

EURAXESS

OTM-R Checklist

Case number

2022PL861337

Name Organisation under review

Uniwersytet Lodzki

Organisation's contact details

Narutowicza 65, Łódź, 90-131, Poland

Date endorsement charter and code

11/12/2015

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31/05/2023

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

	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	+/- Yes substantially	https://www.uni.lodz.pl/o-uniwersytecie/hr-excellence-in-research
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	All matters related to the recruitment of academic staff for all types of positions are regulated by the provisions of: 1) Statute of the University of Lodz adopted by Resolution No. 440 of the University of Lodz Senate of 27 May 2019 as amended (https://baw.uni.lodz.pl/d/9847/5/) 2) Regulation No. 58 of the Rector of the University of Lodz of 20 December 2019 as amended or establishing detailed criteria for the evaluation of academic and didactic achievements required employing academic teachers as assistant professors or associate professors. (https://baw.uni.lodz.pl/d/21362/5/)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	Applicants and selection committee are obliged to comply with the regulations and good practice of OTM-R. Everyone involved in the process familiarize with the relevant documents on the website https://www.uni.lodz.pl/o-uniwersytecie/hr-excellence-in-research
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Job offers for academic teaching positions at the University of Lodz are published electronically on the University's website in the "Careers" tab (https://www.uni.lodz.pl/kariera), in the Public Information Bulletin of the University of Lodz in the "Job Offers" tab (https://www.bip.uni.lodz.pl/oferty-pracy), in the Public Information Bulletin of the Ministry of Education and Science - Academic Announcements Database (https://bazaogloszen.nauka.gov.pl/) and on the European Commission's EURAXESS website (https://euraxess.ec.europa.eu/). Applicants are provided with the opportunity to electronically submit their application documents for specific competitions through the e-mail address specified in the job advertisement, as well as directly via the University of Lodz website and the University of Lodz Public Information Bulletin, utilizing the designated "Apply" or "Apply for a position" form.
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	A quality control system for OTM-R procedures is carried out by persons dealing with employment at individual faculties and units of the University of Lodz as well as members and chairmen of competition commissions.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Individuals who are interested in pursuing employment as university teachers at the University of Lodz can access information regarding ongoing recruitment processes on the University's website specifically within the dedicated "Careers" tab (https://www.uni.lodz.pl/kariera), in the Public Information Bulletin of the University of Lodz in the "Job Offers" tab (https://www.bip.uni.lodz.pl/oferty-pracy), in the Public Information Bulletin of the Ministry of Education and Science - Academic Announcements Database (https://bazaogloszen.nauka.gov.pl/) and on the European Commission's website via the EURAXESS portal (https://euraxess.ec.europa.eu/). Applicants are provided with the opportunity to electronically submit their application documents for specific competitions through the e-mail address specified in the job advertisement, as well as directly via the University of Lodz website and the University of Lodz Public Information Bulletin, utilizing the designated "Apply" or "Apply for a position" form. Job offers for university teacher positions at the University of Lodz are posted both Polish and English on all of the aforementioned websites, with the exception of the Euraxess website, where offers are exclusively published in English. In addition, the "Apply"/"Apply for a position" form is also available in English.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	<p>The University of Lodz provides attractive working conditions by promoting research and academic excellence. IDUB #UniLodz includes grant competitions in which the University of Lodz funds research ideas of its researchers and PhD students. https://www.uni.lodz.pl/nauka-i-badania/idub-unilodz The competition is an expression of solidarity with the Ukrainian academic community and it is created to support the best researchers from Ukraine. The main goal of the competition is to enable researchers to come to the University of Lodz to conduct research, which in turn will contribute to strengthening the scientific potential and development of our University. These activities are also part of one of the strategic objectives of the University of Lodz, namely to increase the degree of internationalisation. Other grants: Advanced Researcher in Residence (17 researchers), Junior Researcher in Residence (17 researchers), Visiting Research Fellow (13 researchers) Grants are financed as part of the subsidy increased by 2% for the universities that in 2019 joined the Excellence Initiative - Research University (IDUB) competition. The University of Lodz is going to receive additional funding for research until 2026. Internal grant competitions have been implemented since 2020. https://www.uni.lodz.pl/en/science-and-research/unilodz-it A team for the development of procedures for employing people from abroad was established (ZR.26/2021/2022) https://baw.uni.lodz.pl/d/53558/5/</p>

