# **OTM-R Checklist**

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Name of organisation: Jerzy Kukuczka Academy of Physical Education in Katowice

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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| --- | --- | --- | --- | --- | --- |
|  | Open | Transparent | Merit-Based | 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)? | x | x | x | -/+ | The Jerzy Kukuczka Academy of Physical Education in Katowice is in the process of developing the university's OTM-R policy - a strategy that will contain guidelines and clearly defined information on staff selection, recruitment and academic career paths. The document will be published in Polish and English versions.  Information on the implementation of the HR Excellence in Research logo policy has been published on the Polish website:  <https://awf.katowice.pl/nauka/logo-hr-excellence-in-research>  The OTM-R policy guidelines will be implemented on the website in English.  The Development Strategy of The Jerzy Kukuczka Academy of Physical Education in Katowice for 2020-2040 is published on the EN website.  <https://awf.katowice.pl/download/uGBUXLgBQLmg8VFZiSlIGVQNHUWRuHgYLGRoRUAESJT0RXgwiCFgoUiYSTiwaFlRPFgESPikyCwsFIEMLCAIWIU8VCS4WTyZUMBJOeg4RXg1AUF9qPAwZCkt_Q1cPGx8-PxgPOwhWLlMJH0AERxNEAVgbEGpgTwsLBSBDC0QEDj8CQx8sDVhiBntAED5KTxMTRh0ZLS8ZMgsNZ1sTUlVWbw9WFCxGA21HORJYehgCVgZrGxdqdl5aUBQ/strategia-1.pdf> |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | +/- | The current Statutes of The Academy of Physical Education in Katowice contain a separate chapter containing information and guidelines for the Academy's employees - Chapter VI.  Information concerning employees is also contained on the Academy's BIP (Public Information Bulletin) website in the documents:  Work Regulations  Organisational Regulations  Salary Regulations  <https://bip.awf.katowice.pl/artykuly/1036/regulaminy>  Advertisements are posted on the Academy's website, BIP (Public Information Bulletin) , industry portals, EURAXESS. Selective announcements (regulated by external contracts) are posted in the databases of the National Science Centre or industry portals depending on the guidelines. |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | +/- | Since the beginning of the implementation process of the OTM-R policy, information, consultation and organisational activities have been carried out among employees.  Information on implementation has been communicated to the Heads of departments with instructions to further disseminate it to their staff. A series of meetings with academic staff at The Academy of Physical Education in Katowice also took place.  In addition, relevant training and policies will be systematically communicated to all those involved in the recruitment process. Information on recruitment rules in line with the OTM-R will be published on the Academy's website. |
| 4. Do we make (sufficient) use of e-recruitment tools? | x | x |  | +/- | Job vacancies are published on the University's website, the BIP (Public Information Bulletin), the advertising database, EURAXESS, industry portals.  In response to published job advertisements for specific positions, each candidate has the possibility to submit application documents electronically to the indicated e-mail address. |
| 5. Do we have a quality control system for OTM-R in place? | x | x | x | - | The Quality Management System will be developed by the Team as part of the implementation of the OTM-R policy at the Academy. |
| 6. Does our current OTM-R policy encourage external candidates to apply? | x | x | x | +/- | All positions of whatever type are posted on The Academy of Physical Education in Katowice website, BIP (Public Information Bulletin) .  Selected job advertisements (regulated by external contracts such as NCN Ministry of Science and Higher Education competitions) are posted on EURAXESS database and industry portals.  More extensive use of the EURAXESS service to publish job offers is planned. |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | +/- | Advertisements that appear on professional portals or in EURAXESS are published in English. The job advertisements contain the necessary information: working conditions, expectations from the candidate, tasks and entitlements. |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | ++ | The applicable legal acts at The Academy of Physical Education in Katowice contain regulations for creating a friendly workplace, including:  Statutes of The Jerzy Kukuczka Academy of Physical Education in Katowice  Gender Equality Plan at The Jerzy Kukuczka Academy of Physical Education in Katowice  Memorandum of Understanding on the Principles of Performing Remote Work by Employees of The Jerzy Kukuczka Academy of Physical Education in Katowice  Organisational Regulations |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | +/- | The Academy of Physical Education in Katowice has separate regulations on employee remuneration. The rules and principles for receiving remuneration and the possibility of awarding other work-related benefits are contained therein.  Information on current competition proceedings and the possibility of applying for, among others, research, research and development competitions etc. is also published. The formal process of applying for grants is assisted by the staff of the Science Department. Researchers are also supported by access to the university's research potential database, tools and specialised databases (e.g. EBSCO, Springer, ScienceDirect, Web of Science, Medline with full text). |
