

## TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review:

Slovak University of Technology in Bratislava (STU)

Organisation's contact details:

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Slovakia

public@stuba.sk

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

### OTM-R Checklist

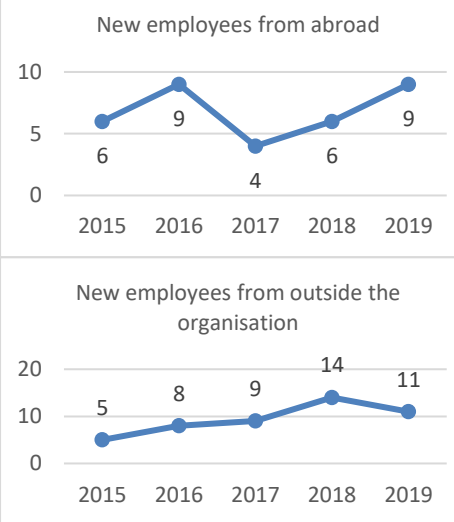
A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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	+/-	<a href="https://www.stuba.sk/new/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/uplne%20znenie%20zasady%20vyberoveho%20konania%20v%20zneni%20dodatku%201.pdf">https://www.stuba.sk/new/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/uplne%20znenie%20zasady%20vyberoveho%20konania%20v%20zneni%20dodatku%201.pdf</a>  English versions are missing
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	For the positions of professors and associate professors: <a href="https://www.stuba.sk/new/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/uplne%20znenie%20zasady%20vyberoveho%20konania%20v%20zneni%20dodatku%201.pdf">https://www.stuba.sk/new/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/uplne%20znenie%20zasady%20vyberoveho%20konania%20v%20zneni%20dodatku%201.pdf</a>  Last update: 25 <sup>th</sup> of February 2014
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-	- There are no training programs for OTM-R - Number of staff following training in OTM-R: 0
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	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 of professors and associate professors on the web page of 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).
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	The internal regulation for the composition of the selection committee and the selection process should be the guarantee for OTM-R.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	Trend in the share of applicants from outside the organisation: Due to financing rules for public universities, it is almost impossible for academia to compete with salaries in the industrial domain, so there are very few external candidates. Research freedom is the most significant competitive advantage of academia.

					<table border="1"> <caption>New employees from outside the organisation</caption> <thead> <tr> <th>Year</th> <th>Number of employees</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>5</td> </tr> <tr> <td>2016</td> <td>8</td> </tr> <tr> <td>2017</td> <td>9</td> </tr> <tr> <td>2018</td> <td>14</td> </tr> <tr> <td>2019</td> <td>11</td> </tr> </tbody> </table>	Year	Number of employees	2015	5	2016	8	2017	9	2018	14	2019	11
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7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	<p>Trend in the share of applicants from abroad: again, the salaries are not competitive. In addition, in Slovakia, professor and associate professor are academic degrees, but in many western countries, those posts are “just” working positions.</p> <table border="1"> <caption>New employees from abroad</caption> <thead> <tr> <th>Year</th> <th>Number of employees</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>6</td> </tr> <tr> <td>2016</td> <td>9</td> </tr> <tr> <td>2017</td> <td>4</td> </tr> <tr> <td>2018</td> <td>6</td> </tr> <tr> <td>2019</td> <td>9</td> </tr> </tbody> </table>	Year	Number of employees	2015	6	2016	9	2017	4	2018	6	2019	9
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8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+	<p>Trend in the share of applicants among underrepresented groups (frequently women): Almost 35% of all academics at STU are women (31.10.2018). Those numbers are slowly rising over the past years.</p>												
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+	<p>Trend in the share of applicants from outside the organisation: Due to financing rules for public universities, it is almost impossible for academia to compete with salaries in the industrial domain, so there are very few external candidates. Research freedom is the most attractive working condition of Slovak academia in general.</p>												

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10. Do we have means to monitor whether the most suitable researchers apply?				+/-	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 be terminated after the age of 70 years.												
<b>Advertising and application phase</b>																	
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	<a href="https://www.stuba.sk/new/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/uplne%20znenie%20zasady%20vyberoveho%20konania%20v%20zneni%20dodatku%201.pdf">https://www.stuba.sk/new/docs/stu/pracoviska/rektorat/odd_pravne_organizacne/uplne%20znenie%20zasady%20vyberoveho%20konania%20v%20zneni%20dodatku%201.pdf</a> English versions are missing												
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	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.												
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	- The share of job adverts posted on EURAXESS is quite low. EURAXESS is mostly used only for the needs of H2020 projects and postdoc positions. - Trend in the share of applicants recruited from outside the organisation/abroad: Due to financing rules for public universities, it is almost impossible for academia to compete with salaries in the industrial domain, so there are very few external candidates.												

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14. Do we make use of other job advertising tools?	x	x		-/+	Mostly on national level. The university is required by law to advertise the positions of professors and associate professors on the web page of 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).																								
15. Do we keep the administrative burden to a minimum for the candidate?	x			+	Generally yes.																								
<b>Selection and evaluation phase</b>																													
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	The selection committee for the positions of professors and associate professors always consists of an odd number of members (min. of three), of which: <ul style="list-style-type: none"> <li>- one member is appointed by the rector of the university,</li> <li>- the dean of the respective faculty appoints the rest of the members.</li> </ul>																								

					<p>An external expert may also be appointed as a member of the selection committee.</p> <p>There is always a HR employee present to oversee the process and take care of the administrative process.</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-	Yes
18. Are the committees sufficiently gender-balanced?		x	x	+/-	The committee members are being selected with an emphasis on expertise, but this principle is being generally fulfilled and the ratio is continually improving with the rising number of women.
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	+/-	<p>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.</p> <p>However, the dean of the respective faculty, respectively the rector (for university-wide workplaces), has to make the final decision.</p>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		+/-	Yes, but only about the outcome. Any kind of feedback is missing.
21. Do we provide adequate feedback to interviewees?		x		-	No
22. Do we have an appropriate complaints mechanism in place?		x		-/+	The faculty or university management can be addressed regarding complaints, but an impartial authority is missing.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-	No