

Case number: **2023PL1788**

Name Organisation under review: Wroclaw Medical University

Organisation's contact details: wyb. Ludwika Pasteura 1, 50-367 Wrocław

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<i>OTM-R Checklist for the Institution</i>					
	Open	Transparent	Based on merit	Response: ++ Definitely yes +- Generally yes -+ Partially yes – No	Suggested indicators (or measurement method):
OTM-R System					
1. Have we published a version of our OTM-R policy online (in the local language and in English)?	x	x	x	-+ Partially yes	The Regulations on Competition Procedures for Academic Positions at Medical University of Wrocław (Annex No. 6 to the WMU Statute) comply with national regulations (Higher Education and Science Act of 20 July 2018) and are currently available in Polish. There is a need to revise and adapt these regulations for academic positions to align with the OTM-R procedure upon its implementation and to translate them into English.

					Planned Indicator: Rector's Ordinance (internal legal act) introducing the Personnel Policy with the OTM-R procedure, published on the WMU website.
2. Do we have an internal guideline clearly outlining the OTM-R procedures and practices for all types of positions?	x	x	x	-+ Partially yes	<p>The WMU Statute includes a dedicated chapter on employees, specifying the statutory criteria for employment in positions such as professor, university professor, assistant professor, assistant, lecturer, language instructor, and instructor (Section IV, Chapter 3).</p> <p>Additionally, WMU applies criteria outlined in the Rector's Ordinance: Ordinance No. 254/XVI R/2021 (as amended) of the Rector of the Medical University of Wrocław on the criteria academic staff must meet to apply for a position at WMU. The recruitment process for academic positions is regulated by the Regulations on Competition Procedures for Academic Positions at the Wrocław Medical University. Currently, these regulations are dispersed across multiple documents, making it difficult to locate information. There is a need to develop and publish an OTM-R procedure in both Polish and English, clearly defining standards and efficient, transparent recruitment procedures for academic staff.</p> <p>Planned Indicator: Personnel Policy with the OTM-R procedure, published on the WMU website.</p>
3. Are all individuals involved in this process sufficiently trained in OTM-R?	x	x	x	-+ Partially yes	<p>The rules for selecting members of recruitment committees in the process of hiring researchers at WMU are defined in the Regulations on Competition Procedures for Academic Positions. The composition of the committee depends on the employment group to which the future employee will belong and whether the candidate will be employed in a university-wide unit or a faculty.</p> <p>There is a recommendation to ensure gender balance within recruitment committees, as outlined in the WMU Gender Equality Plan for 2022–2024. Each recruitment committee includes the head of the unit relevant to the competition.</p>

					<p>Additionally, depending on the group, committee members include:</p> <ul style="list-style-type: none"> • The Vice-Rector for Students and Teaching or Research, • The chair of the discipline council or their deputy, • Members of the discipline council elected by the council, • The dean, • Academic staff from the faculty appointed by the dean. <p>Recruitment committee members are individuals with substantive and practical knowledge relevant to the unit's activities and the requirements of the position. However, due to imprecise and/or inconsistently applied provisions in internal legal acts regarding the assessment of candidates' competencies, there is a need to standardise this area. A proposed solution is to provide training for recruitment committees and develop a set of guidelines covering topics such as:</p> <ul style="list-style-type: none"> • Evaluating the full range of a candidate's experience, • Recognising career gaps as a potential added value, • Viewing mobility as a significant contribution to a researcher's professional development. <p>Each recruitment committee member would be required to familiarise themselves with these guidelines. Planned Indicator: Training in the form of a webinar/online presentation available on the training platform and intranet.</p>
4. Do we make sufficient use of online recruitment tools?	x	x		-+ Partially yes	<p>WMU uses recruitment tools to publish job advertisements, including:</p> <ul style="list-style-type: none"> • Euraxess, • Academic Job Offers Database, • WMU Public Information Bulletin.

