



UNIVERSITY OF VAASA OTM-R POLICY

The University of Vaasa has endorsed the common European recommendations and principles for HR practices aiming at better working conditions for researchers. This set of principles is set out in the EU Commission's recommendation: The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

- The European Charter for Researchers addresses the roles, responsibilities and entitlements of researchers and their employers. The goal is to ensure that everyone contributes to the production and sharing of knowledge – and to the career development of researchers.
- The Code of Conduct for Recruitment seeks to improve recruitment practices by making selection processes as transparent and as fair as possible.

In order to align our practices with the European Charter and Code, the University of Vaasa implemented the Human Resources Strategy for Researchers (HRS4R) programme and as a recognition of aligning the University of Vaasa policies and practices with the European Charter and Code, the University of Vaasa was in December 2014 awarded the HR Excellence in Research Logo. Read more: <http://www.uva.fi/en/rekry/yliopisto-tyopaikkana/hrs4r/>

Open, transparent and merit-based recruitment (OTM-R) is an important component of the Human Resources Strategy for Researchers (HRS4R). OTM-R ensures that the best person for the job is recruited, guarantees equal opportunities and access for all, facilitates developing an international portfolio (cooperation, competition, mobility) and makes research careers more attractive.



Open, Transparent and Merit-based Recruitment of Researchers

Checklist for Institutions	Open	Trans- parent	Merit- based	Answer: Yes completely/Yes substantially/ Yes partially/No	Current status and suggested indicators (or form of measurement)
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Yes completely (once approved)	The OTM-R Policy will be published in the University of Vaasa web-pages: www.uva.fi/careers .
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes substantially	To most parts, the existing recruitment guidelines and regulations meet the criteria of OTM-R. Guidelines are reviewed regularly and special attention will be paid to the OTM-R policy. ACTION: Tailored training sessions for different stakeholders to be arranged after the new University organization will be in force 1.1.2018.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes substantially	Regular meetings and development sessions are held with Faculty key actors. A majority of activities are in line with the OTM-R policy. ACTION: Revised guidelines will be communicated to a wider audience as required. See previous point.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes completely	Online recruitment tool Laura was taken into use January 2016 . Subject to a continuous development process.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes partially	The recruitment process is coordinated and developed by HR. The recruitment guidelines and policies are issued by the Rector in order to ensure common practices throughout

					<p>the university. The Dean, the Management Group, the Vice-directors of the schools are responsible for the implementation of recruitment guidelines and policies.</p> <p>Annual HR-reports incl. recruitment process are prepared. Laura –recruitment system enables transparency throughout the process and enables strengthened follow-up and reporting.</p> <p>ACTION: According to the revised University Regulations, the recruitment process will be monitored by a newly appointed Appointment Committee and the Schools Management Groups. The quality indicators will be reviewed at university level.</p>
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6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes completely	<p>Our current policies encourage open recruitment and are advertised to a wide external audience.</p> <p>Indicator: Number of external applicants</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes completely	<p>Our current policies encourage open recruitment and invites applications from international candidates. Attracting international researchers is a key strategic aim for the University of Vaasa. The University is a member of the Euraxess Service Centre network and provides services for incoming international researchers.</p> <p>ACTION: defining and developing additional support mechanisms for researchers moving to Finland (eg. use of relocation services)</p> <p>Indicator: Number of international applicants</p>
8. Is our current OTM-R policy in line with policies	x	x	x	Yes completely	<p>Equality and diversity are an integral part of the Finnish society. Recruitment processes are governed</p>

to attract underrepresented groups?					by laws and regulations. At university level there is an equality and diversity working group that sees to the implementation of the principles and makes suggestions for development. An equality and diversity survey is conducted regularly. Based on the findings of the survey, the equality and diversity plan required by law is updated.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes substantially	In line with HRS4R action plan, University level strategic action plan 2017-2020 and a key development area. Indicators: <ul style="list-style-type: none"> • Trend in the share of applicants from outside the institution. • The regular work well-being survey, sub-area <i>working conditions</i>
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, substantially	The appointment committee and the Management Groups of each School monitor the recruitment processes. The marketing of each position is tailored in order to attract the most suitable researchers (e.g. field specific portals). The applications are evaluated comprehensively based on the applicants merits in research, teaching and social impact. In addition, the applicants' research plans directed towards the university's strategic focus areas are part of the evaluation process. Other means to measure suitability are e.g. interviews and teaching demonstrations.

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ADVERTISING AND APPLICATION PHASE					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely	Templates according to University guidelines.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		Yes substantially	The job advertisements are in line with the toolkit and the University of Vaasa's regulations. ACTION: Information on researcher career profiles as well as the new and updated Equality and diversity plan will be made available to applicants.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	All international posts are to 100 % advertised on Euraxess Jobs.
14. Do we make use of other job advertising tools?	x	x		Yes completely	In addition to Euraxess jobs, task- and field specific advertising as well social media solutions and printed advertising.
15. Do we keep the administrative burden to a minimum for the candidate?	x			Yes completely	Certificates and testimonials are not required at application phase. Applying and submitting supporting documents using online recruitment tool Laura. Online instructions for preparing supporting documents are available for applicants. For instance to ensure equal and fair evaluation of the applicant's merits, applicants are required to prepare their CV according to good scientific practice as outlined by the Finnish Advisory Board on Research Integrity (TENK).

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SELECTION AND EVALUATION PHASE					
16. Do we have clear rules governing the appointment of selection committees?	x	x	x	Yes substantially	<p>According to the revised University Regulations (1.1.2018 onwards), the recruitment process will be monitored by a newly appointed Appointment Committee and the Schools Management Groups.</p> <p>The composition of the Appointment Committees is stipulated in the University Regulations. Representatives are selected by elections.</p> <p>Deans of Schools decide upon the School's appointments in the manner specified in detail by the Rector.</p> <p>Action: Updating and specifying university guidelines according to the revised University Regulations.</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	The positions are filled in compliance with the appointment procedure specified in the Finnish Universities Act (558/2009) as well as the regulations of the University of Vaasa
18. Are the committees sufficiently gender-balanced?		x	x	Yes completely	The committees consist of experts within each discipline as described before. The appointment committee will select at least two experts to provide statements.
19. 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	University guidelines (based on the Universities Act) clearly state the selection criteria for each career stage.

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APPOINTMENT PHASE					
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely	<p>All applicants, who did not make the final stages of the selection process, receive an email informing them of the outcome of their application.</p> <p>Due to the number of applicants, individual feedback for all applicants is not possible. However, all applicants may contact the recruiting unit/manager for individual feedback on their application.</p> <p>Those applicants who were shortlisted for the final part of the selection process and participated in an interview, receive face-to-face or over the phone information on the outcome of the recruitment process.</p>
21. Do we provide adequate feedback to interviewees?		x		Yes, completely	Please see point 20.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	The recruitment decisions follow Finnish legislation on equality and non-discrimination. Finnish employment and labor legislation does not recognize other complaint mechanisms.
OVERALL ASSESSMENT					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, completely	OTM-R when approved will be integrated into and followed up regularly as part of the HR strategy work and HRS4R –action plan. Please see HRS4R action plan.