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| **OTM-R system** |  |  |  |  |  |
| 1. Have we published a version of our OTM-R policy online (in the national language and in English)? | × | × | × | ++ Yes completely | OTM-R Policy implemented - information and related documents available on the TUL website OTM-R Policy. Documents are provided in Polish and English.They are also available on the staff intranet WIKAMP.  The recruitment rules applied at TUL conform with the with the following documents:  The Law on Higher Education and Science  The Labor Code  TUL Statute, Remuneration Regulations, Work Regulations, Organizational Rules and Regulations  the Code of Good Practices in Universities (CRASP)  Ordinance No. 80/2021 of the Rector of TUL of 17 December 2021 on the manner and procedure for conducting competitions for academic staff positions at Lodz University of Technology OTM-R POLICY – OPEN TRANSPARENT MERIT-BASED RECRUITMENT (supersedes the Code ‘Good practices in organization of competitions for the positions of academic teachers at Lodz University of Technology’  https://p.lodz.pl/sites/default/files/2021-10/kodeks-dobre-praktyki\_ang.pdf). |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | × | × | × | ++ Yes completely | The Code 'Good practices in organization of competitions for the positions of academic teachers at Lodz University of Technology' was developed to communicate the main principles of the OTM-R policy to all TUL staff; it contains selected elements of the OTM-R concerning the employment of academic staff (the Code was drawn up in 2018 and revised in 2021). The document in two language versions was distributed to staff along with the guidelines for drafting job advertisements to standardize them and eliminate irregularities in their design. The said Code is available in Polish and English under the OTM-R Policy tab on the TUL's website. The Code 'Good practices in organizing competitions for the positions of academic teachers at Lodz University of Technology' was superseded in 2021 by the OTM-R Policy, which, apart from harmonized and updated rules for recruitment of academic staff, includes recommendations on equal treatment of applicants regardless of their gender, race, sexual orientation, political views, etc. Annexed to that document are flowcharts outlining the procedures for academic staff recruitment. |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | × | × | × | --No | Recruitment at TUL is decentralized - organizational units handle the entire recruitment process themselves. Due to the way the recruitment process works, there are no permanent recruitment committees at the University. Therefore, it was decided that selecting one group of staff members to be trained would not be meaningful. Instead, the document Code of 'Good practices in organizing competitions for the positions of academic teachers at Lodz University of Technology' was circulated, which provided all the rules for recruitment at TUL.  At present, all recruitment guidelines are in the OTM-R Policy, which was circulated to all units and posted on the website of TUL. |
| 4. Do we make (sufficient) use of e-recruitment tools? | × | × |  | ++ Yes completely | TUL uses the following recruitment tools:  [Euraxess](https://euraxess.ec.europa.eu/jobs)  [Ministerstwo Edukacji i Nauki - AkademickaBaza Ogłoszeń](http://www.bazaogloszen.nauka.gov.pl/)  [Politechnika Łódzka](https://p.lodz.pl/uczelnia/oferty-pracy/oferty-pracy-dla-naukowcow)  [Pracuj.pl](https://pracodawcy.pracuj.pl/politechnika%20lodzka,146997) |
| 5. Do we have a quality control system for OTM-R in place? | × | × | × | -/+Yes partially | The former Code 'Good practices in organizing competitions for the positions of academic teachers at Lodz University of Technology' specified the rules for appointing selection committees and the rules of their operation, based on impartiality and transparency in the assessment of candidates. Currently, they are specified in the OTM-R Policy. Individual exiting employees are interviewed, however, this is to be replaced by an exit interview questionnaire to collect opinions from a larger number of people. A Candidate Experience questionnaire has been introduced; its results will be used to improve the recruitment process and to build TUL's strong employer brand. |
| 6. Does our current OTM-R policy encourage external candidates to apply? | × | × | × | +/+ Yes completely | All advertisements are published on the websites of the Ministry of Education and Science, EURAXESS, and TUL, which ensures that information about competitions reaches all interested candidates. All job advertisements provide complete information about the position offered, specify the requirements for the candidate, and describe the terms and conditions of the job.  We recommend that the advertisement template distributed to all units be used in publishing job advertisements and that it include the profile of the unit announcing the competition, along with a description of its leading research projects. Also, the OTM-R Policy which describes the recruitment process in detail is available in Polish and in English on the TUL website. This way, people interested in applying for a job at TUL have the opportunity to review the recruitment rules effective at the University. The introduction of the candidate experience questionnaire will strengthen the strong employer brand of TUL by enabling the analysis of the entire recruitment process, monitoring of the changes introduced, and identification of the strengths and weaknesses. Information about the attractiveness of the workplace on an international scale is provided in the brochure [‘A Practical Guide for International Researchers, Guest and Partners Lodz University of Technology](https://p.lodz.pl/en/about%20tul/promotional-and-information-materials)’ available along with other materials on the TUL’s website. The university has minimized the administrative burden in the recruitment of researchers by, among others, developing a concise informative handbook on what documents are to be filled in by the applicant and what documents are to be filled in by the staff. Procedures have been developed for the recruitment of foreign nationals (3.1.1. SAIL strategy). |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | × | × | × | +/-Yes substantially | The OTM-R Policy currently in effect at TUL increases the number of international applicants for academic positions that are interested in TUL. All notices of competition are published on the EC website - EURAXESS. In 2020, TUL employed 31 foreign nationals among 2,622 total staff, and 23 foreign nationals among 1,204 academic staff. In 2020, foreigners accounted for 6.9% of the total number of PhD candidates. At present, TUL employs 44 foreigners; the plan is to recruit 60 more international staff within the next 2 years. In 2020, TUL was host to 11 visiting professors.  