

EURAXESS

OTM-R Checklist

Case number

2023PL113007

Name Organisation under review

University of Opole

Organisation's contact details

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Date endorsement charter and code

04/07/2023

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.

| OTM-R checklist for organisations | | | | | |
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| | Open | Transparent | Meritbased | Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No | *Suggested indicators (or form of measurement) |
| OTM-R system | | | | | |
| 1. Have we published a version of our OTM-R policy online (in the national language and in English)? | | | | -- No | <p>The development and implementation of the HRS4R strategy for the University of Opole (UO), including the OTM-R policy, is included as one of the objectives of <i>the Strategy for the Internationalisation of the University of Opole in 2022-2027</i> (Polish version). https://www.uni.opole.pl/page/4840/strategia-umiedzynarodowienia-universytetu-opolskiego-w-latach-2022-2027; English version: https://www.uni.opole.pl/page/en/5322).</p> <p>The need to develop and publish the following document: Open, Transparent and Merit-based Recruitment (OTM-R) Policy on the UO website in Polish and English language versions. Preparatory activities for the development of the document have been undertaken.</p> <p>Indicator: develop and publish an Open, Transparent and Merit-based Recruitment (OTM-R) Policy for employees at the UO: YES/NO (link to website). [Implementation date: June 2025; Item: II].</p> |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | | | | ++ Yes, completely | <p>No action is required in this area.</p> <p>The internal normative acts related to the recruitment of academics for particular positions at the UO, are fully in line with relevant national legislation. The principles of the OTM-R were also taken into account in their drafting. The applicable internal normative acts are:</p> |

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| | | | | | <ul style="list-style-type: none"> - Regulation No. 12/2022 of the Rector of the University of Opole on the employment of academic staff through open competition at the UO, - Regulation No. 13/2022 of the Rector of the University of Opole on the employment of academic staff without open competition at the UO, - Regulation No. 14/2022 of the Rector of the University of Opole on amending the employment terms and conditions of academic staff at the UO, - Statute of the UO (https://monitor.uni.opole.pl/wp-content/uploads/zal-US_UO-233-2020-2024-tj_statut-1.pdf), - Act of 20 July 2018- Law on Higher Education and Science (Journal of Laws 2018, Item 1668 as amended). |
| 3.Is everyone involved in the process sufficiently trained in the area of OTM-R? | | | | -/+ Yes, partially | <p>The UO staff, including UO academic staff, have access to the on-line official gazette of normative acts in force at the UO, as well as national legislation on the recruitment of academic staff (https://bsp.uni.opole.pl/nauczyciele-akademiccy/).</p> <p>Employees involved in recruitment processes are required to familiarize themselves with the applicable regulations in this regard.</p> <p>There is a need for an information campaign or training on OTM-R for Directors of Institutes, Deans of Faculties, Project Managers, Heads of Faculty Offices, Recruitment committees and other units connected with this process at the University, as well as individual employees/academics involved in the recruitment process. The document relating to the principles of QTM-R at the University of Opole will be published (in public mode) on the university's website in Polish and English.</p> <p>Indicator: number of information activities (materials or actions): a minimum of 2 + number of training courses (target quantity: a minimum of 1/year) + number of training participants + training</p> |

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| | | | | | documentation (list of participants + training program). [implementation date: December 2025; Item: II]. |
| 4. Do we make (sufficient) use of e-recruitment tools? | | | | +/- Yes, substantially | <p>Announcements of competitions for academics positions are published (in accordance with national regulations in this respect):</p> <ul style="list-style-type: none"> - on the BIP (Bulletin of Public Information) website of the University of Opole (100% of announcements), https://uniopole.bip.gov.pl. - on the BIP website of the competent ministry, https://bazaogloszen.nauka.gov.pl. - on the website of the University of Opole in the "Job Vacancies" tab https://www.uni.opole.pl/praca, - some Faculties, Institutes publish job ads on the unit website or sectoral websites, - partial publication of job ads in EURAXESS. <p>Applicants for positions of academics have the option to send their offer to the specified e-mail or postal mail address (this is stipulated in the job advertisement depending on the needs of the Scientific Institute in question).</p> <p>The need to develop and publish a document relating to enhancing the use of e-tools in staff recruitment, including the need to publish all job ads in EURAXESS, and to develop a uniform standard for the provision and use of e-tools at each stage of recruitment at the UO.</p> <p>Indicator: number of job advertisements for researchers in EURAXESS and required national database (target value: 100%) + introduction of electronic recruitment system: YES/NO. [implementation date: June 2026; Item: II].</p> |
| 5. Do we have a quality control system for OTM-R in place? | | | | -- No | <p>Development and implementation of a quality control system for the OTM-R system at the UO.</p> <p>Indicator: UO normative act (YES/NO). [implementation date: June 2026; Item: I].</p> |