	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 completely	<p>• The University of Lodz adopted its first Gender Equality Plan on 28 June 2022. The plan was developed in line with the University of Lodz's strategy (2021-2030) officially approved in 2021. This document addresses the need to build academic unity on the grounds of equality and diversity. The task of the Gender Equality Plan (GEP) – covering the period 2022-2024 – is to promote, monitor and evaluate equality and diversity within the academic community, and to integrate these issues into the core operating principles of the University of Lodz. https://www.uni.lodz.pl/gep</p> <p>• The University of Lodz is actively involved in activities that improve organisational research potential while providing the entire academic community with suitable working and study conditions. As a diverse, open and tolerant university, we would like every member of our academic community to feel as its integral part. We are committed to ensure that the academic community is free of any form of violence. We oppose discrimination, mobbing and any other behaviours that lead to mental or physical violence. We are implementing preventive measures and actions aimed at reducing the effects of identified cases of unwanted behaviours through the development of the Anti-Discrimination and Anti-Mobbing Procedure and the appointment of relevant bodies – the Anti-Discrimination and Anti-Mobbing Coordinator, the Anti-Mobbing Committee and the Anti-Discrimination Team. We believe that developing the anti-discrimination and anti-mobbing mechanisms will increase the protection of rights of all academic community members. https://www.uni.lodz.pl/antydiskryminacja</p> <p>• In 2018 the University of Lodz has signed the Polish Diversity Charter. The decision to sign the charter was a natural consequence of our university values, which include the conscious acceptance of every human being in all their complexity. It is important to note that the University of Lodz was the first public university in Poland to sign the Diversity Charter. https://www.uni.lodz.pl/aktualnosc/szczegoly/universytet-lodzki-pierwszy-w-polsce-z-karta-roznorodnosci</p> <p>• The Equality Board, whose aim is to promote and monitor equality issues within the academic community, has been appointed on 23 February 2021. https://www.uni.lodz.pl/rrt</p> <p>The university has a Code of Ethics for Academic Staff and the Research Ethics Committee. We are promoting the Code of Conduct prepared by the Polish Rectors Foundation, adopted by the Conference of Rectors of Academic Schools in Poland https://www.uni.lodz.pl/nauka-i-badania/etyka-badan</p> <p>• There is an Academic Support Centre at the University of Lodz which is committed to the idea of equal access to higher education for students and doctoral students with disabilities. The aim of the centre is to provide support to those members of the University of Lodz academic community who need it for various reasons, with particular emphasis on people with disabilities or difficulties in the process of learning. We take an individual approach to each person – we get to know their specific needs and psycho-physical abilities and select appropriate ways of support so that they can fully participate in the study process. https://www.uni.lodz.pl/wydzialy-jednostki-ul/akademickie-centrum-wsparcia-ul-1</p>