					<p>WMU also facilitates online meetings between recruitment committees and candidates when necessary. However, there is a need to enable candidates to apply using online tools, such as submitting applications via email or through an electronic form. This requires amendments to the existing Regulations on Competition Procedures for Academic Positions, which currently specify the application methods.</p> <p>Planned Indicator: Alignment with the OTM-R procedure and publication of the revised Regulations on Competition Procedures, allowing applications via email and/or an electronic form.</p>
5. Is a quality control system for OTM-R in place?	x	x	x	-- No	<p>A quality control system for OTM-R is planned, which will involve the creation of a monitoring and oversight system for the recruitment process of researchers, including the tracking of quantitative data.</p> <p>Planned Indicator: An annual report for university authorities that will enable the evaluation of the recruitment process for academic staff.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	→ Partially yes	<p>Job advertisements for academic positions are published in English on Euraxess, a platform dedicated to recruiting international researchers.</p> <p>At WMU, there is a need to develop and publish an OTM-R procedure in both Polish and English, which will define the standards and efficient, transparent recruitment procedures for academic staff. This includes the required documents and declarations, as specified by WMU and external regulations, that are necessary in the recruitment and employment process. Additionally, a system for monitoring quantitative data related to applications from researchers, including those from abroad, needs to be developed.</p> <p>Planned Indicator: Personnel Policy with the OTM-R procedure published on the WMU website and an annual report for university authorities that will enable the evaluation of the recruitment process for academic staff.</p>

7. Is our current OTM-R policy aligned with policies for attracting researchers from abroad?	x	x	x	-+ Partially yes	<p>Despite publishing job offers on the Euraxess portal and increased recognition of WMU on the international stage due to high rankings (e.g., 1st place among Polish universities according to the Times Higher Education's World University Rankings 2024), there has been no significant increase in foreign candidates for academic positions (only 5 foreign candidates have been hired since 2019 for academic roles). This may be due to the lack of standardised application procedures and key documents translated into English. Therefore, there is a need to implement the OTM-R procedure and translate key internal legal acts into English (e.g., the Statute and regulations on work, remuneration, etc.).</p> <p>Planned Indicator: Legal acts available in English on the university's website. Personnel Policy with the OTM-R procedure published on the WMU website.</p>
8. Is our current OTM-R policy aligned with policies for attracting researchers from underrepresented groups?	x	x	x	+ - Generally yes	<p>Recruitment for research positions at WMU is based on specific subject-related requirements, ensuring the principle of non-discrimination. WMU implements a Gender Equality Plan and has appropriate internal regulations for reporting undesirable incidents (including the newly introduced Policy for Preventing Undesirable Phenomena) as well as Recommendations for improving accessibility for individuals with special needs at the university. Statistical data on gender representation is collected for the Gender Equality Plan. For example, data from January 2024 show that there were 769 women (62%) and 478 men (38%) employed in academic positions. The university offers and finances training in areas such as the handling of individuals with disabilities, educating students with special educational needs, as well as awareness-raising workshops on preventing bullying and unequal treatment, and promoting equality.</p> <p>Currently, the university does not track data on applicants, highlighting the need to implement a monitoring system for the quality of the recruitment process, including quantitative data on candidate gender.</p>

					Planned Indicator: An annual report for university authorities, enabling the evaluation of the recruitment process for academic staff.
9. Is our current OTM-R policy aligned with policies for ensuring attractive working conditions for researchers?	x	x	x	+/- Generally yes	<p>WMU ensures that researchers have access to modern laboratories and research equipment, continuously developing its technical and IT infrastructure, as well as providing opportunities to apply for and implement innovative research and teaching projects and collaborate with experts in their scientific field. Working conditions at WMU are regulated by national and internal regulations (e.g., the Labour Code of 26 June 1974, the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities, and various rector's ordinances, including the Work Regulations, Remuneration Regulations, Gender Equality Plan, Doctoral School Regulations, and Remote Work Regulations).</p> <p>The university offers a comprehensive social benefits package, including subsidies for summer and winter vacations, sports activities, and cultural events. Employees have opportunities to improve their qualifications and competencies through training, participation in conferences and workshops, and domestic and international internships. WMU allocates an annual budget for employee development.</p> <p>Academic staff are employed under an employment contract and are guaranteed all related rights. The task-based working time system, reduced teaching hours for research-and-teaching or research-only positions, the possibility of remote work, and various parental privileges allow both women and men to balance family and professional life, support child-rearing, and foster career development, enabling effective research.</p> <p>One of the planned improvements is to increase the accessibility of information regarding applicable internal and external regulations that guarantee work-life balance, as well as the coordination and synchronization with activities outlined in the Gender Equality Plan.</p> <p>Planned Indicator: Information made available in an easily accessible location on the university's website and intranet.</p>