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| <p>6. Does our current OTM-R policy encourage external candidates to apply?</p> | | | | <p>+/- Yes, substantially</p> | <p>The UO normative act in force (Regulation 12/2022 in sections 4 and 6) refers to the necessity to publish information about the announcement of a competition for an academics on:</p> <ul style="list-style-type: none"> - the UO's BIP, https://uniopole.bip.gov.pl (100% of competition announcements are published in this database), - the BIP of the competent ministry, https://bazaogloszen.nauka.gov.pl (100% of competition announcements are published in this database), - EURAXESS, despite the obligation (Regulation 12/2022), not all competition announcements are published. <p>The need to introduce an obligation to publish in the EURAXESS database (by updating the relevant internal normative act of the UO) all announcements of competitions (both in Polish and English) for academics.</p> <p>Indicator: number of job advertisements for researchers in the EURAXESS and required national database (target value: 100%). [implementation date: June 2026; Item: II].</p> |
| <p>7. Is our current OTM-R policy in line with policies to attract researchers from abroad?</p> | | | | <p>-/+ Yes, partially</p> | <p>The UO takes active measures to attract researchers from abroad. For this purpose, <i>the Internationalization Strategy of the University of Opole 2022-2027</i> was developed (https://www.uni.opole.pl/page/en/5322). Since 2019, the UO has been a member of the FORTHEM alliance (<i>Fostering Outreach within European Regions, Transnational Higher Education and Mobility</i>), funded by the European Union (https://www.forthem-alliance.eu/), which includes activities aimed at strengthening the mobility of scholars. The UO also participated in the FIT-FORTHEM project (<i>Fostering Institutional Transformation of Research and Innovation Policies in European Universities</i>), financed under HORIZON 2020 programme, contract No. 101017248 (https://www.forthem-alliance.eu/fit-forthem). One of the objectives of this programme was</p> |

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| | | | | | <p>to develop recommendations for strengthening the human resources field, including the mobility of researchers.</p> <p>As not all announcements of competitions for academics in the UO are available in English and in the EURAXESS database. It is necessary to take measures to make it compulsory to publish all competition announcements for academics in both Polish and English and to post them in the EURAXESS database. It is necessary to publish on the university's website in English, internal normative acts and other documents (developed in the future) concerning the recruitment of academics at the UO:</p> <ul style="list-style-type: none"> - Regulation No. 12/2022 of the Rector of the University of Opole on the employment of academic staff through open competition at the UO, - Regulation No. 13/2022 of the Rector of the University of Opole on the employment of academic staff without open competition at the UO, - Regulation No. 14/2022 of the Rector of the University of Opole on amending the employment terms and conditions of academic staff at the UO, - Statute of the UO. <p>Indicator: number of job advertisements for researchers in the EURAXESS and required national database (target value: 100%); online publication of all UO normative acts and other documents related to the recruitment of researchers at the UO (in Polish and English): YES/NO (link to website). [Implementation date: June 2026; Item: II].</p> |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | | | | -/+ Yes, partially | <p>The following normative acts and documents related to equality issues are in force at the UO:</p> <ul style="list-style-type: none"> - Work Rules: Chapter XI, Section 50 and Annex No. 5, - Labour Protection of Women and Young Workers, |

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| | | | | | <p>- <i>Gender Equality Plan for the University of Opole for 2023-2025</i>, (https://rownosc.uni.opole.pl/en/).</p> <p>A Proxy for Equal Treatment and an Equality and Equal Rights Team have also been appointed.</p> <p>With the above in mind, it is reasonable to review and, where necessary, update the UO's normative acts, standards and practices for recruitment in terms of anti-discrimination of any group. The need to publish all these documents in both Polish and English on the UO website.</p> <p>Indicator: normative acts of the UO (YES/NO) + number of generated reports from the "UO Monitor" (target quantity: minimum 1). [implementation date: June 2026; Item: II].</p> |
| <p>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p> | | | | <p>++ Yes, completely</p> | <p>The UO strives to provide attractive working conditions for researchers in all positions. This is done in accordance with national regulations in this regard, including:</p> <ul style="list-style-type: none"> - salaries and remuneration for overtime work, rewards for research, teaching and organisational activity, social benefits (cf. Work Rules at the University of Opole, Rules and Regulations of Remuneration of the Employees of the University of Opole, Rules of the Company Social Benefits Fund at the University of Opole, Rules for Periodical Evaluation of Academic Staff Employed at the University of Opole), - professional responsibility: normative acts of the University of Opole concerning research, teaching and organisational duties of academics, the number of teaching load in an academic year, the number of students in groups, the possible reduction of the number of teaching hours in certain situations, the possibility of obtaining a sabbatical or medical leave, the possibility of taking training courses (cf. Statute of the University of Opole, Work Rules at the University of Opole, Rules and Regulations of Remuneration at the University of Opole, Rules of Study at the University of Opole). |