	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	<p>• The University of Lodz provides attractive working conditions by promoting research and academic excellence. IDUB #UniLodz includes grant competitions in which the University of Lodz funds research ideas of its researchers and PhD students. https://www.uni.lodz.pl/nauka-i-badania/idub-unilodz • The UL has established the University of Lodz financial awards in the 'Rector's Competition for an Outstanding Researcher'. This is a part of the internal research competitions funded by the 2% increased subvention for the University. • The UL has established a single award in the amount of PLN 10,000 for significant contribution to the quality evaluation research activity at the University of Lodz in the years 2017-2021, which is funded by the "Excellence Initiative – Research University" programme. This award was granted to research : at our University who, between 2017 and 2021, managed a project included in the quality evaluation of research activity and completed an assigned or greater number of publication slo the System for the Evaluation of Research Output, but also achieved a total number of points equal to or greater than the reference value for scientific category A in a given discipline. • The UL has established a single award in the amount of PLN 15,000 for significant contribution to the description of impact within the 3rd criterion during the quality evaluation of research activity at University of Lodz in the years 2017-2021, funded by the "Excellence Initiative – Research University" programme. The award is granted to researchers whose research activity contribute to relevant number of points within the 3rd criterion during the last quality evaluation of research activities. • The UL is implementing a "University Didactic Excellence" project cofinanced by the European Union from the European Social Fund under the Operational Programme: Knowledge Education Development POWR.03.04.00-00-P023/21, contract No. MEiN/2022/DIR/2864, which aims to improve the competences of academic staff through participation in training courses, including individual training courses and webinars on traditional education and teaching using methods and techniques of distance learning, for example in the development and dissemination of widely understood e-learning and tutoring; course design and selection of methods and tools that support the teaching process. https://www.zdd.uni.lodz.pl/ • Regulation No. 160 of the Rect of the University of Lodz of 7 June 2021 on: introduction of the Rules and Regulations for improving employees' professional qualifications at the University of Lodz. https://baw.uni.lodz.pl/d/53056/5/?tybp_filterId=10&tybp_filterYear=2021&tybp_filterMonth=6&tybp_filterDay=7&tybp_moduleId=1</p> <p>• The UL offers additional employee benefits in the form of: co-financing children's and adults' trips, tourist excursions, cultural events, sports cards, reimbursement of costs for corrective glasses or co-financing of kindergartens. In addition, the university offers benefits for private medical care, sports and swimming pool passes and tickets to cultural events. • The University Lodz also provides its employees with various options of life insurance, health insurance and personal accident insurance, as well as gives them the possibility to save with Employee Retirement Programme and Employee Capital Plan.</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	<p>The requirements for candidates applying for university teacher positions at the University of Lodz are detailed in: 1) The Statute of the University of Lodz adopted by the Resolution of the Senat the University of Lodz No. 440 of 27 May 2019, as amended. Link - https://baw.uni.lodz.pl/d/9847/5/ 2) Regulation No. 58 of the Rector of the University of Lodz da 20.12.2019, as amended, on the determination of detailed criteria for the evaluation of scientific and teaching achievements required for the employment of university teachers at the position of university professor and the position of assistant professor. Link - https://baw.uni.lodz.pl/d/21362/5/ The Statute of the University of Lodz defines the most important elements of a job offer for the position of university teacher. Elaborate provisions are in place concerning the selection committee members' requirements, ensuring a thorough evaluation of candidates' accomplishments and prior career trajectory. The selection committee has delineated three primary categories encompassing the past accomplishments of female candidates, with the intention of evaluating them thoroughly. Furthermore, an additional tool, in the form of an interview has been provided to the selection committee to assess the past achievements and intentions of female candidates for the position. It was mandatory for the selection committee to compile a comprehensive protocol of the recruitment process, encompassing essential elements such as justification and conclusions. The application for employment of a candidate designated by the selection committee is additionally subject to the opinion of the unit council (e.g., the faculty council), if the unit has such a council. Job vacancies for the position of academic teacher at the University of Lodz are meticulously prepared and published in accordance with the established scheme, which includes comprehensive details about obligatory requirements towards candidates such as the unit's name and workplace, position and employee group, full-time nature of the position, contract type, announcement date, submission deadline, academic discipline, link to the university website, supplementary information (e.g., offer submission instructions and unit's address), keywords, candidate requirements description, list of necessary documents, anticipated award date, and additional information (pertaining to the interview, travel reimbursement, and more).</p>
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	<p>In the Statute of the University of Lodz, adopted by Resolution of the Senate of the University of Lodz No. 440 of 27 May 2019, as amended (Link - https://baw.uni.lodz.pl/d/9847/5/) there are five main elements of a job offer for the position of university teacher defined. Furthermore, job vacancies for the position of university teacher are prepared and published in line with the established framework at the University of Lodz, encompassing all essential details about candidate requirements, including the unit's name and workplace, position and employee group, full-time equivalent (FTE) status, contract type, offer announcement date, submission deadline, scientific discipline, university website link, supplementary information (such as instructions for offer submission and unit address), keywords, candidate requirements description, list of necessary documents, expected award date, and other relevant additional information (pertaining to the interview, travel reimbursement, and more). The job offer for the university teacher position at the University of Lodz is crafted in two languages, namely Polish and English. The information necessary for posting a job offer on the Euraxess portal has been defined by the portal itself and incorporated within the job offer framework employed by the University of Lodz. Job offers are posted on the University of Lodz website, the University of Lodz Public Information Bulletin, the Ministry of Education and Science website and the Euraxess portal by specialists of the University of Lodz Employee Affairs Department, who supervise the proper and timely publication of the content of job offers.</p>