10. Do we have mechanisms to monitor whether eligible researchers are applying?				-- No	<p>A quality control system for OTM-R is planned, which will involve the creation of a monitoring and oversight system for the recruitment process of researchers, including the tracking of quantitative data.</p> <p>Planned Indicator: An annual report for university authorities, enabling the evaluation of the recruitment process for academic staff.</p>
Advertising and Application Phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for job advertisements?	x	x		--> Partially yes	<p>The university has clearly defined guidelines for announcing job competitions. These guidelines are included in the Regulations on Competition Procedures for Academic Positions at the Wrocław Medical University. The criteria for each position allow for the completion of the job advertisement template on the Euraxess portal and partially in the Academic Job Offers Database. However, there is no standardised template for job advertisements in the internal regulations.</p> <p>There is a need to develop the OTM-R procedure in both Polish and English, which will define the standards and efficient, transparent recruitment procedures for academic staff, including a job advertisement template. Additionally, it is necessary to align the Regulations on Competition Procedures for Academic Positions with the OTM-R procedure.</p> <p>Planned Indicator: Personnel Policy with the OTM-R procedure published on the WMU website. Publication of the revised Regulations on Competition Procedures, allowing applications via email and/or an electronic form.</p>
12. Do we include links to all relevant elements in the job advertisement, as outlined in the appropriate section of the toolkit?	x	x		+> Generally yes	<p>Job advertisements include a list of required documents and links to the necessary forms. However, due to dispersed internal regulations and the lack of a standardised job advertisement template and application form, candidates may encounter difficulties accessing the information required for the application process. It is essential to monitor the quality of the process and introduce the OTM-R procedure, which will facilitate the implementation of a unified application pathway.</p>

					Planned Indicator: Personnel Policy with the OTM-R procedure published on the WMU website and an annual report for university authorities, enabling the evaluation of the recruitment process for academic staff.
13. Do we fully utilise EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Definitely yes	All job advertisements for academic positions are published in English on the Euraxess portal.
14. Do we use other tools for advertising job offers?	x	x		++ Definitely yes	<p>Job advertisements for academic positions, in accordance with national regulations, are always published on the following platforms:</p> <ul style="list-style-type: none"> • Euraxess, • Academic Job Offers Database, • WMU Public Information Bulletin. <p>The legislator has not expanded the list of other publication options. However, the university allows the dissemination of information about published job competitions on social media (by sharing a link to the job advertisement) in specific cases, such as when searching for candidates for academic positions funded by research projects.</p>
15. Do we minimise administrative burdens for candidates? [See Chapter 4.4.1 b)]	x			-+ Partially yes	<p>The university aims to minimise the administrative burden on candidates, and therefore, planned actions include standardising the application process, implementing the OTM-R procedure, and translating key internal application documents and legal acts. However, regardless of the university, candidates are required to present documents in compliance with national regulations (e.g., labour code provisions and health and safety regulations), and in the case of foreign candidates, additional documents related to the recognition of professional qualifications and the need for sworn translations of documents submitted during the hiring process.</p> <p>Planned Indicator: Personnel Policy with the OTM-R procedure published on the WMU website. Publication of the revised</p>

