

Open, Transparent, Merit-Based Recruitment (OTM-R): OTM-R Checklist

	Open	Transpa rent	Merit- based	Answer: (++) Yes, completely / +- Yes, substantially / -+ Yes, partially / - - No)	Suggested indicators (or form of measurement)
OTM-R System					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	Announced on the recruitment page along with a scheme for candidates (academics and doctoral candidates): OTM-R Policy and in the UW Monitor, the regulations are available at the following links: Ordinance of the Rector on defining detailed rules and procedures for conducting a competition for an academic position Resolution of the Senate of the University of Warsaw on rules of admission to the doctoral schools of the University of Warsaw Statute of the University of Warsaw, including minimum requirements for the academic position Moreover, meetings were held for candidates to explain the admission rules of doctoral schools during the admission procedure.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	as above
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	- Training sessions for members of recruitment committees for the academic positions were launched in April 2025. Approximately 20 training sessions were conducted, attended by around 150 individuals. - Chairpersons and members of recruitment committees and qualification teams were subject to obligatory training in annual admission (doctoral schools). - Developing an e-learning course on recruitment procedures by December 2026.
Do we make (sufficient) use of e-recruitment tools?	x	x	x	+/-	- 100% of recruitment announcements for academic positions are announced on the websites of the University of Warsaw, the Ministry of Education and Science, and EURAXESS. - All recruitment processes for academic positions allow for electronic applications. - All applications for doctoral schools are collected using the admission platform. - Implementing a system for submitting applications for academic positions, communicating with candidates, and monitoring the recruitment process - extended until the end of 2026. - Implementing an e-application for the recruitment of academics - April 2026.
Do we have a quality control system for OTM-R in place?	x	x	x	+/-	- Regulations on the avoidance of conflicts of interest by members of recruitment committees and qualification teams. - Mechanism for annulling competitions conducted in violation of the law (Ordinance No. 27 of the

					Rector of the University of Warsaw of February 2025 on defining detailed rules and procedures for conducting a competition for the academic position at the University of Warsaw) and appealing against the outcome by candidates. In the academic year 2024/2025, three recruitment processes were annulled at the request of the units organising them. One appeal was lodged against the outcome of the competition for the academic position, and 24 appeals were lodged against the admission outcomes to doctoral schools. - Competition for the position of academic remains undecided if none of the candidates achieves at least 60% of the maximum number of points. - The condition to obtain not less than 50% of points from the whole procedure for candidates for doctoral studies. - Implementing an application submission system enabling monitoring of the recruitment processes at various stages - extended until the end of 2026. - All competitions for academic positions are carried out with the consent of the Rector, and the advertisement is not published if it does not contain all the mandatory information (central application for publishing advertisements). - Implementation of periodic audits concerning recruitment processes and compliance with applicable rules by individual units – in the process of implementation by the end of 2027.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	- 100% of recruitment for academic positions is announced on the website of the University of Warsaw, the relevant ministry, and EURAXESS at least 30 days in advance. - from 2025, the number of documents required from candidates at the application stage has been reduced. - Implementing an application submission system enabling monitoring of the origin of candidates submitting applications (including whether they are from the University of Warsaw or outside the University of Warsaw) - extended until the end of 2026. - At least 25% of persons selected in the admission process for doctoral schools obtained their master's degree outside the University of Warsaw (doctoral schools).
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	- All competition announcements for academic positions are also announced in English. - 41% of candidates selected in competitions for academic positions in the 2024/2025 academic year are persons from abroad, including some previously employed at the University of Warsaw, and 15% at doctoral schools. - Remuneration conditions for academics at the university are uncompetitive compared to foreign universities, but this is partially offset by extensive social security benefits.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	- 42% of candidates selected in competitions for academic positions in the 2024/2025 academic year are women. Competition announcements indicate that candidates of both genders are encouraged to apply, and that it is possible to request adjustments to the recruitment process to accommodate the needs of persons with disabilities. - 43% of candidates selected in admission proceedings for doctoral schools in the 2024/2025 academic year are women.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	- Detailed information at the recruitment announcement stage and links to websites containing information on professional development and working conditions, also in English.

