

OTM-R Checklist

OTM-R Checklist

Case number

2024SK265753

Name Organisation under review

University of Presov

Organisation's contact details

17. novembra 15, Presov, Slovakia, 08001, Slovakia

Date endorsement charter and code

07/10/2024

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 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" 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 (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	PU does not have a comprehensive OTM-R policy – some parts of the OTM-R policy are available in Slovak at the following links: Rector's Measure No. 11/2022 Principles of the selection procedure for filling positions of university teachers, research workers, professors and associate professors, and senior staff positions, see: https://www.unipo.sk/sites/default/files/content/Zasady_vyberoveho_konania.pdf Rector's Measure No. 13/2022 General criteria for filling the positions of professors and associate professors and specific conditions for filling the positions of professors and associate professors, see: https://www.unipo.sk/sites/default/files/content/Vseobecne_kriteria_na_obsadzovanie_funkcii_profesorov_a_docentov.pdf Criteria for evaluating the fulfillment of conditions for obtaining scientific-pedagogical titles or artistic-pedagogical titles of associate professor and professor, see: https://www.unipo.sk/sites/default/files/content/FINAL_Kriteria_na_splnenie_podmienok2025.pdf
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	PU does not have a comprehensive OTM-R policy – some parts of the OTM-R policy are available in Slovak at the following links: Rector's Measure No. 11/2022 PrPU has procedures in place only for the admission process for university teachers, researchers, professors, associate professors, and senior staff, see: https://www.unipo.sk/sites/default/files/content/Zasady_vyberoveho_konania.pdf Rector's Measure No. 13/2022 General criteria for filling the positions of professors and associate professors and specific conditions for filling the positions of professors and associate professors, see: https://www.unipo.sk/sites/default/files/content/Vseobecne_kriteria_na_obsadzovanie_funkcii_profesorov_a_docentov.pdf Criteria for evaluating the fulfillment of conditions for obtaining scientific-pedagogical titles or artistic-pedagogical titles of associate professor and professor, see: https://www.unipo.sk/sites/default/files/content/FINAL_Kriteria_na_splnenie_podmienok2025.pdf Rector's Measure No. 10/2024 Doctoral School of the University of Prešov in Prešov, see: https://www.unipo.sk/sites/default/files/content/Zasady_vyberoveho_konania.pdf
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	There are no training programs for OTM-R.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	E-recruitment tools should be updated to newer version. Job vacancies are advertised via: - the university website https://www.unipo.sk/informacie-o-univerzite/vk/pu , - the Profesia.sk portal. Vacancies are published on the university's website. The university does not have a recruitment strategy and does not actively seek candidates. Selected positions are advertised on job portals in Slovak.
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	Currently, no such system exists at PU.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	The proportion of applicants from outside the organization depends on the position being filled. Selection procedures and job vacancies are published on the university's website, see: https://www.unipo.sk/informacie-o-univerzite/vk/pu The university also employs foreign lecturers on the basis of international agreements on cooperation in the field of education.

	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 conditions of the selection process and the working conditions offered are the same for applicants from Slovakia and abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	The conditions of the selection process and the working conditions offered are the same for all applicants. The selection process does not discriminate against underrepresented groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	The law on remuneration, and thus the salary scales, which are uncompetitive even in Slovakia, lead to low demand for academic positions. The university is trying to increase its competitiveness in the labor market through non-monetary benefits such as flexible working hours and international experience.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	The selection committee evaluates the candidate's publications, project activities, teaching skills, international mobility, and other criteria in accordance with applicable internal legislation. The employment contract may be concluded for a maximum of 5 years and extended three times until permanent employment is achieved. This permanent employment may be terminated upon reaching the age of 70.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	PU has established procedures for the admission process for university teachers, researchers, professors, associate professors, and senior staff. Rector's Measure No. 11/2022 Principles of the selection procedure for filling positions of university teachers, research workers, professors and associate professors, and senior staff positions, see: https://www.unipo.sk/sites/default/files/content/Zasady_vyberoveho_konania.pdf
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	The advertisements specify the conditions and requirements for applicants, as well as the conditions for acceptance. Information about the OTM-R policy and the institution's equal opportunities policy is missing. The job offers also lack an international dimension.

	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		-- No	No job offers are published on the EURAXESS portal.
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	Such a tool does not currently exist at PU. Job vacancies are advertised via: - the university website https://www.unipo.sk/informacie-o-univerzite/vk/pu , - the Profesia.sk portal.
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	Yes, but candidates must provide the required documents such as a CV, proof of education, publications, etc.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The appointment of selection committee members is carried out in accordance with the Selection Procedure Principles and national legislation. Rector's Measure No. 11/2022 Principles of the selection procedure for filling positions of university teachers, research workers, professors and associate professors, and senior staff positions, see: https://www.unipo.sk/sites/default/files/content/Zasady_vyberoveho_konania.pdf
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The appointment of selection committee members is carried out in accordance with the Selection Procedure Principles and national legislation. Rector's Measure No. 11/2022 Principles of the selection procedure for filling positions of university teachers, research workers, professors and associate professors, and senior staff positions, see: https://www.unipo.sk/sites/default/files/content/Zasady_vyberoveho_konania.pdf
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	The composition of selection committees is not determined on the basis of gender, but on the basis of expertise.
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	-- No	No specific guidelines are provided for assessing the merits of candidates.
Appointment phase					

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?	x		++ Yes completely	Each applicant is sent information on whether they have been accepted or rejected.
Do we provide adequate feedback to interviewees?	x		-/+ Yes partially	Each applicant is sent information on whether they have been accepted or rejected, but no feedback is provided.
Do we have an appropriate complaints mechanism in place?	x		++ Yes completely	Yes, the procedural process for handling complaints is established in accordance with the law. Rector's Measure No. 1/2023 Principles for Handling Complaints, see: https://www.unipo.sk/sites/default/files/content/Zasady-vybavovania-staznosti_final-2022.pdf
Overall assessment				
Do we have a system in place to assess whether OTM-R delivers on its objectives?			-- No	PU has formally established procedural and process steps for recruiting new employees. However, we do not currently have a separate system in place to assess whether the selection process meets the established criteria.