

HR Excellence in Research

OTM-R Checklist

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Case number

2024HR200300

Name Organisation under review

University of Zagreb, School of Medicine

Organisation's contact details

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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 HR Excellence in Research 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 partially	The HRS4R working group, in collaboration with the bodies of the School's administration is preparing an online version of our OTM-R policy in the national language. The below mentioned documents follow the principles of OTM-R, but are not explicitly named "OTM-R-policy": Decision on the Conditions and Procedure for Appointment to Scientific-Teaching, Scientific, Teaching, and Associate Titles at the University of Zagreb School of Medicine; the Ordinance on the Conditions for Appointment to Scientific Titles (Official Gazette 28/17, 72/2019, 21/2021, 111/2022, 119/2022), the Decision on the Necessary Evaluation Criteria of Teaching and Scientific-Professional Activities in the Procedure for Appointment to Scientific-Teaching Titles (Official Gazette 122/17, 120/21, 119/2022)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	We are currently preparing a handbook which will ensure an internal guide setting out clear OTM-R procedures and practices for all types of positions.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Heads of Departments are introduced to relevant documents at the beginning of their term of office and thus can be considered sufficiently trained. University of Zagreb School of Medicine will initiate a training program in the area of OTM-R, gender equality, leadership and risk management.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	Our recruitment processes use web- based tools https://mef.unizg.hr/djelatnici/natjecaji/
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	The HRS4R working group, in collaboration with the bodies of the School's administration will conduct the quality control and review of this policy.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	The Act on Higher Education and Scientific Activity stipulates the publication of tenders on the European Commission portal (Euraxess).
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	All our job offers in addition to the institutions web site and Euraxess are published in the Official Gazette. Some departments encourage candidates via LinkedIn to apply. There are no restrictions in recognizing international degrees, and foreign researchers can apply for positions, provided they meet language requirements. Furthermore, all foreign candidates must nostrify their diplomas through the University of Zagreb.

	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 HRS4R working group, in collaboration with the bodies of the School's administration will propose a handbook/action plan, which will include a gender equality perspective in all regular processes at the university, with equal opportunities for students and employees, to support conditions where work can be performed more efficiently and with unified strength. The institution will strive to create work and study environment that is free from discrimination and which is characterized by inclusion as a fundamental prerequisite for sustainable professional life. Competency based recruitment should be established as the means of recruiting. This focus on competence will hopefully lead to recruitment of an increased share of underrepresented groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	Yes and no, however salaries in the system of science and education are often unmotivating especially for candidates in postdoctoral stage. School of Medicine will strive to ensure good leadership, an ethical approach and efficient use of resources, provide a good work and study environment in which equivalent terms apply, regardless of the activity and place of business.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	The current evaluation system emphasizes bibliometric measures, and qualitative contributions such as teaching excellence, mentorship, scientific research etc. But, interdisciplinary research is not systematically considered. Other means to measure suitability are e.g. interviews and teaching demonstrations (habilitation lecture).
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Yes, we have clear guidelines for advertising positions.
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	Yes, majority of the elements foreseen in the relevant section of the toolkit are included in the job advertisement. Our job offers contain links to forms with listed mandatory documentation and evidence of meeting the job conditions.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	Yes, all our job offers are published on Euraxess.
Do we make use of other job advertising tools?	x	x		++ Yes completely	Yes, all our job offers are published in the Official Gazette. Some departments also use social networks to attract candidates to apply (LinkedIn, ResearchGate, Instagram, Facebook..).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Yes and no, we strive to reduce administrative burden by clearly indicating which documentation will be needed in which stage of the process. Candidates who have completed their doctoral and postdoctoral studies at the UZSM do not need to submit original documents.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Yes, we have general guidelines for each process. Besides, the rules are determined by the Law on higher education and scientific activity.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Do we have clear rules concerning the composition of selection committees?
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	In each procedure, a three-member commission is appointed. Both genders are equally represented in the composition of the commission for the selection of candidates as well as in the promotion procedures
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 completely	Instructions to the selection committees include all legal and post-legal acts and internal acts of the institution in the selection of candidates.
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Yes, selected candidates receive a selection decision, all other applicants receive a notification (via e-mail) about the selected candidate.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Yes, all applicants have the right to see the reports that are part of the evaluation process for themselves and the selected candidate. Further feedback is provided upon request.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Yes, the recruitment process includes the possibility to appeal against the appointment and selection process. All applicants have the right to file an objection to the results of the competition.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	No, but the School will examine and propose the improvement of the institution's risk management process, management, monitoring and leadership. In addition, the Human Resources Department and Board for Selection of Teachers, Researchers and Associates are responsible for ensuring the process according to OTM-R.