection Committee, which operates under the CUE Statute.</p> <p>7.2. Due to other conditions, e.g. salary, residence or family related issues, the number of researchers from abroad in the last three years has been as follows:</p> <p>1) researchers by origin in <b>2018</b> – 5 foreign out of 513 researchers (0.97 %), including:</p> <ul style="list-style-type: none"> <li>– 4 persons from Europe (0.78%),</li> <li>– 1 person from Africa (0.19%);</li> </ul> <p>2) researchers by origin in <b>2017</b> –3 foreign out of 533 researchers (0.56 %), including:</p> <ul style="list-style-type: none"> <li>– 2 persons from Europe (0.37%),</li> <li>– 1 person from Africa (0.19%);</li> </ul> <p>3) researchers by origin in <b>2016</b> –4 foreign out of 522 researchers (0.76 %), including:</p> <ul style="list-style-type: none"> <li>– 3 persons from Europe (0.57%),</li> <li>– 1 person from Africa (0.19%);</li> </ul>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	8.1. Jobs at CUE are offered to candidates rated the highest by the Selection Committee.

					<p>8.2. An analysis of staffing levels in recent years shows that the number of women employed at CUE has remained stable for years.</p> <p>The share of women researchers in the total number of researchers stood at:  1) <b>2018</b>: 229 women out of 513 researchers (44.64 %), including:  a) 16 women out of 49 researchers with the scientific title of professor (32.65 %),  b) doctoral degree:  – habilitated doctor: 42 women out of 121 researchers (34.71%),  – doctor: 138 women out of 281 researchers (49.11%);  2) <b>in 2017</b>: 235 women out of 540 researchers (43.5 %), including:  a) 14 women (28.6 %) out of 49 researchers with the scientific title of professor  b) doctoral degree:  – habilitated doctor: 39 women out of 115 researchers (33.9%),  – doctor: 151 women out of 308 researchers (49.02%);  3) <b>in 2016</b>: 242 women out of 548 researchers (44.1 %), including:  a) 15 women out of 52 researchers with the scientific title of professor (28.8 %),  b) doctoral degree:  – habilitated doctor: 35 women out of 106 researchers (33.01%),  – doctor: 151 women out of 314 researchers (48.09%).</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	9.1. CUE provides to its employees such working conditions as laid down in the Labour Code, the Law on Higher Education and other regulations.

					<p>9.2. The salaries of CUE researchers are determined by the outlays of the Ministry of Finance, which are subsequently distributed in accordance with the principles established by the Ministry of Science and Higher Education.</p> <p>9.3. Number of employees from outside CUE: in 2018 – 26 persons, w 2017 – 40 person, in 2016 – 17 persons.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	10.1. Applicants must meet the criteria set out in the job advertisement. In addition, they are evaluated in accordance with Regulation of the Rector of the Cracow University of Economics No. R-0201-37/2017 of 11 September 2017 on the principles of recruitment and promotion of CUE employees (as amended)
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	<p>11.1. In order to provide information about career opportunities, CUE uses its own templates developed on the basis of Ministry of Science and Higher Education guidelines.</p> <p>11.2. In 2018, CUE started using EURAXESS templates to post information on career opportunities at CUE on EURAXESS.</p>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		--	12.1. No. An online recruitment form will be developed.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/-	13.1. In 2018, CUE posted a job advertisement on the EURAXESS portal.
14. Do we make use of other job advertising tools?	x	x		++	14.1. Yes. Job advertisements are also advertised on paper on a notice board in CUE's Main Building.

					14.2. CUE plans to send emails with information on vacancies in its department to CUE staff and doctoral students.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-	15.1. CUE's internal regulations do not specify the type of documents to be submitted. Each time, the possibilities of substantiating the candidate's competencies are determined by taking into account the requirements set out for the candidate by the head of the competent department. 15.2. CUE will conduct an additional analysis of the documents required in the recruitment process in order to clarify, harmonise and reduce their number.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	16.1. Yes. Pursuant to CUE's Statute in force, the Selection Committee consisting of at least 4 people is selected for the duration of the Faculty Council's term (4 years).
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	17.1. Yes. The Selection Committee is appointed by the Faculty Council from amongst its members, i.e. the most competent people to assess candidates' merits and scientific achievements.
18. Are the committees sufficiently gender-balanced?		x	x	+/-	18.1. The composition of the Selection Committee is decided in consideration of competencies, which is not always synonymous with gender balance. 18.2. Given the smaller number of women on Faculty Councils, it is not always possible for female Council members to sit on all Faculty Councils' Selection Committees. In 2018, the percentage share of women in researcher and teaching positions and sitting on Faculty Councils stood at:

					<ul style="list-style-type: none"> <li>– Faculty of Economics and International Relations – 30%,</li> <li>– Faculty of Finance and Law – 50%,</li> <li>– Faculty of Public Economy and Administration – 22%,</li> <li>– Faculty of Commodity Science and Product Management – 42%,</li> <li>– Faculty of Management – 34%.</li> </ul>
19. 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	+/-	<p>19.1. Faculty Councils' Selection Committees operate in keeping with internal regulations – Regulation of the Rector of the Cracow University of Economics No. R-0201-37/2017 of 11 September 2017 on the of recruitment and promotion principles of CUE employees (as amended)</p> <p>19.2. Candidate evaluation guidelines are developed separately for each Faculty by the Selection Committee.</p> <p>19.3. CUE plans to develop a set of uniform guidelines for the evaluation of candidates' achievements and a point scale to assess candidates' achievements.</p>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		--	<p>20.1. No. The Human Resources Department informs only the winning candidate.</p> <p>20.2. CUE will develop procedures to ensure that all candidates receive feedback on the results of the selection process.</p> <p>20.3. Standardised templates of final reports will be developed.</p>
21. Do we provide adequate feedback to interviewees?		x		++	21.1. Yes. At their request, interviewees are provided with feedback on all matters relating to

					the position itself and CUE's employment policy.
22. Do we have an appropriate complaints mechanism in place?		x		++	22.1. Yes. Regulation of the Rector of the Cracow University of Economics No. 37/2005 of 29 June 2005 on the principles of complaint and request handling at the Cracow University of Economics.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	23.1. No. CUE will develop a system to assess the functioning of OTM-R.