

OTM-Recruitment Questionnaire

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +/- Yes substantially / -+ Yes partially / -- no)	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	The regulations announced in the UW Monitor are available at the following links: <a href="https://monitor.uw.edu.pl/Lists/Uchway/Attachments/4934/EN.M.2019.190.U.443.pdf">https://monitor.uw.edu.pl/Lists/Uchway/Attachments/4934/EN.M.2019.190.U.443.pdf</a> <a href="https://monitor.uw.edu.pl/Lists/Uchway/Attachments/5592/M.2020.388.Obw.25%20EN.pdf">https://monitor.uw.edu.pl/Lists/Uchway/Attachments/5592/M.2020.388.Obw.25%20EN.pdf</a> <a href="https://monitor.uw.edu.pl/Lists/Uchway/Attachments/5899/EN.M.2021.142.Obw.6.pdf">https://monitor.uw.edu.pl/Lists/Uchway/Attachments/5899/EN.M.2021.142.Obw.6.pdf</a>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	- Resolution No. 445 of the UW Senate from 26.06.2019 on the adoption of the UW Statute, Part V, sec. 107, 109, 111, 112, 113-126, regulating the requirements for academics positions  - Announcement No. 25 of the Rector of the University of Warsaw of 7 September 2020 on the consolidated text of Ordinance No. 106 of the Rector of the University of Warsaw of 27 September 2019 on the rules and procedures for conducting a competition for the position of academic staff at the UW  - Announcement No. 6 of the Rector of the University of Warsaw of 20 May 2021 on the consolidated text of resolution No. 17 of the Senate of the University of Warsaw of 20 January 2021 on the principles of recruitment to doctoral schools at the University of Warsaw
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	- At least 90% of the chairpersons and 50% of the members of the selection committees set up to conduct the competition for the posts of academics undergoing training by the end of 2024  - At least 90 % of the chairpersons and 50% of the members of the selection committees and panels trained in annual recruitment (doctoral schools)
Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	100 % of competitions announcements for academics positions are published on UW, Ministry of Education and Science, EURAXESS  - At least 90 % of the conducted competitions for academics positions allow applications to be submitted electronically (competitions)  - All applications from doctoral school candidates are collected using the recruitment platform  - Implementation by end of 2024 of the Internet Recruitment of Employees (IRP) system for submitting applications for academics positions, communicating with candidates and monitoring the recruitment process
Do we have a quality control system for OTM-R in place?	x	x	x	+/-	- Regulations on the avoidance of conflicts of interest by members of selection committees and selection panels  - Mechanism for invalidating competitions conducted in violation of the law (Ordinance No. 106 of the Rector of UW of 27 September 2019 on the rules and procedure for conducting a competition for the position of academic staff at the University of Warsaw)

					- Implementation of the IRP system module for monitoring the recruitment process at its various stages (competitions for academics positions) by the end of 2024
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<ul style="list-style-type: none"> <li>- 100 % of competitions announcements for academics positions are published at least 30 days in advance on UW webs, Ministry of Education and Science, EURAXESS</li> <li>- Implementation of the IRP system module by the end of 2024 for monitoring the recruitment process, including tracking the background of candidates (including whether from within or outside the UW) submitting applications</li> <li>- At least 20% of successful candidates in competitions for academics positions employed immediately prior to the competition outside the UW - by the end of 2024.</li> <li>- At least 20% of successful candidates to doctoral schools obtained their master's degree outside the UW (doctoral schools)</li> </ul>
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	<ul style="list-style-type: none"> <li>- At least 90% of competitions for academics positions are also published in English</li> <li>- Increasing percentage of candidates for academics positions at UW previously employed abroad (year-on-year)</li> </ul>
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	<ul style="list-style-type: none"> <li>- At least 45% of candidates selected in competitions for academics positions are women</li> <li>- At least 40% of candidates selected in competitions for doctoral positions are women</li> </ul>
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	<ul style="list-style-type: none"> <li>- Defining the UW's strengths as an employer and publishing information on the Human Resources Office website addressed to candidates by the end 2022</li> </ul>
Do we have means to monitor whether the most suitable researchers apply?				++	<ul style="list-style-type: none"> <li>- Provisions concerning the possibility of ending a competition for the position of academic staff without selecting a candidate in the absence of candidates who obtained at least 51% of the possible points</li> <li>- Scrutiny by the Human Resources Office of 100% of successful candidates to ensure that they meet the minimum qualification requirements for the position</li> <li>- In the case of filling the posts of Professor and University Professor in each case: <ul style="list-style-type: none"> <li>- appointing reviewers by the selection committees to assess the candidate's output, experience and achievements</li> <li>- obtaining a positive opinion from the Senate in the case of employment</li> </ul> </li> <li>- Opinions on employment for other academics positions by the council of the organisational unit (collective entity)</li> <li>- The condition to obtain min. 51% of points from the whole procedure for candidates for doctoral studies</li> </ul>
<b>Advertising and application phase</b>					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	<ul style="list-style-type: none"> <li>- The UW Rector's Ordinance No. 106 of 27 September 2019 sets out a list of information that should be included in the job advertisement (competitions for academics positions)</li> <li>- Verification of the completeness of the information included in the competition announcement by the Human Resources Office (two-stage verification of the announcement - at the stage of posting and publication of the announcement in</li> </ul>