TUL actively continues its employer branding efforts through promotional activities such as advertising spots, organizing courses and seminars with the participation of international specialists (11 in 2020), lectures given by TUL staff at other universities around the world, participation in industry conferences and membership in 187 international organizations. TUL maintains Instagram and Facebook profiles in Polish and in English, as well as an account on the Russian-language equivalent of Facebook, Vkontakte. |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | × | × | × | ++ Yes completely | A new website was developed with content available in both Polish and English. The website is adapted to the needs of people with disabilities and complies with WCAG standards (Web Content Accessibility Guidelines), which are a set of recommendations on how to build and develop websites to ensure maximum accessibility for the largest number of users, especially those with disabilities. The website was built using materials presented in high contrast for the visually impaired and the possibility to enlarge fonts several times. There is also an option to connect to a sign language interpreter (Migam translator  <https://tlumacz.migam.org/politechnika_lodzka>). TUL Office for People with Disabilities provides assistance to doctoral candidates with disabilities and, to a lesser extent, to staff by participating in the adaptation of the TUL infrastructure to the needs of people with disabilities, purchasing assistive equipment, and preparing audio-descriptions for information materials. The principles of the Gender Equality Plan, which involves improving gender-balanced representation within the community of TUL and counteracting gender discrimination in recruitment, are being implemented. Currently, training is provided on how to cater for people with disabilities, teach students with special learning needs. There are also workshops on preventing discrimination and mobbing, and promoting equality attitudes. The training cycle is planned to be continued in 2022-2023. |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | × | × | × | ++ Yes completely | The new template of job advertisements includes information on the profile of the unit announcing the competition, a description of its research activities, and the terms and conditions of the offered position. TUL provides attractive working conditions including, among others, generous social benefits, attractive group insurance, accident insurance (all family members are eligible for coverage), and PZU Health insurance (all family members are eligible for coverage). All employees are enrolled in the University Social Benefits Fund. Among the many benefits, there is holiday allowance for staff and their families, preschool and nursery allowance, Christmas present allowance for children. Further, the University provides a rich variety of cultural activities and the opportunity to spend holidays in holiday resorts located in different parts of Poland. Sports facilities are also available.  The University offers opportunities for personal and professional development, in-house training and language courses. At the same time, the research facilities and infrastructure are continually improved. |
| 10. Do we have the means to monitor whether the most suitable researchers apply? |  |  |  | -/+ Yes partially | By advertising on EURAXESS and carefully formulating the recruitment requirements in terms of specific qualifications and scholarly merit, we succeed in attracting the most qualified applicants. Furthermore, to see if that indeed is the case, 'Recruitment Indicators Questionnaire' has been developed. Completed by selection committees, the form is intended to facilitate verification whether the OTM-R principles have been adhered to in the competition. The form is to be submitted to the Human Capital Management Centre together with the recruitment report. |
| **Advertising and application phase** |  |  |  |  |  |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) to advertise employment opportunities? | × | × |  | ++ Yes completely | The University has clearly defined guidelines for the announcement of competitions. These are included in the OTM-R Policy. The ordinance is available in two language versions on the OTM-R Policy page of the TUL website. A template for job advertisements has also been developed and is annexed to the OTM-R Policy. Also annexed are recruitment flowcharts that detail the processes in the recruitment of researchers. |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | × | × |  | +/- Yes substantially | Following the implementation of the template, the recruitment advertisements fully comply with the requirements set out in the OTM-R. The template contains a detailed range of content that should be included in job advertisements and a concise description of TUL as an employer committed to applying the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers". Standardized forms and rules for conducting recruitment proceedings have been communicated to the staff and are being implemented in all units of TUL. |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | × | × |  | ++ Yes completely | TUL takes full advantage of the opportunities offered by EURAXESS to recruit the most valuable candidates at home and abroad. TUL thus complies with the provisions of Article 119, point 4 of the Law on Higher Education and Science, which stipulates job advertisements must be posted "on the website of the European Commission". Furthermore, the internal recruitment policy, as set out in the OTM-R Policy, also makes it mandatory to post vacancies on the EURAXESS website and specifies in detail how this should be done. |
| 14. Do we make use of other job advertising tools? | × | × |  | --No | Given the existing procedures and publication outlets are sufficiently wide-ranging, no additional recruitment facilities are currently planned.. |
