

EURAXESS

OTM-R Checklist

Case number

2022PL738284

Name Organisation under review

Center for Theoretical Physics PAS

Organisation's contact details

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Date endorsement charter and code

03/02/2022

Submission date to the European Commission

10/07/2023

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 partially	We plan to publish such a document by the end of 2023. The information is available within the section regulations https://www.cft.edu.pl/regulamin in the series of separate regulations.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	We have regulations for job positions (https://www.cft.edu.pl/regulamin and https://warsaw4phd.eu/en/admission-rules/), but they do not contain all essential elements. Our next step will be to create a coherent policy by the end of 2023. Many practices follow the regulations of the agencies financing science.

	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	-/+ Yes partially	- There is no training. - 1 person (Paulinia Miozolek) is partially trained. Other people are already experienced but not trained. There are nine people in the administration and management of CTP PAS)
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	All announcements and applications proceed online. In recruiting PhD students for scientific projects, we use an efficient e-Tool: https://warsaw4phd.eu/register.php In other positions, we use a dedicated email rekutacje@cft.edu.pl for collecting applications and internal cloud directories to proceed with documentation.
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	The recruitment results are discussed in front of the Research Council, in which more than 30% of members are not employed in the institute.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	There is no single coherent policy. Still, more than 90% of candidates come from abroad.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	There is no single coherent document for the policy. But over the last eight years, the number of foreign researchers at CTP PAS increased from 2 people to 21 persons. Concerning PhD students - the number of candidates from abroad increased quickly with funding Doctoral Schools.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	The new webpage of the CTP PAS (introduced in 2020) fulfils the WCAG norms concerning accessibility. Job announcements are therefore available for some disabled people. CTP PAS created and is introducing the Gender Equality Plan. We have never experienced any remarks concerning this point.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	There are no applicants from the organization. This was an unofficial policy introduced already in 1981. With this respect, CTP PAS is unique in Poland.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	The recruitment is discussed in front of the Research Council, in which more than 30% of members are not employed in the institute.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	We have templates. They need small improvements. 1. Our job advertisement templates are comprehensive and concise, providing all the necessary information for potential candidates. This includes details about the organization, the role and responsibilities, required qualifications & experience, and the deadline. The information included in our templates differs according to the type of job advertisement (e.g., details about the project organization & the funding source, as this can help attract qualified candidates specifically interested in working on the project). These templates still need customisation (or automation = internal recruitment system). 2. Euraxess provides templates for academic job adverts, including job titles, departments, institutions, locations, required qualifications, research career stage range (R1-R4), responsibilities, and application details. All the information provided in Euraxess complies with the templates at CTP PAS.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	In most of the recruitments, all necessary elements are included. The only exceptions are rules for positions R3-R4. Depending on which project the job advertisement relates to – we usually provide the relevant links to the research group's website in the advertisement information, as well as direct e-mail contact to the project leader. We always provide a link to our Institute's website. For the candidates, part of the application process is to send one signed document (which is a RODO clause) & the document is always attached as a .pdf file to the job advert. Our next step in improving at creating job advertisements is to focus more on what can be helpful to include references or links to relevant toolkits or guidelines that can provide additional information about the institution's values and policies related to diversity and inclusion.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	All Job Offers are published on EURAXESS.
Do we make use of other job advertising tools?	x	x		++ Yes completely	All positions are widely advertised on Institute's webpage https://www.cft.edu.pl/nauka/praca-w-cft , and BIP (dedicated government portal) https://cftpan.bip.gov.pl/ and EURAXESS. In addition, we use mailing lists (e.g. pracawnauce@mnisw.gov.pl , the portal for Students of the Warsaw University), websites of the funding grant agencies (e.g. FNP, https://www2.ncn.gov.pl/baza-ofert/) and other portals like www.pracuj.pl or https://www.quantiki.org/jobs https://jobregister.aas.org/ .

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x		++ Yes completely	The candidates are asked to provide only the necessary documents. Candidates may submit their documents in electronic format rather than in paper form. This can make the application process easier and more convenient for them. Required documents are directly related to the advertised position and are essential for the application process. We assist candidates at every stage of the recruitment process. Our administration actively supports foreign researchers applying to the CTP PAS. Assists in preparing the documents necessary for obtaining a visa, finding accommodation, legalization of stay, and obtaining any other documents and insurance required by Polish law. The documents are always drawn up in two language versions.
Selection and evaluation phase				
Do we have clear rules governing the appointment of selection committees?	x	x	+/- Yes substantially	Usually, there are three-four people in the panel. For permanent positions - the Research Council appoint a committee.
Do we have clear rules concerning the composition of selection committees?	x	x	+/- Yes substantially	Yes, the rules are in: -for PhD positions: https://warsaw4phd.eu/en/admission-rules/ and https://geoplanetschool.camk.edu.pl/doctoral-school/regulations for assistance: https://drive.google.com/file/d/12t6ldsw6aQKAejXTgjAcFE7IsPnhJdTw/view - For post-docs https://drive.google.com/file/d/1C-z-JtRV3LPjkqB3e34K57Xs_Uljds0e/view for professors https://drive.google.com/file/d/17olmWxXqrd4YnpUj-kkseKJDxe8YRR6x/view Most positions are financed from projects. Therefore, the competition is additionally regulated by the regulations of the financing agencies.

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?	x	x	+/- Yes substantially	Usually, the committees consist of three people, one female. CTP PAS strives to achieve gender balance on assessment boards. Still, it makes exceptions if necessary to ensure the quality and fairness of the assessment process. We make sure that gender equality is being met while also assuring that the process of choosing candidates is fair, clear & merit-based
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 partially	The internal regulations impose the minimal scientific degree needed to be a committee member.
Appointment phase				
Do we inform all applicants at the end of the selection process?	x		-/+ Yes partially	PhD candidates are informed. In other positions - the heads of the Committee are obligated to give such information, but the institute does not monitor this.
Do we provide adequate feedback to interviewees?	x		-/+ Yes partially	Each candidate in the PhD school receives a detailed answer. For other positions - the feedback is given only at the candidate's request.
Do we have an appropriate complaints mechanism in place?	x		+/- Yes substantially	The PhD candidates receive detailed instructions on appealing. There is Appeal Committee for other recruitments. In the competitions for R2-R4, the candidates do not receive sufficient instructions.
Overall assessment				

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a system in place to assess whether OTM-R delivers on its objectives?			-/+ Yes partially	The only system is via Research Council. We plan to prepare a questionnaire -for the self-assessment of the Committees and the candidates after the recruitment process.