

# OTM-R POLICY

## OPEN TRANSPARENT MERIT BASED RECRUITMENT

2017

OTM-R is one of the pillars of the **European Charter for Researchers** and in particular of the **Code of Conduct for the Recruitment of Researchers**, launched in 2005.

OTM-R ensures that the **best person for the job is recruited**, brings benefits to researchers, institutions and the wider research system. More specifically, OTM-R makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility. Overall, it will contribute to an increase in the cost-effectiveness of investments in research!

In 2014, the Institute of Plant Genetics, Polish Academy of Sciences (IPG PAS) gained the HR Excellence in Research Award in recognition of the Institute's on-going commitment to adopting the principles of The European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers.

In 2016, IPG PAS successfully retained the HR Excellence in Research Award.

IPG PAS is currently at stage 5 and awaiting evaluation via external peer review in 2019.

The Action Plan consists of 29 actions that, when complete, will go a very long way towards the Institute's ambition to adopt in full the Principles of the EC Charter and Code for the benefit of its research staff.

The award of the HR Excellence in Research will support our researchers in their proposals to attract international funding and researchers to UCC, and promote the Institute as providing a favorable working environment for researchers, in addition to increasing the international profile of the Institute.

This policy sets out, in chronological order, the various steps of the IPG PAS Researcher recruitment process, from the job advertising/application phase through to the appointment phase.

In line with the HR Excellence in Research Award our OTM-R policy aims to build on the principles of the Code of Conduct for the Recruitment of Researchers, providing more detailed information on the recruitment process for researchers.

When recruiting for Research Posts the Institute recognizes the need to recruit research staff in as expeditious a manner as possible while adhering to best practice methods of recruitment and selection and in compliance with Polish employment legislation.

## **RECRUITMENT**

### Definitions

**PhD student** – a candidate for R1 who does not have an employment contract, but has the fellowship.

**Research staff** – R1-R4 candidate for a research position (research assistant, post-doctoral researcher, assistant professor, professor) who has an employment contract.

There are three phases to Institute's recruitment process for research staff:

1. Advertising and application phase.
2. Evaluation and selection phase.
3. Appointment phase.

In case of PhD students the recruitment process is complemented by one more obligatory step – admission to the Doctoral School (oral exam in front of the Commission dedicated to this task).

In order to meet the requirements of the enhanced OTM recruitment, after the checklist was completed, the HR Working Group prepared guidelines for the new regulations of competitions for scientific positions. Based on that, new regulations have been prepared. They were approved by the Scientific Council of the Institute in December 2017 and just after, they were implemented.

In addition to meeting the legal requirements of the grant providers, the additional Director's order describes the mode of employment of research staff for the implementation of tasks under the research projects.

These two abovementioned documents are in line with the Charter & Code and at the same time comply with Polish regulations in terms of employment and scientific development.

## **LOW ADMINISTRATIVE BURDEN FOR APPLICANTS**

In all instances and in the best interests of researcher applicants IPG PAS aims to strictly limit requests for supporting documents whenever possible and where documents are legally required applicants may make a declaration that they will provide proof after the selection process is concluded.

## **ACKNOWLEDGING RECEIPT FOR APPLICATIONS AND ADDITIONAL INFORMATION**

In all instances applicants will receive an e-mail acknowledging that their application has been received.