

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

OTM-R Checklist

Case number: 2020SK574179
Name Organisation under review: Slovak University of Technology
Organisation's contact details: Vazovova 5, Bratislava, 812 43
Date endorsement charter and code: 04/11/2020

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.

	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 substantially	https://www.stuba.sk/new/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/uplne%20znenie%20zasady%20vyberoveho%20konania English versions are missing
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	For the positions of professors and associate professors: https://www.stuba.sk/new/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/uplne%20znenie%20zasady%20vyberoveho%20konania Last update: 25th of February 2014

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)	How do you know?
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 - Number of staff following training in OTM-R: 0	
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Although there is no web -based tool for (all) the stages in the recruitment process, the university is required by law to advertise the positions on the web page of the university, the ministry of education and in national journals. The regulation for international advertisement positions are also frequently advertised on national job portals (e.g. profesia.sk)	
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	The internal regulation for the composition of the selection committee and the selection process should be the guarantee for OTM-R.	
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	Due to financing rules for public universities, it is almost impossible for academia to compete with salaries in the industrial domain, so there are almost all of the new employees are graduated students of the university. Research freedom is the most significant competitive advantage outside the organization: 2015: 5 employees 2016: 8 employees 2017: 9 employees 2018: 14 employees 2019: 11 employees	
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Again, the salaries of academics are not competitive. In addition, in Slovakia, professor and associate professor are academic degrees, but posts are "just" working positions. New employees of foreign nationality: 2015: 6 employees 2016: 9 employees 2017: 4 employees 2018: 11 employees	
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Almost 35% of all academics at STU are women (31.10.2018). Those numbers are slowly rising over the past years.	
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	Due to financing rules for public universities, it is almost impossible for academia to compete with salaries in the industrial domain, so there are almost all of the new employees are graduated students of the university. Research freedom is the most attractive working condition of Slo employees from outside the organization: 2015: 5 employees 2016: 8 employees 2017: 9 employees 2018: 14 employees 2019: 11 employees	
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	The employment contract can be closed for a maximum of 5 years and prolonged for three times until a tenure is reached. This tenure can last 10 years.	
Advertising and application phase						

<input type="checkbox"/> An official EU website	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)	How do you know?
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	https://www.stuba.sk/new/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/uplne%20znenie%20zasady%20vyberoveho%20konania English versions are missing	
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 are missing information about the institution's OTM-R policy and equal opportunities policy. Job advertising also lacks only H2020 projects related vacancies and postdoc positions are being published on EURAXESS.	
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	- The share of job adverts posted on EURAXESS is quite low. EURAXESS is mostly used only for the needs of H2020 projects and postdoc applicants recruited from outside the organisation/abroad: Due to financing rules for public universities, it is almost impossible for academic industrial domain, so there are very few external candidates. Almost all of the new employees are graduated students of the university.	
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	Mostly on national level. The university is required by law to advertise the positions of professors and associate professors on the web pag education and in national journals. The regulation for international advertisement of open positions is missing. Open positions are also freq portals (e.g. profesia.sk).	
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Generally yes.	
Selection and evaluation phase						
Do we have clear rules governing the appointment of selection committees?		x	x	-/+ Yes partially	The selection committee for the positions of professors and associate professors always consists of an odd number of members (min. of th appointed by the rector of the university, - the dean of the respective faculty appoints the rest of the members. An external expert may also selection committee. There is always a HR employee present to oversee the process and take care of the administrative process.	
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The selection committee for the positions of professors and associate professors always consists of an odd number of members (min. of th appointed by the rector of the university, - the dean of the respective faculty appoints the rest of the members. An external expert may also selection committee. There is always a HR employee present to oversee the process and take care of the administrative process.	
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	The committee members are being selected with an emphasis on expertise, but this principle is being generally fulfilled and the ratio is con number of women.	

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Open

Transparent

Meritbased

Answer:

Suggested indicators (or form of measurement)

How do you know?

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 substantially

Each member of the selection committee evaluates the total of all invited candidates and proposes his/her place in a ranking. The committee ranks all the candidates based on a secret ballot. The rank of a candidate is binding and the committee recommends the top ranked candidate. If the faculty, respectively the rector (for university-wide workplaces), has to make the final decision.

Appointment phase

Do we inform all applicants at the end of the selection process?

x

+/- Yes substantially

Yes, but only about the outcome. Any kind of feedback is missing.

Do we provide adequate feedback to interviewees?

x

-- No

No

Do we have an appropriate complaints mechanism in place?

x

-/+ Yes partially

The faculty or university management can be addressed regarding complaints, but an impartial authority is missing.

Overall assessment

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

-- No

No