| 10. Do we have means to monitor whether the most suitable researchers apply? |  |  |  | -/+ | The offers that are received in response to the posted on the Academy's website, BIP (Public Information Bulletin), Euraxess, must comply with the requirements of the competition announcement.  The recruitment process is the responsibility of the Competitions Committees, but a proper evaluation system for the OTM-R policy is not yet in place. The Academy is considering the introduction of such a system as part of a strategy (policy) under development, which will be introduced at the Academy. |
| **Advertising and application phase** | | | | | |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x |  | +/- | The Academy has a summary of the scope of information required within the published announcement, and the documents to be submitted with the application.  EURAXESS has its own internal template to be filled in with obligatory elements, so the advertisements are adapted to the template. |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x | x |  | ++ | All job advertisements shall include:  - the name of the post for which recruitment is being carried out;  - the requirements for applicants;  - the list of documents required to prove your qualifications and professional experience;  - the closing date for the submission of documents;  - the closing date for the competition;  The above-mentioned elements of the notice make up the standardised form of the vacancy notice. |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x |  | - | Job vacancies for The Academy of Physical Education in Katowice academics are published on the Academy's website, BIP (Public Information Bulletin) and EURAXESS. |
| 14. Do we make use of other job advertising tools? | x | x |  | ++ | Job advertisements for academic staff are posted on The Academy of Physical Education in Katowice website, BIP (Public Information Bulletin). In addition, publicly available industry portals are also used. |
| 15. Do we keep the administrative burden to a minimum for the candidate? | x |  |  | ++ | In the notices of competition for scientific posts, a list of the required documents is available, which candidates must submit during the recruitment process. The list is only the minimum required to enable the selection board to carry out a substantive assessment and make a selection. You can submit your application (including any attachments) by e-mail to the e-mail address indicated in the competition notice. |
| **Selection and evaluation phase** | | | | | |
| 16. Do we have clear rules governing the appointment of selection committees? |  | x | x | ++ | The Academy of Physical Education in Katowice applies clearly defined rules for the appointment of members of recruitment committees. The rules are set out in the Statutes of The Jerzy Kukuczka Academy of Physical Education in Katowice (Section VI. University employees, § 112). |
| 17. Do we have clear rules concerning the composition of selection committees? |  | x | x | ++ | The composition of selection committees and the selection of members of the selection committee are regulated in the Statutes of the Academy (Section VI. Employees of the University, § 112) |
| 18. Are the committees sufficiently gender-balanced? |  | x | x | ++ | The selection board shall be composed of specialists from the Academy, representing the same or a related scientific discipline. In selecting members for the selection board, the Chair shall always be guided by the principle of gender balance. |
| 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 | -/+ | The committee's task is to evaluate fairly and objectively the potential candidates for the post of academic staff in relation to the competition notice in question. The committee selects the best qualified candidates for the position.  It is planned to implement good practices for the recruitment process, which will be included in the OTM-R Strategy (e.g. a sample recruitment interview sheet including a set of questions for candidates). |
| **Appointment phase** | | | | | |
| 20. Do we inform all applicants at the end of the selection process | x |  |  | ++ | All candidates who took part in the recruitment process for a given post shall be informed of the results of the recruitment. |
| 21. Do we provide adequate feedback to interviewees? | x |  |  |  | Candidates are only informed of the outcome of the recruitment process without details. |
| 22. Do we have an appropriate complaints mechanism in place? | x |  |  | +/- | The "Principles of Anti-Harassment and Non-Discrimination at The Jerzy Kukuczka Academy of Physical Education in Katowice" are in force at the Academy, and a person has been appointed to report information from whistleblowers. It is planned to create a form on the Academy's website or a bookmark informing about the possibilities, scope of assistance and contact details. |
| **Overall assessment** | | | | | |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |  |  | ++ | By the Rector's Order No. ZR 009/2023 of 21.02.2023, the HRS4R Strategy Implementation Team and the OTM-R policy (Open, Transparent and Merit-based Recruitment Policy) were established.  The main tasks of the appointed committee are to monitor the implementation of the HR Strategy on an ongoing basis. Action is being considered to introduce a monitoring system for open, transparent recruitment of researchers (OTM-R). |