

## UNIVERSITY OF SPLIT

### OTMR-POLICY

#### OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT OF RESEARCHERS

##### INTRODUCTION

Convinced that open and transparent approach to all processes, especially those concerning recruitment of academic and research staff, is the best way of accomplishing excellence in the creation, transfer and dissemination of knowledge, the University of Split has adopted the **European Charter for Researchers** and the **Code of Conduct for the Recruitment of Researchers** in 2013 as the focus of the *European Human Resources Strategy*. Recruitment of researchers governed by the principles of open, transparent and merit-based approach represents the core of the **Charter** and the **Code of Conduct** which have been launched in 2005 by the European Commission.

Open and transparent approach when recruiting candidates for the vacant academic and research positions, based on the merits and capabilities brings multiple benefits to all stakeholders of the research process, to individual researchers themselves, as well as to the institution and to the broader community. This approach makes research careers more appealing and attracts the best applicants, equals requirements and ensures equal approach to everyone, including under-represented groups, while fostering academic and research internationalisation in all of its aspects, such as co-operation, competition and mobility. All this, consequently, contributes to the effectiveness of the investments in research, optimal circulation of knowledge and complete implementation of the *European Research Area* (ERA).

##### OTM-R POLICY OF THE UNIVERSITY OF SPLIT

University of Split shall harmonise the procedures for the recruitment of researchers with the principles of the *European Human Resources Strategy* taking into consideration national legislation and examples of good practice from the *European Research Area* and the *European Higher Education Area*.

The aim of the **Open, transparent and merit-based recruitment of researchers policy** (hereinafter: the **OTM-R Policy**) is to optimise and objectivize the recruitment procedures at the University of Split and its constituents in order to ensure equal requirements for all applicants and thus the prospect of appointing the best applicants for the research positions.

Furthermore, the **OTM-R Policy** should contribute to the harmonisation of practices at the University and its constituents as well as to harmonised development of research careers at the entire University.

The OTM-R Policy focuses on recruitment and development of research careers, however, University of Split is determined to apply its principles and standards to all other recruitments.

The **OTM-R Policy** is based on the following principles:

**1. Openness to public.** All vacant positions are to be fulfilled after a selection procedure which has been advertised in various means of public communication, depending on the nature of the work position, whereby a constitutional principle of equal availability of public service to all citizens shall be implemented. The advertisement is to be announced at least in the *Official Gazette (Narodne Novine)*, daily press and the University's or constituents' website depending on the conductor of the procedure. Research positions are subject to special, higher standards which are accordingly advertised on the official Internet website of the European research area (Euraxess).

Exceptions from the fulfilment of vacant positions through public vacancy advertisements are allowed solely in cases and under provisions regulated by the law and/or collective agreement.

**2. Transparency.** The advertisement for the vacant position should contain concise, yet clear and unambiguous information on type and nature of the position, required competencies i. e. general and specific requirements that are to be met, evidence that are to be presented, information on the entire course of the procedure as well as selection criteria.

All applicants are entitled to view the documents pertaining to the selection procedure. Pursuant to the Collective Agreement for Research and Higher Education Employees, in all cases of recruitment except for those for basic administrative work positions, recruiting institution shall within 8 days upon completion of the selection procedure announce the selected applicant and

with the previously acquired applicant's consent and in accordance with the regulations on personal data protection, announce applicant's professional résumé, that is information relevant for the selection. Within 15 days at most, upon completion of the selection procedure, all applicants shall be informed in writing or in electronic form of the result of the selection procedure along with the instruction on legal remedy which can be lodged if the applicant is uncertain of the adequate evaluation.

**3. Equal availability.** Recruiting through public vacancy advertisement is a necessary, but not a sufficient prerequisite of public service availability to all citizens. Every applicant who considers that he/she meets the formal requirements can apply to the public vacancy advertisement and the conductor of the selection procedure can exclude only those applicants who do not meet the minimal requirements of the vacancy advertisement.

The vacancy advertisement shall contain only relevant requirements, those which are necessary and/or desirable for that work position. Administrative obstacles for application, such as translation of certificates, number of copies required, authentication by a notary and etc., should be kept to a minimum. Application deadlines should be realistic, leaving sufficient time for the applicants to prepare. The deadlines should be no less than 8 days from the last vacancy publication for the administrative work positions, that is 30 days for the researcher work positions.

**4. Merit-based selection.** In evaluation and selection of applicants any form of discrimination on gender, religious, national, political, social or other grounds is unacceptable. Selection procedure should ensure that any kind of arbitrariness is excluded and that every applicant is evaluated solely with regard to his/her competencies according to the previously, clearly stated and objective criteria, and thus selecting the best applicant.

In accordance with the heritage of the *European Human Resources Strategy* applicant should be evaluated not only on the basis of quantitative criteria, i. e. the number of research publications, but also on the basis of qualitative criteria which take into consideration the entire potential of the applicant and his/hers multiple roles (such as mentoring, counselling, managing etc.).

It is desirable to evaluate applicant's mobility experience, acquired in other countries, institutions or other academic or research environment. Along formal applicant's competencies, non-formal and informal skills and competencies should be taken into consideration. With regard to this, applicants should be allowed to submit a résumé with proof of qualifications of a wide range of skills and competencies.

Career breaks or variations in the chronology of the résumé should not be by itself penalised as aggravating or eliminatory circumstances, but should be considered as a career development and potentially a valuable contribution to professional growth.

**5. Competencies of the members of the selection committees.** Besides applicants for the research positions, evaluators, that is members of the selection committees should also be in the focus of an open approach to recruitment. The formation of the selection committees should be in accordance with the requirements and the nature of the announced work position and include experts from various disciplines and with various competencies. Members of the selection committees should have at least the required level of qualifications, that is competencies for the advertised position or higher. Whenever possible, the selection committee should include experts of both genders, and at least one of the members of the selection committee should not be an employee of the recruiting institution. Members of the selection committee should not have any conflict of interest, which should be regarded when on an official duty.

The principles contained in this **OTM-R Policy**, the University of Split shall further elaborate in the following documents:

- OTM-R Checklist
- Action plan
- Rulebook on selection procedure for the work positions at the University of Split