Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 and the foreseeable future in 2022 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
Submission date: 30/05/2022
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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	There is no unified document. Most of the recruitment procedures are handled by following documents: - Rules of the recruitment procedur for university teachers, researchers, professors and associate professors and head employees of the Slovak University of Technology in Bratislava, - Staff Regulations for employees of the Slovak University of Technology in Bratislava. Both documents were published in natior language and English on the HRS4R website: www.stuba.sk/hrs4r
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	Only for the recruitment procedure for university teachers, researchers, professors and associate professors and head employees: English https://www.stuba.sk/buxus/docs/stu/pracoviska/rektorat/odd_veda_vyskum/HRS4R/Rules_of_the_recruitment_procedure_at_STU.pdf Loc language: https://www.stuba.sk/buxus/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/Z%C3%A1sady_VK_%C3%BApln%C3%A9_znenie_D3

	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	-- 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 positio of professors and associate professors on the web page of the university, the ministry of education and in national journals. The regulation international advertisement of open positions is missing. Open positions are also frequently advertised on national job portals (e.g. profesia
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 (https://www.stuba.sk/buxus/docs/stu/pracoviska/rektorat/odd_veda_vyskum/HRS4R/Rules_of_the_recruitment_procedure_at_STU.pdf)
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 very few external candidates. Almost all of the new employees are graduated students of the university. Research freedom is the most significant competitive advantage of academia. New employees from outside the organization: 2015: 5 employees 2016: 8 employees 201 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, bu many western countries, those posts are "just" working positions. New employees of foreign nationality: 2015: 6 employees 2016: 9 employ 2017: 4 employees 2018: 6 employees 2019: 9 employees
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	35,1% of all academics at STU are women (31.10.2019). Those numbers are slowly rising over the past years (34,9% in 2018).
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 very few external candidates. Almost all of the new employees are graduated students of the university. Research freedom is the most attractive working condition of Slovak academia in general. New 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 terminated after the age of 70 years.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	English: https://www.stuba.sk/buxus/docs/stu/pracoviska/rektorat/odd_veda_vyskum/HRS4R/Rules_of_the_recruitment_procedure_at_STU.pdf Local language: https://www.stuba.sk/buxus/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/Z%C3%A1sady_VK_%C3%BApln%C3%A9_znenie_D3 Rules for advertising positions outside of Slovak Republic are missing though.
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 international dimensions, mostly 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 postdo positions. - Trend in the share of applicants recruited from outside the organisation/abroad: Due to financing rules for public universities, it i almost impossible for academia to compete with salaries in the industrial domain, so there are very few external candidates. Almost all of t 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 the university, the ministry of education and in national journals. The regulation for international advertisement of open positions is missing. Open positions are also frequently advertised on national job portals (e.g. profesia.sk).
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	Generally yes, but the candidate has to provide proof of his/her CV entries (diplomas, proof of stipendium/employment/self - employment, e and his/her criminal record.
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 three), of which: - one member is appointed by the rector of the university, - the dean of the respective faculty appoints the rest of the members. An external expert may also be appointed as a member of the selection committee. There is always a HR employee present to oversee the process and take care of the administrative process. https://www.stuba.sk/buxus/docs/stu/pracoviska/rektorat/odd_veda_vyskum/HRS4R/Rules_of_the_recruitment_procedure_at_STU.pdf
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 three), of which: - one member is appointed by the rector of the university, - the dean of the respective faculty appoints the rest of the members. An external expert may also be appointed as a member of the selection committee. There is always a HR employee present to oversee the process and take care of the administrative process. https://www.stuba.sk/buxus/docs/stu/pracoviska/rektorat/odd_veda_vyskum/HRS4R/Rules_of_the_recruitment_procedure_at_STU.pdf
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Even the committee members are being selected with an emphasis on expertise and there is currently no rule on the representation of wor in committees, with almost a third of academic employees being women and their ratio continually improving over the years, this principle i being generally fulfilled.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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 will draw up the overall ranking of all the candidates based on a secret ballot. The rank of a candidate is binding and the committee recommends the top ranked candidate. However, the dean of the respective faculty, respectively the rector (for university-wide workplaces) has to make the final decision. https://www.stuba.sk/buxus/docs/stu/pracoviska/rektorat/odd_veda_vyskum/HRS4R/Rules_of_the_recruitment_procedure_at_STU.pdf
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. https://www.stuba.sk/buxus/docs/stu/pracoviska/rektorat/odd_veda_vyskum/HRS4R/Rules_of_the_recruitment_procedure_at_STU.pdf
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 (in terms of the Complaints Act of the Slovak Republic 9/201 Coll. addressing the procedure for filing, handling and control of complaints of individuals or legal entities), but an dedicated authority at the University is missing.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	No