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| <p>10. Do we have means to monitor whether the most suitable researchers apply?</p> | | | | <p>-- No</p> | <p>Candidates' applications must comply with the requirements set out in the competition notice. It is the responsibility of the competition committee to assess whether applications meet these requirements. However, there is no system in place to monitor this process.</p> <p>The need to develop and implement tools to monitor the alignment of researcher's profile with needs/objectives at university level, as well as at the level of individual scientific Institutes, Faculties and ongoing projects.</p> <p>Indicator: number of reports developed (minimum 1/year; baseline measurement: Q4 2025). [Implementation date: June 2026; Item: I, II, III].</p> |
| <p>Advertising and application phase</p> | | | | | |
| <p>11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</p> | | | | <p>+/- Yes, substantially</p> | <p>The process of employing and recruiting an academic teacher at the University of Opole is carried out in accordance with applicable national regulations and internal normative acts of the UO. In respect of the recruitment process for the position of an academic teacher, including the scope of the required information that must be included in a job ad for an academic teacher, the following apply:</p> <ul style="list-style-type: none"> - Statute of the UO, - Regulation No. 12/2022 of the Rector of the University of Opole on the employment of academic staff through open competition at the UO, - Regulation No. 13/2022 of the Rector of the University of Opole on the employment of academic staff without open competition at the UO, - Regulation No. 14/2022 of the Rector of the University of Opole on amending the employment terms and conditions of academic staff at the UO. |

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| | | | | | <p>The need to update the indicated documents, inter alia, in terms of the development of a template for the competition announcement for academic staff at the UO.</p> <p>Indicator: recruitment template (YES/NO), (link to website). [Implementation date: June 2026; Item: II].</p> |
| <p>12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?</p> | | | | <p>+/- Yes, substantially</p> | <p>Job ads for positions of academics include: The unit of employment, the position, the scientific discipline, the basic eligibility requirements, additional eligibility criteria, the required documents, the deadline for submission of documents and the date of the competition adjudication.</p> <p>Development and implementation of a template for job ads for academics, which will refer to the OTM-R principles, as well as the principles of equal treatment.</p> <p>Indicator: recruitment template (YES/NO), (link to website). [Implementation date: June 2026; Item: II, III].</p> |
| <p>13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?</p> | | | | <p>+/- Yes, substantially</p> | <p>Not all job ads for academics are posted in the EURAXESS database.</p> <p>Introduction of an obligation to publish all job ads for academics in Polish and English and to post them in the EURAXESS database.</p> <p>Indicator: number of job advertisements for researchers in the EURAXESS and required national database (target value: 100%). [Implementation date: June 2026; Item: II].</p> |
| <p>14. Do we make use of other job advertising tools?</p> | | | | <p>+/- Yes, substantially</p> | <p>Announcements of competitions for academic positions are published (in accordance with national regulations in this respect):</p> <ul style="list-style-type: none"> - on the BIP website of the University of Opole (100% of announcements), https://uniopole.bip.gov.pl. - on the BIP website of the competent ministry, https://bazaogloszen.nauka.gov.pl. |