					Regulations on Competition Procedures, aligned with the OTM-R procedure. Key legal acts available in English.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of recruitment committees?		x	x	++ Definitely yes	The rules for appointing recruitment committees at WMU are defined in the WMU Statute and further specified in the Regulations on Competition Procedures for Academic Positions.
17. Do we have clear rules regarding the composition of recruitment committees?		x	x	++ Definitely yes	The rules for selecting members of recruitment committees in the process of recruiting researchers at WMU are specified in the Regulations on Competition Procedures for Academic Positions.
18. Are committees sufficiently gender-balanced?		x	x	-+ Partially yes	<p>Currently, the university does not maintain statistics regarding the composition of recruitment committees. The WMU Gender Equality Plan for 2022–2024 recommends guidelines for balancing gender representation, including in recruitment committees. Statistics are also collected on gender representation within the structure of WMU and decision-making bodies, committees, etc. A report containing this data is submitted annually to the Rector by the Rector's Representatives for Equal Treatment. However, there are no provisions regarding gender balance in the Regulations on Competition Procedures for Academic Positions. It is planned that, following the development of the OTM-R procedure, the competition regulations for academic positions will be adjusted to align with the OTM-R procedure in this regard.</p> <p>A quality control system for OTM-R is also planned, which will involve creating a monitoring and oversight system for the recruitment process of researchers, including the tracking of quantitative data.</p> <p>Planned Indicator: Publication of the revised Regulations on Competition Procedures, aligned with the OTM-R procedure, and an annual report for university authorities, enabling the evaluation of the recruitment process for academic staff.</p>

19. Do we have clear guidelines for recruitment committees to evaluate candidates' achievements in a way that leads to selecting the best candidate?			x	+/- Generally yes	<p>The Regulations on Competition Procedures for Academic Positions specify the rules for selecting members of recruitment committees, including the requirement that committees for professor or university professor positions must include individuals who are representatives of the same scientific discipline, with the appropriate academic achievements and experience (at least holding the academic degree of habilitated doctor, with at least two members holding the title of professor).</p> <p>Additionally, there is a need to train all recruitment committee members in best practices used in recruitments. This includes creating a set of instructions or guidelines regarding, among other things, the evaluation of the entire range of a candidate's experience, considering career breaks as an added value, and viewing mobility as a valuable contribution to the professional development of the researcher. Every committee member will be required to familiarise themselves with these guidelines.</p> <p>Planned indicator: Training/webinar available online.</p> <p>Certificate of completion of the training provided to the personnel records by each committee member.</p>
Appointment Phase					
20. Do we inform all candidates when the recruitment process has been completed?		x		-+ Partially yes	<p>Information regarding the conclusion of the competition and the selection of a specific candidate, along with the justification, is published on the Public Information Bulletin website of WMU. Some units handling the administrative aspects of the competitions send notifications to all candidates participating in the process or provide feedback by phone. However, this practice is not standardised, and therefore, there is a need to develop the OTM-R procedure to regulate these matters, adjust the Regulations on Competition Procedures for Academic Positions to align with the OTM-R procedure, and implement a system for monitoring the quality of the recruitment process.</p> <p>Planned Indicator: Personnel Policy with the OTM-R procedure published on the WMU website. Publication of the revised</p>

					Regulations on Competition Procedures, aligned with the OTM-R procedure.
21. Do we provide sufficient feedback to candidates?		x		-+ Partially yes	As above, and in cases where candidates directly request feedback.
22. Do we have an adequate complaints mechanism?		x		+ - Generally yes	The Regulations on Competition Procedures for Academic Positions state that the Rector's decision regarding the outcome of a competition is final and cannot be appealed. In case of doubts raised in connection with the recruitment process, the matters are considered individually by the university's legal advisors.
Overall Assessment					
23. Do we have a system in place to evaluate whether OTM-R is achieving its objectives?				-+ Partially yes	According to the action plan for implementing the principles of the Charter and Code at WMU, the Implementation Team for the European Charter for Researchers and Code of Conduct for Recruitment of Researchers (appointed by Rector's Ordinance No. 208/XVI R/2023) will, in collaboration with relevant units and with the support of the Monitoring Group (appointed by Rector's Order No. 281/XVI R/2024), develop the OTM-R procedure. The tasks of the Monitoring Group will include, among other things, analyzing factors influencing the implementation process of the Charter and Code, developing and implementing the OTM-R procedure, and identifying potential risks associated with the implementation process. Planned Indicator: An annual report for university authorities enabling the evaluation of the recruitment process for academic staff.