					<a href="https://www.uw.edu.pl/kategoria-praca/konkursy-na-stanowiska-nauczycieli-akademickich/">https://www.uw.edu.pl/kategoria-praca/konkursy-na-stanowiska-nauczycieli-akademickich/</a>
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	<ul style="list-style-type: none"> <li>- Verification of advertisements for competitions for academics positions against a list of minimum information that should be included in the advertisement under Ordinance No. 106 of the Rector of UW dated 27 September 2019.</li> <li>- The obligation for candidates in competitions for academic staff to submit a declaration that they are familiar with and accept the rules governing competitions</li> </ul>
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	<ul style="list-style-type: none"> <li>- 100 % of competitions announcements for academics positions are published on UW, Ministry of Education and Science, EURAXESS</li> </ul>
Do we make use of other job advertising tools?	x	x		-/+	<ul style="list-style-type: none"> <li>- At least 50% of competitions conducted for academics positions also announced on other portals/websites than UW, Ministry of Science and Higher Education, EURAXESS - by the end of 2023.</li> </ul>
Do we keep the administrative burden to a minimum for the candidate?	x			-/+	<ul style="list-style-type: none"> <li>- Each advertisement contains a list of required documents with links to the required forms</li> <li>- At least 90% of the competitions held for academics positions allow applications to be submitted electronically and interviews to be conducted remotely</li> <li>- The rules of recruitment to doctoral schools ensure submitting applications electronically and allow for the possibility of conducting interviews remotely</li> <li>- Implementation of the IRP system module facilitating the application of candidates for academics positions, including submission of statements and forms - by the end of 2023</li> </ul>
<b>Selection and evaluation phase</b>					
Do we have clear rules governing the appointment of selection committees?		x	x	++	<p>Announcement No. 25 of the Rector of the University of Warsaw of 7 September 2020 on the uniform text of Ordinance No. 106 of the Rector of the University of Warsaw of 27 September 2019 on the rules and procedures for conducting a competition for the position of academic staff at the UW</p> <p>- Announcement No. 6 of the Rector of the University of Warsaw of 20 May 2021 on the uniform text of Resolution No. 17 of the Senate of the University of Warsaw of 20 January 2021 on the principles of recruitment to doctoral schools at the UW</p>
Do we have clear rules concerning the composition of selection committees?		x	x	++	<ul style="list-style-type: none"> <li>- Regulations as above</li> <li>- Annual audits of compliance with Ordinance No. 106 of the Rector of the UW of 27 September 2019, regarding the composition of committees to conduct competitions for academics positions</li> </ul>
Are the committees sufficiently gender-balanced?		x	x	+/-	<ul style="list-style-type: none"> <li>- Annual audits of compliance with the UW Rector's Ordinance No. 106 of 27 September 2019, regarding the composition of committees for conducting competitions for academics positions</li> <li>- Introduction of recommendations on gender balance in selection committees and panels for doctoral schools - by the end of Q1 2024</li> </ul>
Do we have clear guidelines for selection committees,			x	-/+	<ul style="list-style-type: none"> <li>- All selection committees in competitions for academics positions take into account a wide range of criteria in their assessment, including: meeting the requirements set out in the competition notice and those set out by the selection committee, the outcome of the</li> </ul>

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which help to judge 'merit' in a way that leads to the best candidate being selected?					interview and reviews (if required) - Publication of a guide addressed to chairs and members of competition committees on the conduct of competition for academics positions - by the end of Q2 2023.
<b>Appointment phase</b>					
Do we inform all applicants at the end of the selection process	x			++	- 100% of announcements of competitions for academic staff positions indicate the expected date of the results and the method of informing candidates about the outcome of the competition  - 100% of competitions for the positions of academics are concluded with the announcement of the results within 30 days of the procedure completion  - 100% of candidates for doctoral programmes receive information about the results of the procedure via the recruitment platform
Do we provide adequate feedback to interviewees?	x			-+	- The chairperson of the committee appointed to conduct the competition for the position of academic staff shall make available to the candidate, upon request, information on the composition of the competition committee, the criteria adopted by the competition committee for the assessment of candidates, the place obtained on the ranking list together with the score, and the recorded comments of the committee on the candidate's fulfilment of the requirements and assessment criteria  - At least 50% of the candidates selected in the competitions conducted in the cases referred to in the UW Rector's Ordinance No. 106 of 27 September 2019 informed about the strengths and weaknesses of their application - by the end of Q2 2024  - 100% of PhD candidates are informed of the number of points for each assessment category
Do we have an appropriate complaints mechanism in place?	x			++	- Records concerning the possibility of submitting an appeal by candidates in competitions for the position of academics and by candidates for doctoral studies  - Number of applications to the Rector to invalidate a competition for the position of academic staff  - Number of applications to Heads of Doctoral Schools for reconsideration
<b>Overall assessment</b>					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	Implementation of competition and recruitment procedures in accordance with:  - Announcement No. 25 of the Rector of the University of Warsaw of 7 September 2020 on the consolidated text of the Ordinance No. 106 of the Rector of the University of Warsaw of 27 September 2019 on the rules and procedures for conducting a competition for the position of academic staff at the UW  - Announcement No. 6 of the Rector of the University of Warsaw of 20 May 2021 on the consolidated text of Resolution No. 17 of the Senate of the University of Warsaw of 20 January 2021 on the principles of recruitment to doctoral schools at the University of Warsaw  - Announcement of a competition for the position of academic staff requires each time the consent of the Rector (control of competition announcements - competition announcement as an attachment to the application for announcement of a competition)  - Establishing a special application for announcing competitions for the position of academic staff to ensure a uniform procedure for the publication of announcements

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