

OTM-R Checklist

Case number: 2019PL367663

Name Organisation under review: Institute of Molecular Physics, Polish Academy of Sciences

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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 | | | | | |

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Have we published a version of our OTM-R policy online (in the national language and in English)?

x x x -- No

On October 1st, 2018, a new law, "Law on Higher Education and Science", regulating the rules obeying universities, and also scientific institutes in Poland was introduced. The institutes of the Polish Academy of Sciences expect also the new act on the Polish Academy of Sciences will be implemented. The "Law on Higher Education and Science" introduces many changes, i.e. it removes the obligation to obtain a habilitation degree, it assumes also a form of doctoral education in doctoral schools. Therefore the talks are currently continued between the Poznań Institute of Sciences and the Polish Academy of Sciences aimed at the creation of the so-called "Poznań Doctoral School of Experimental Sciences of the Polish Academy of Sciences" (PDS PAS). Establishing precise recruitment rules both for scientific positions as well as candidates to the Doctoral School of PDS PAS will be possible after the foundation of this doctoral school. The process of creating and establishing the Poznań Doctoral School of Experimental Sciences of the Polish Academy of Sciences, in accordance with the regulations of the "Law on Higher Education and Science", will be completed on April 3, 2019. The rules of the "IMP PAS OTM-R Policy" currently elaborating by the team appointed at IMP PAS for this purpose coincide, both with the new law and with the rules of admitting candidates to the doctoral school. To date, a large part of the regulations governing the recruitment of PhD students have already been introduced. These regulations, however, require further verification of their compatibility with the internal regulations of the doctoral school. We anticipate that "IMP PAS OTM-R" will ultimately be created by the end of 2018, i.e. when the new "Law on Higher Education and Science" will be finally implemented.

| | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement) |
|---|------|-------------|------------|-------------------|--|
| Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | -/+ Yes partially | The internal regulations of the IMP PAS include clear provisions regarding the conditions of employing candidates for scientific positions, (position of professor, associate professor, assistant professor, assistant). The IMP PAS also implements regulations for international doctoral studies which will be a subject to update at the moment of completion of Poznan School of Experimental Sciences, PDESES PAS. Now, these regulations are made available by the IMP PAS directly to interested persons applying for scientific position doctoral studies. The IMP PAS is working on the creation of the "IMP PAS OTM-R" containing transparent provisions and practices, which will also be compliant with the act of "Law on Higher Education and Science" and the rules of the "Charter Code". |
| Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | -- No | On February 7, 2019, by ordinance N 4/2019, the Director of IFM PAN, prof. hab. Zbigniew Trybuła, set up the "Committee Implementing the Strategy of Human Resource Management for Researchers" (HR4R Human Resource Strategy for Researchers). One of the tasks of this committee is implementing the document "IMP PAS OTM-R Policy" and enabling it to public access. The schedule of the committee's work was determined and aimed at the creation of the final version of this strategy. This schedule results also from the provisions introducing of the new "Higher Education and Science Law". The schedule approval by the IMP PAS Scientific Council, mandatory training of the staff. The introduction of the new regulations will be carried out. |

| | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement) |
|---|------|-------------|------------|-------------------|--|
| Do we make (sufficient) use of e-recruitment tools? | x | x | | -/+ Yes partially | <p>At present time, the Institute of Molecular Physics of the Polish Academy of Sciences permits submission of applications for Studies online to the e-mail address office@ifmpan.poznan.pl. The forms and documents required in the recruitment process and the appropriate laws and regulations can be obtained from the Institute's website, which is available in Polish and English. Links to websites version:</p> <p>http://www.ifmpan.poznan.pl/pl/ogloszenia-naborze-na-studium.html</p> <p>http://www.ifmpan.poznan.pl/pl/studium-doktoranckie-dokumenty.html English version:</p> <p>http://www.ifmpan.poznan.pl/en/information-for-candidates.html Recruitment of researchers can also be done online. adaptation of all rules obeying scientific institutes to the regulations in force in Poland by the Constitution for Science and Technology and regulations resulting from the necessity to set up PhD schools, new e-recruitment system will be developed, which will be described in detail in "IMP PAS OTM-R Policy".</p> |
| Do we have a quality control system for OTM-R in place? | x | x | x | -/+ Yes partially | <p>The task of development and implementation of the "IMP PAS OTM-R Policy" was entrusted to the HR4R Human Resources Strategy for Researchers Implementation Committee, which was set up by the Institute of Molecular Physics of the Polish Academy of Sciences on 7 February 2019. Furthermore, the Director of the Institute of Molecular Physics of the Polish Academy of Sciences appointed an Ombudsman of the European Charter for Researchers to a four-year period starting on 1 October 2018. The Ombudsman is in charge of handling complaints and appeals of scientist, including conflicts between research supervisors and young scientists. Such procedures aim to provide assistance to the scientific staff of resolving conflicts arising at their work, to promote fair and equal treatment within the institute, and to improve the general quality of the work environment. The regulations regarding the duties of an Ombudsman of the European Charter for Researchers and the information concerning procedures in disputes were included in the "IMP PAS OTM-R Policy". Upon implementation of the standard included in the "IMP PAS OTM-R Policy" an internal unit will be established to control the compatibility of the internal procedure with the regulations of the "IMP PAS OTM-R Policy".</p> |

| | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement) |
|---|------|-------------|------------|-----------------------|---|
| Does our current OTM-R policy encourage external candidates to apply? | x | x | x | +/- Yes substantially | External candidates can always access announcements, in-force provisions, and required application forms at the website of the Institute of Molecular Physics of the Polish Academy of Sciences, which – depending on requirements – are put in Polish (http://www.ifmpan.poznan.pl/pl/oferta-pracy.html) and in English (http://www.ifmpan.poznan.pl/en/offers.html). The announcements are published on the website of the Ministry of Science and Higher Education and in the EURAXESS database. The job offers are transparent. All candidates may verify their professional profile according to the requirements required in the given context. |
| Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | +/- Yes substantially | Upon being granted the Human Resources Logo, we have implemented the practice of publishing job offers in the international EURAXESS database. Foreign candidates now have access to all documents related to the recruitment process. Upon the establishment of the "IMP PAS OTM-R Policy", these standards will be obligatory in every researcher recruitment process at the Institute of Molecular Physics of the Polish Academy of Sciences. The internationalisation of the research is also a goal of the Institute of Molecular Physics of the Polish Academy of Sciences corresponding to the strategy of the Ministry of Science and Higher Education. A good practice that has been used for years at the Institute of Molecular Physics of the Polish Academy of Sciences is sending e-mails to scientific foreign partners with requests to pass the information on currently open contests at IMP PAS. |

| | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement) |
|---|------|-------------|------------|-------------------|--|
| Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | -/+ Yes partially | The current regulations of the Institute of Molecular Physics of the Polish Academy of Sciences, which comply with the Polish "Labour Law", and the good practices enforced by the Institute of Molecular Physics of the Polish Academy of Sciences clearly establish the terms of employment for various groups of staff member. The Institute of Molecular Physics of the Polish Academy of Sciences enforces a policy of employment following maternity leave and during breastfeeding, which is beneficial to women. These women are entitled to working hours adapted to their child responsibilities. There are similar standards in place for all legal guardians of minor children. Furthermore, the Institute of Molecular Physics of the Polish Academy of Sciences employs disabled persons and adapts their responsibilities to their individual abilities. These standards will be recognised in the developed "IMP PAS OTM-R Policy" and will be released to the public. |
| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | -/+ Yes partially | The internal work regulations of the Institute of Molecular Physics of the Polish Academy of Sciences and the currently adapted "IMP PAS OTM-R Policy" obey the "Labor Law". This act, contains regulations on the rights and obligations of employees and employers, and clearly defines the terms of employment that, compared to the acts in other European countries, seem to be more attractive. The Polish "Labor Law" provides a stable employment in the form of a permanent contract after the end of the trial period. This provides the employee with a sense of security and stability of both professional and family life. In addition, this Act provides appropriate privileges like maternity allowances, irregular working hours, extended holidays, which guarantees, for example, women returning to the position after their parental leave. |

| | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement) |
|--|------|-------------|------------|-----------------------|--|
| Do we have means to monitor whether the most suitable researchers apply? | | | | -/+ Yes partially | Requirements for candidates detailed in job advertisement are precise and candidates are required to verify the legitimacy of their application before submitting. It is good practice for our Institute to invite candidates to present their scientific interests, scientific achievements and scientific plans in a seminar during open seminar. This allows us to know the candidate and verify his skills in terms of the requirements listed in the advertisement. Candidates are also interviewed by the Recruitment Committee set up for this process. In addition, each candidate is subject to verification in generally available databases on science (Web of Science, Scopus, Science Paper Based on bibliometric data of candidate) is possible to verify the applicant's scientific potential |
| Advertising and application phase | | | | | |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x | | -/+ Yes partially | Internal guides and guides on the recruitment process of searching for employees are available for the application. Currently, we are working on a transparent guide for managers of research groups seeking employees, which will be available in the IMP PAS website |
| 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 | After granting with HR Logo, a good practice at the IMP PAS is to provide links to all necessary documents in the job advertisement. This procedure will be obligatory and will be subject to control in the implementation of the "IMP PAS C Policy". |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x | | +/- Yes substantially | Due to the lack of approved regulations in the "IMP PAS OTM-R Policy" we apply at present the rule of "Good practice", which includes the use of available recruitment paths to reach the widest possible target audience. Based on an internal agreement, job offers are submitted to the international EURAXESS database. Upon the approval of the "IMP PAS C Policy" document, the use of the EURAXESS database will be compulsory and this process will be subject to a permanent control. |

| | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement) |
|--|------|-------------|------------|-----------------------|---|
| Do we make use of other job advertising tools? | x | x | | ++ Yes completely | A wide range of information paths, depending on the needs and character of the position to which the advertisement relates is used in IMP PAS. The IMP PAS website and academic staff are sought using data of the Ministry of Science and Higher Education, EURAXESS database and the IMP PAS website. In addition, it is practice in IMP PAS to directly inform the recruitment process other scientists in Poland and abroad via e-mail. During recruitment of technical and administrative staff, Polish public job advertisement websites are also used, such as www.pracuj.pl and the local newspaper. |
| Do we keep the administrative burden to a minimum for the candidate? | x | | | +/- Yes substantially | The administrative burden required from candidates applying for various positions in the IMP PAS is limited to the minimum. Documents required in the recruitment process are clearly listed in each advertisement. In addition, most documents are available on the IMP PAS website in form of templates to download and to complete. IMP PAS also provides all necessary information via telephone and e-mail. The number of documents required depends on the type of workplace for recruitment is carried out. Electronic copies of copies of documents is also accepted. |
| Selection and evaluation phase | | | | | |
| Do we have clear rules governing the appointment of selection committees? | | x | x | -/+ Yes partially | IMP PAS internal regulations clearly specify the rules for appointing the Recruitment Committee. At the IFM PAN, the Recruitment Commission is appointed by the Director of the Institute. |
| Do we have clear rules concerning the composition of selection committees? | | x | x | -/+ Yes partially | The director sets up a recruitment commission appropriate for type of concours. The committee is set up each time for a given concours and consists of: a scientific director, a team manager, to which the candidate applies, and at least two specialists in a given field of science. |
| Are the committees sufficiently gender-balanced? | | x | x | -/+ Yes partially | A good practice implemented at IMP PAS is to appoint women to every committee if it is possible. In 2018, the new Scientific Council of the PAS was selected for the period 2019-2022. Comparing to the previous Scientific Council, in the years 2015-2018 the contribution of women increased by 800%. This gives the opportunity to create more gender-balanced decision-making bodies at IMP PAS. |

| | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement) |
|--|------|-------------|------------|-------------------|---|
| 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 | IMP PAS regulations provide no formal requirements that should be helpful in the candidate's evaluation process. The "practice" of IMP PAS, however, is to use specialists in the field corresponding to the application subject. Each candidate has the opportunity to present his / her achievements and scientific interests and is interviewed by the Recruitment Committee. The document "IMP PAS OTM-R Policy" under work will provide transparent rules for assessing candidates, evaluation of their application documents, information taken into account (current career level, achievements and scientific plans, etc.) to enable the creation of a ranking list in the recruitment process to work at IFM PAS, and precise argumentation of the choice made which should allow minimizing the risk of possible appeals against the decision of the Recruitment Committee. |
| Appointment phase | | | | | |
| Do we inform all applicants at the end of the selection process? | | x | | ++ Yes completely | Job advertisements for any post at the PAS contain precise information on the deadlines for submitting documents, the date of interviews and the end date of the recruitment process. The information on the date and place of announcement and the results of the job competition is also available. The results are published on the IMP PAS website in the section on job advertisements. |
| Do we provide adequate feedback to interviewees? | | x | | -/+ Yes partially | The principle of providing detailed information about the strengths and weaknesses of applying candidates is currently not established by law, but it begins to be the so-called "Good practice". After IMP PAS received the HR Logo, we became aware of the requirements for future maintenance, we try to ensure that every person participating in the recruitment process receives detailed information about their strengths and weaknesses. In the "IMP PAS OTM-R Policy" document, a rule will be established that will end the recruitment process. |

| | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement) |
|---|------|-------------|------------|-------------------|---|
| <p>Do we have an appropriate complaints mechanism in place?</p> | | x | | -/+ Yes partially | <p>Currently, IMP PAS does not yet implemented procedures for appeals the decisions of the Recruitment Commission. Any complaints is directed to the general mail address office@ifmpan.poznan.pl by post to the IFM PAN address or submitted personally to the IFM PAN Secretariat. The purpose of considering appeal process is appointed by the Director of the IMP PAS of the appropriate Appeal Board. It is also planned to resolve disputable issues through court proceedings in a process consistent with the Labor or the Civil Code. IMP PAS cooperate the law office, whose task is to consider disputable issues and actively participate these events. The "IMP PAS OTM-R" document being prepared will contain precise information on the submission appeals and complaints, the course of proceedings and guidelines aimed at assistance to all parties involved in the processes</p> |
| Overall assessment | | | | | |
| <p>Do we have a system in place to assess whether OTM-R delivers on its objectives?</p> | | | | -- No | <p>This system will be established after the implementation of "IMP PAS OTM-R"</p> |