| 15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1. b)] | × |  |  | ++ Yes completely | Candidates are requested to provide only the necessary documents required for the recruitment process. The required documents are listed in each advertisement published. The OTM-R policy specifies in detail the manner in which documents should be submitted, clearly indicating that they may also be submitted electronically. The entire recruitment process can be conducted remotely. There is also a short guide which provides information on which documents are filled in by the candidate and which documents are filled in by the recruitment staff. |
| 16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)] |  | × | × | ++ Yes completely | These rules are provided for in the Statute of TUL (Chapter V "Employees of the University"). Moreover, § 3 of the OTM-R Policy, in points 1-10 sets out in detail the rules for the appointment of selection committees. These rules meet the criteria included in Chapter 4.4.2 of the OTM-R for a transparent and public process of the appointment of the selection committee; the committee is composed of at least four members; the principles of gender balance policy are respected; the participation of external experts from the social and economic environment of the university has been recommended; the members of the committee have relevant professional experience, qualifications, and skills to assess the candidates. |
| 17. Do we have clear rules concerning the composition of selection committees? |  | × | × | ++ Yes completely | These rules are provided for in the Statute of TUL (Chapter V "University employees"). Furthermore, pursuant to the OTM-R Policy, the selection committee consists of at least four individuals: a chairperson (head of the unit requesting the recruitment or their nominee), at least two individuals representing the same or related discipline of science (nominated by the head of the requesting unit), and the future direct superior of the candidate. Participation of an external expert is also recommended, who should come from the social and economic environment of the university (e.g. business or industry) or be a representative of a foreign partner university. The expert will have the knowledge and experience related to related to the competence required of the candidate. The OTM-R Policy lays particular emphasis on the transparency of the procedures and fairness of the recruitment process. |
| 18. Are the committees sufficiently gender-balanced? |  | × | × | ++ Yes completely | Under the OTM-R Policy, in appointing a selection committee, the University strives for gender balance in keeping with the gender equality policy. Additionally, the recently developed Gender Equality Plan implemented at TUL provides for actions aimed to improve gender-balanced representation in selection committees. |
| 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? |  |  | × | +/- Yes substantially | Under the OTM-R Policy, selection criteria should be clearly defined and candidates are assessed against them. The selection process is organised into stages, e.g. examination of the application documents and interview with selected candidates. The selection committee checks the candidates' knowledge and suitability for the post, assesses their research and/or teaching capacity. The rules for conducting competitions specified in the OTM-R Policy referred to above are published on the TUL website in Polish and in English. |
| **Appointment phase** |  |  |  |  |  |
| 20. Do we inform all applicants at the end of the selection process? |  | × |  | +/- Yes substantially | In line with the OTM-R Policy, feedback is provided to all candidates participating in the recruitment so that no application remains without a response. Once the competition has been concluded, a report is drawn up describing the proceedings of the selection committee, the manner in which the successful candidate has been selected, the number of all candidates participating and the outcome of the competition. The report of the selection committee's proceedings is made available for review at the request of the candidate in accordance with the Law on Access to Public Information. The information on the outcome of the competition with justification, pursuant to Article 119 paragraph 3 of the Act of 20 July 2018 - Law on Higher Education and Science is published on the TUL website. The candidate selected for employment is notified of the result of the competition by electronic means. |
| 21. Do we provide adequate feedback to interviewees? |  | × |  | +/- Yes substantially | Under the OTM-R policy, it is recommended that candidates selected for the second stage who, however, are not ultimately successful in the competition be given personal feedback outlining the strengths and weaknesses of their application, as it may be important in view of their professional development. The feedback should include information on the option to appeal against the selection committee's decision. |
| 22. Do we have an appropriate complaints mechanism in place? |  | × |  | -/+ Yes partially | In keeping with the OTM-R Policy, a response is made to all applications so that all candidates are notified of the selection committee's decision. The message includes information that they have the option to appeal against the decision of the selection committee. Appeals are considered on a case-by-case basis. |
| **Overall assessment** |  |  |  |  |  |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |  |  | -/+ Yes partially | The Human Capital Management Centre performs random control and monitors the implementation of the OTM-R principles by: checking compliance of recruitment advertisements posted on the EURAXESS website, monitoring selected advertisements posted on the TUL website, and participating in recruitment proceedings on an ad hoc basis. Questionnaires to investigate the quality of the recruitment process have been developed and are currently being implemented:  - ‘Candidate Experience Questionnaire’ to solicit candidates' opinions of the recruitment process,  - ‘Recruitment Indicators Questionnaire’ completed by selection committees to gather information on, among others, the number of male and female candidates, the number and quality of applications, recruitment effectiveness. |