

## HR Excellence in Research

# OTM-R Checklist

### **Case number**

2021SK629467

### **Name of the Organisation**

Comenius University Bratislava

### **Organisation's contact details**

Safarikovo namestie 6, Bratislava, Slovakia, 814 99, Slovakia

### **Date endorsement charter and code**

15/04/2021

## 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).

- 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 HR Excellence in Research 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 and comments" 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.

	Open	Transparent	Meritbased	Answer:	Suggested indicators and comments
<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	++ Yes completely	<a href="https://shorturl.at/Elp7S">https://shorturl.at/Elp7S</a> <a href="https://uniba.sk/en/research/hrs4r/">https://uniba.sk/en/research/hrs4r/</a>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	The toolkit material was developed: Step by step to better practices in OTM-R, which sets out the necessary requirements and steps in the recruitment process from the advertising/application phase to the employment phase.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Webinars for the HRS4R and OTM-R were carried out as part of the preparation and implementation phase of the HRS4R (the webinar was mainly for HRS4R Working Group members and the HRS4R Steering Committee).
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	The process of advertising of vacant positions is specified in detail (by law on Universities, law on work in public service, antidiscrimination law and various internal documents). Since January 1, 2013 all universities must disclose information about ongoing habilitation procedures, or appointment procedures on a website set by the Ministry of education, science, research and sport of the SR. International websites/portals dedicated to researchers – EURAXESS, Research Gate, LinkedIn etc. – are also used.
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	Internal Regulation No. 19/2022 Principles of recruitment/selection procedure for filling of the posts of university teachers/lecturers, researchers, professors and associate professors, managerial staff of CU.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	University recruitment policy does support faculties or departments to make individual efforts to hire external candidates, not just from Slovakia but also abroad. However, due to the financing rules for public universities, it is nearly impossible for academia to compete with salaries in the industrial domain.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	The salaries of academics are not competitive. Furthermore, in Slovakia, positions such as professor and associate professor are recognized as academic degrees, whereas in many western countries, they are considered working positions.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	The staff is gender-balanced up to the associate professor level, with men not dominating among the applicants. Selection principles do not discriminate against the underrepresented groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	Law-based, table-based salaries that are uncompetitive even in Slovakia lead to low demand for academic positions. The university attempts to boost its competitiveness in the job market with in-kind benefits such as university kindergarten, flexible working hours, and international experience.
Do we have means to monitor whether the most suitable researchers apply?			x	-/+ Yes partially	The selection committee assesses the applicant's publications, project activities, teaching skills, foreign mobilities, and other criteria in accordance with the existing internal legislation. The employment contract can be closed for a maximum of five years.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
<b>Advertising and application phase</b>					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	Staff Regulation of Comenius University Bratislava – existing internal legislation. The process of advertising of vacant positions is specified in detail (by law on Universities, law on work in public service, antidiscrimination law and various internal documents). Since January 1, 2013 all universities must disclose information about ongoing habilitation procedures, or appointment procedures on a website set by the Ministry of education, science, research and sport of the SR.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	Generally, yes. There is missing information about the institution's OTM-R policy and equal opportunities policy. Job advertising also lacks international dimensions; mostly only H2020 projects-related vacancies and postdoc positions are being published on EURAXESS.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Suggested indicator – Intensify advertisement of job offers on the EURAXESS portal.
Do we make use of other job advertising tools	x	x		-/+ Yes partially	<p>Suggested indicator – Intensify advertisement of job offers on the international websites / portals dedicated to researchers – EURAXESS, Research Gate, LinkedIn etc.</p> <p>The process of advertising of vacant positions is specified in detail (by law on Universities, law on work in public service antidiscrimination law and various internal documents). CU continued its campaigns within the Meta tools and also implemented its first campaigns within the Google Ads platform (Search and GDN), which resulted in an almost fourfold increase in website traffic.</p>
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	If possible, yes – Staff Regulation of Comenius University Bratislava – existing internal legislation.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
<b>Selection and evaluation phase</b>					
Do we have clear rules governing the appointment of selection committees?		x	x	-/+ Yes partially	The principle of gender, or age equality is being respected in CU selection committees, in accordance with the law on universities and the antidiscrimination law. We created a new HRS4R office.
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	Internal documents of the CU govern the composition of the selection committees. However, it is not officially specified who should be on the selection committee in terms of professional experience, qualifications, etc., nor how a member should be trained for this kind of position. Selection committees select members based on their ability to evaluate candidates.
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	Even the committee members are being selected with an emphasis on expertise, and there is currently no rule on the representation of women in committees, with almost half of academic employees being women and their ratio continually improving over the years; this principle is being generally fulfilled.
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 partially	The selection committee assesses a candidate's merits in order with the principles and criteria on publications, qualifications, research activities, foreign mobilities, professional outreach, etc.



	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
<b>Appointment phase</b>					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Candidate applying for an advertised position is informed about the recruitment process and selection criteria.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	No feedback is provided, yet the applicant is welcome to ask for feedback.
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	Staff Regulation of Comenius University Bratislava – existing internal legislation; - CU Disciplinary regulation; - Internal regulation No. 34/2024 – Internal system for assurance of quality of university education at Comenius University Bratislava, Ethics Code and rules for creative activities of CU; - Ethics committee of the Comenius University Bratislava, Internal Regulation No. 4/2022 – Rules of procedure of Ethics committee of the Comenius University Bratislava; - Directive of the Rector of Comenius University Bratislava on complaint handling – Internal Regulation No. 23/2022 ( <a href="https://uniba.sk/fileadmin/ruk/legislativa/Internal_regulations/VP_2022_23_EN.pdf">https://uniba.sk/fileadmin/ruk/legislativa/Internal_regulations/VP_2022_23_EN.pdf</a> ); No. 30/2022 Directive of the Rector of CU on Resolving Sexual Harassment Cases at CU ( <a href="https://uniba.sk/fileadmin/ruk/legislativa/Internal_regulations/Vp_2022_30_EN.pdf">https://uniba.sk/fileadmin/ruk/legislativa/Internal_regulations/Vp_2022_30_EN.pdf</a> )

Open    Transparent    Meritbased    Answer:

Suggested indicators (or form of measurement)

---

**Overall assessment**

---

Do we have a system in place to assess whether OTM-R delivers on its objectives?

-- No

--