Do we have means to monitor whether the most suitable researchers apply?	x	x	x	++	- Competition for the position of academic remains undecided if none of the candidates achieves at least 60% of the maximum number of points. - Scrutiny by the Human Resources Office of 100% of successful candidates to ensure that they meet the minimum qualification requirements for the position. - Multi-stage recruitment process. - In the case of filling the posts of professor and University professor in each case: - appointing reviewers by the recruitment committees to assess the candidate's record, experience and achievements, - obtaining a positive opinion of UW Senate. - Issuing opinions on employment for other academic positions by faculty councils. - The condition to obtain not less than 50% of points from the whole procedure for candidates for doctoral studies.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	++	- Ordinance No. 27 of the Rector of the University of Warsaw of February 2025, and the previous ordinance from 2019 specify the minimum list of information. - On the website for competition committees https://rekrutacja-i-rozwoj.bsp.uw.edu.pl/en/material-for-heads-of-units-and-competition-committees-only, sample announcements in both language versions and other documents used during competition procedures for academic positions are provided. (password: Witaj_UW25!) - Verification of the completeness of the information included in the competition announcement by the Human Resources Office at the stage of publishing the announcement at https://www.uw.edu.pl/kategoria-praca/konkursy-na-stanowiska-nauczycieli-akademickich – applies to 100% of announcements for competitions for academic positions.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x	x	++	- Verification of advertisements for competitions for academic positions with a list of minimum information that should be included in the advertisement under Ordinance No. 27 of the Rector of the University of Warsaw of February 2025.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	+/-	- 100% of competition announcements for academic positions are published on the UW, the relevant ministry, and EURAXESS. Recently, training courses on the system's functionality have been unavailable due to its reconstruction.
Do we make use of other job advertising tools?	x	x	x	+/-	- At least 25% of competitions conducted for academic positions are also announced on other portals/websites/groups than the University of Warsaw, the relevant ministry, and EURAXESS in the 2024/2025 academic year.
Do we keep the administrative burden to a minimum for the candidate?	x	x	x	+/-	- Each advertisement contains a list of required documents with links to the required forms – from 2025, the number of documents to be attached to the application has been reduced, and committees have been encouraged to use the revised application form instead of collecting copies of documents. - In all competitions for academic positions, candidates are encouraged to submit their applications electronically, and interviews may be conducted remotely. - In all admission procedures for academic positions, candidates are encouraged to submit their

					applications electronically, and interviews may be conducted remotely. - Implementation of the system, facilitating the application of candidates for academic positions, including submission of statements and forms – extended by the end of 2026.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?	x	x	x	++	Ordinance of the Rector on defining detailed rules and procedures for conducting a competition for the academic position Resolution of the Senate of the University of Warsaw on rules of admission to the doctoral schools of the University of Warsaw
Do we have clear rules concerning the composition of selection committees?	x	x	x	++	- Regulations as above. - Implementation of periodic audits concerning recruitment processes and compliance with applicable rules by individual units – in the process of implementation by the end of 2027.
Are the committees sufficiently gender-balanced?	x	x	x	+/-	- The regulations introduced require at least gender diversity in situations where it is not possible to compose a competition committee that ensures full balance. In some units, men predominate, while in others, women predominate on the committee. In the 2024/2025 academic year, approximately 45% of the members of recruitment committees for academic positions were women. - Implementation of periodic audits concerning recruitment processes and compliance with applicable rules by individual units – in the process of implementation by the end of 2027.
Do we have clear guidelines for selection committees and qualification teams which help to judge 'merit' in a way that leads to the best candidate being selected?	x	x	x	++	- All recruitment committees in competitions for academic positions take into account a wide range of criteria in their assessment. Training is provided on recruitment procedures and conducting interviews, including avoiding judgement traps in assessment. - The resolution describing the rules for admission to doctoral schools clearly specifies the assessment criteria and scoring system, while also indicates what information may be collected from candidates. - Publication of a guide addressed to heads of units and members of competition committees on the conduct of competition for academic positions.
Appointment phase					
Do we inform all applicants at the end of the selection process?	x	x	x	++	- 100% of announcements of competitions for academic positions indicate the expected date of the results and the method of informing candidates about the outcome of the competition. The regulations require the outcome to be announced within 30 days of the end of the proceedings and, from 2025, information on strengths and weaknesses – in the process of implementation. - 100% of doctoral candidates receive information about the results of the procedure via the admission platform.
Do we provide adequate feedback to interviewees?	x	x	x	-/+	- The chairperson of the committee appointed to conduct the competition for the position of academic must inform the candidates about: a) the competition outcome – in each case, b) the strengths and weaknesses of their application – in the process of implementation. - 100% of doctoral candidates are informed of the number of points for each assessment category.
Do we have an appropriate	x	x	x	++	- Internal regulations on a possible appeal submission by candidates in recruitment for academic positions and by candidates for doctoral schools.

complaints mechanism in place?					- Information on an appeal procedure on the website of the Human Resources Office. - Number of applications to the Rector for the annulment of a competition for academic positions in the 2024/2025 academic year – 1, of admission to doctoral schools – 24.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	Implementation of recruitment and admission procedures in accordance with: - Ordinance No. 27 of the Rector of the University of Warsaw of 25 February 2025 on defining detailed rules and procedures for conducting a competition for the academic position at the University of Warsaw. - Announcement No. 8 of the Rector of the University of Warsaw of 6 February 2023 on the announcement of the consolidated text of Resolution No. 17 of the Senate of the University of Warsaw of 20 January 2021 on rules of admission to the doctoral schools of the University of Warsaw. - Announcement of a competition for the position of academic requires each time the consent of the Rector (control of competition announcements – competition announcement as an attachment to the application for announcement of a competition). - Establishing a special application for announcing competitions for academic positions to ensure a uniform procedure for the publication of announcements (uniform deadlines, rules for the publication of announcements and competition results).