	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 completely	In the Statute of the University of Lodz, adopted by Resolution of the Senate of the University of Lodz No. 440 of 27 May 2019, as amended (Link - https://baw.uni.lodz.pl/d/9847/5/) there are the most important elements of a job offer for the position of university teacher defined. Furthermore job vacancies for the position of university teacher are prepared and published in line with the established framework, encompassing all essential details about candidate requirements, including the unit's name and workplace, position and employee group, full-time equivalent (FT) status, contract type, offer announcement date, submission deadline, scientific discipline, university website link, supplementary information such as instructions for offer submission and unit address, keywords, candidate requirements description, list of necessary documents, expected award date, and other relevant additional information, e.g. pertaining to the interview, travel reimbursement, and more.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	The obligation to publish job offers for academic teaching positions on the Euraxess portal results from the provisions of Article 119(4) of the Act on Higher Education and Science of 20.07.2018 (Polish Journal of Laws of 2018, item 1668, as amended) and §164(2) of the Statute of the University of Lodz, adopted by Resolution of the Senate of the University of Lodz No. 440 of 27 May 2019, as amended (Link - https://baw.uni.lodz.pl/d/9847/5/)
Do we make use of other job advertising tools?	x	x		++ Yes completely	Job offers for academic teaching positions at the University of Lodz are published on four websites: on the University's website under the "Careers" tab (https://www.uni.lodz.pl/kariera), the Public Information Bulletin of the University of Lodz (https://www.bip.uni.lodz.pl/oferty-pracy) in the Public Information Bulletin of the Ministry of Education and Science - Academic Announcements Database (https://bazaogloszen.nauka.gov.pl/) and on the European Commission EURAXESS website (https://euraxess.ec.europa.eu/).
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Job offers for positions of university teachers at the University of Lodz specify the requirements for the applicant/candidate, along with a list of the necessary documents confirming the fulfillment of these requirements and the necessary documents for the proper conduct of the competition process. Furthermore, the University of Lodz offers the option of electronically submitting application documents with attachments, either through the designated e-mail address or directly via the University of Lodz website or Public Information Bulletin using an electronic form. In the Statute of the University of Lodz, adopted by Resolution of the Senate of the University of Lodz No. 440 of 27 May 2019, as amended (Link - https://baw.uni.lodz.pl/d/9847/5/)§165(6) provides an opportunity for the selection committee to interview each candidate about their achievements and intentions for the position. The commission shall notify the candidate of the place and date of the interview by e-mail at least seven days in advance. Interviews of the selection committees' candidates are organized at the University of Lodz in two forms: on-site and online
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	§165(1) of the Statute of the University of Lodz adopted by the Resolution of the Senate of the University of Lodz No. 440 of 27 May 2019, as amended (Link - https://baw.uni.lodz.pl/d/9847/5/) unambiguously stipulates the method of appointing a selection committee for competition proceedings for the position of university teacher. The Employee Affairs Department of the University of Lodz has the responsibility to ensure the proper supervision of the selection committee appointment process.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	§165(1), (2), (3) and (4) of the Statute of the University of Lodz adopted by the Resolution of the Senate of the University of Lodz No. 440 of 27 May 2019, as amended (Link - https://baw.uni.lodz.pl/d/9847/5/) clearly defines the composition of the selection committee for competition proceedings for the position of university teacher. The selection committee at the University of Lodz consists of a chairman and four to five members. The Employee Affairs Department of the University of Lodz has the responsibility to ensure the proper supervision of selection committee appointment process.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	The rules of equality, especially in research, education and employment are therefore considered as an essential part of improving the University of Lodz image of a responsible employer and the community committed to equality and mutual respect. Given that women currently make up the majority of the University of Lodz employees, equality remains the most important goal of our collective actions. Our committees are balanced in terms of gender. Exceptions are made where gender equality would have a negative impact on candidates' substantive evaluation.
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 substantially	Recommended: Guidelines for Developing Selection Criteria https://www.uni.lodz.pl/o-uniwersytecie/hr-excellence-in-research
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		+/- Yes substantially	Details of the competition outcomes, along with the corresponding justifications, are disclosed within 30 days of the competition's conclusion and made available on the University of Lodz website, as well as in the Public Information Bulletin of the University of Lodz and the Public Information Bulletin of the Ministry of Education and Science - Academic Announcements Database. This obligation arises from the provisions of the Law on Higher Education and Science dated 20.07.2018. (Polish Journal of Laws of 2018, item 1668, as amended) Article 119 (3). Furthermore, the selection committees address all inquiries from candidates, irrespective of the selection outcome for employment at the University.
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	Details of the competition outcomes, along with the corresponding justifications, are disclosed within 30 days of the competition's conclusion and made available on the University of Lodz website, as well as in the Public Information Bulletin of the University of Lodz and the Public Information Bulletin of the Ministry of Education and Science - Academic Announcements Database. This obligation arises from the provisions of the Law on Higher Education and Science dated 20.07.2018. (Polish Journal of Laws of 2018, item 1668, as amended) Article 119 (3). Furthermore, the selection committees address all inquiries from candidates, irrespective of the selection outcome for employment at the University.
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	statistics on complaints
Overall assessment					

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
			+/- Yes substantially	The process of reaching strategy goals is supervised by the Employee Affairs Department with the support of the Science Center, University of Lodz Centre for External Relations, University Lodz Centre for Technology Transfer, Social Affairs Centre, Occupational Health and Safety (O Inspectorate, Internal Control and Analys Department, International Hub, Communications and Centre with Press Office.

Do we have a system in place to assess whether OTM-R delivers on its objectives?