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| | | | | | <ul style="list-style-type: none"> - on the website of the University of Opole in the "Job Vacancies" tab https://www.uni.opole.pl/praca, - some Faculties, Institutes publish job advertisements on the unit's website or on sectoral websites, - partial publication of job ads in EURAXESS. <p>Introduction of an obligation to publish all job ads for researchers in Polish and English and in the EURAXESS database.</p> <p>Indicator: number of job advertisements for researchers in the EURAXESS and required national database (target value: 100%). [Implementation date: June 2026; Item: II].</p> |
| 15. Do we keep the administrative burden to a minimum for the candidate? | | | | +/- Yes, substantially | <p>The process of recruiting a candidate for the academic position at the UO is described in the following normative acts of the UO:</p> <ul style="list-style-type: none"> - Statute of the UO, - Regulation No. 12/2022 of the Rector of the University of Opole on the employment of academic staff through open competition at the UO, - Regulation No. 13/2022 of the Rector of the University of Opole on the employment of academic staff without open competition at the UO, - Regulation No. 14/2022 of the Rector of the University of Opole on amending the employment terms and conditions of academic staff at the UO, <p>The need to develop and implement uniform standards/guidelines for the recruitment of academic staff at the UO, taking into account the need to reduce (where possible) the administrative burden on the candidate.</p> <p>Indicator: publication of guidelines on UO website (YES/NO; link to website). [Implementation date: June 2026; Item: II].</p> |

Selection and evaluation phase

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| <p>16.Do we have clear rules governing the appointment of selection committees?</p> | | | | <p>++ Yes, completely</p> | <p>No action is required in this area. This area is regulated (rules for the appointment of committees) in the UO normative acts. - Regulation No. 12/2022 of the Rector of the University of Opole on the employment of academic staff through open competition at the UO, - Sections 65 and 66 of the Statute of the UO.</p> |
| <p>17.Do we have clear rules concerning the composition of selection committees?</p> | | | | <p>++ Yes, completely</p> | <p>No action is required. This area has been regulated (composition and selection of committee members, and the body appointing committee members) in the normative acts of the UO: - Regulation No. 12/2022 of the Rector of the University of Opole on the employment of academic staff through open competition at the UO, - Sections 65 and 66 of the Statute of the UO.</p> |
| <p>18.Are the committees sufficiently gender- balanced?</p> | | | | <p>++ Yes, completely</p> | <p>Sections 65 and 66 of the Statute of the UO specify the composition of a recruitment committee. The selection of committee members is based on merit. As a result, gender balance is not always taken into account in the composition of committees (not in all committees). However, steps are taken to take this into account when appointing committee members.</p> |
| <p>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?</p> | | | | <p>+/- Yes, substantially</p> | <p>Committees appointed to adjudicate competitions shall select candidates in accordance with the guidelines set out in sections 65 and 66 of the Statute of the UO. The Committee selects the best candidate for a given position fulfilling requirements indicated in the job advertisement. In addition, the Council of the Institute shall vote on the employment of the candidate selected by the Committee.</p> <p>A manual with guidelines for recruitment committees for the selection of a candidate for the academic position shall be developed and conducted training of members of the Recruitment commissions.</p> |

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| | | | | | Indicator: publication of guidelines (YES/NO, link to website) + number of trainings (target quantity: minimum 1/year) + number of training participants + training documentation (list of participants + training program). [Implementation date: June 2026; Item: II]. |
| Appointment phase | | | | | |
| 20. Do we inform all applicants at the end of the selection process? | | | | ++ Yes, completely | In accordance with national regulations (Act of 20 July 2018- Law on Higher Education and Science) and internal normative acts, among others, Regulation No. 12/2022 of the Rector of the University of Opole, the results of the competition, together with the justification, are published on the University's website (https://uniopole.bip.gov.pl/wyniki-konkursow/) and the website of the competent ministry (https://bazaogloszen.nauka.gov.pl). |
| 21. Do we provide adequate feedback to interviewees? | | | | +/- Yes, substantially | At the request of the candidate, they are provided with information about the progress of the recruitment process, at each stage of the process. In view of the need to strengthen the organisational culture and improve the quality of the recruitment process, it is necessary to develop and publish uniform rules/standards for communication with candidates related to providing them with feedback. Indicator: publication of guidelines (YES/NO, link to website). [Implementation date: June 2026; Item: II]. |
| 22. Do we have an appropriate complaints mechanism in place? | | | | +/- Yes, substantially | The normative acts of the UO referring to recruitment for academic positions guarantee clear and transparent rules for its organisation. If doubts arise as to the proper conduct of the recruitment process at any stage of the recruitment procedure, the Rector, the Dean or the Committee Chair shall ask the UO Legal Office for a relevant opinion. It is necessary to develop rules on the mechanism for the filing of complaints and appeals by candidates. Indicator: publication of guidelines (YES/NO, link to website). [Implementation date: June 2026; Item: II]. |

Overall assessment

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| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | ++ Yes, completely | Pursuant to Regulation 44/2023 of the Rector of the University of Opole of June 5, 2023, the appointed HRS4R Team is responsible for the implementation and monitoring of the OTM-R objectives at the UO. |
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