



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.

OTM-R

Open, Transparent and Merit-based Recruitment of Researchers (revised 02/2022)

Checklist for Institutions	Open	Trans- parent	Merit- based	Answer: <i>Yes completely/Yes substantially/ Yes partially/No</i>	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	<i>Yes completely</i>	The OTM-R Policy and checklist is published on the University of Vaasa web-pages: www.uwasa.fi/en/open-positions/hr-excellence
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>Yes completely</i>	<p>The university's four-stage career model and Tenure Track processes have been revised and updated during 2020 - 2021. The career profiles are in line with the researcher profiles R1 – R4 (European Framework for Research Careers).</p> <p>The updated guidelines contribute to the stability of researchers' careers and promote flexibility in the career paths incorporating also many of the OTM-R principles. The guidelines not only describe the eligibility criteria for different positions and career stages but also detail the recruitment procedure to be applied when recruiting teaching and research staff.</p> <p>ACTION: We will continue monitoring progress. During 2022, the updated guidelines will be further promoted in order to raise awareness within the university community as well as externally.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>Yes completely</i>	The recruitment of faculty is coordinated through Management and HR Services of each school and platform. These on-site services support the recruiting units in the recruitment processes and advise on guidelines as well as policies. Representatives of the

					<p>Management and HR Services are trained in UVA's recruitment principles, which are based on a variety of relevant legislation, regulations and policies incorporating many of the principles of OTM-R. Representatives of the Management and HR Services are also involved in developing practices and guidelines.</p> <p>The University has an appointment committee. In the decision-making concerning the recruitment of a professor or research director as well as the filling of tenure track positions, the appointment committee selects experts to give statements on the most suitable applicants for the position and decides on interviews as well as teaching demonstrations as part of the selection process. The Appointment Committee makes a proposal to the Rector for the appointment of a candidate. The Appointment committee is chaired by the Vice-Rector for Research and includes Deans, Professors, Directors of research platforms as required by the position in question. The chair of the appointment committee ensures that the selection process is in line with the regulations and guidelines of UVA.</p> <p>The recruitment process is also a topic in managerial training and a recruitment guide for Managers is available in our Intranet.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes completely	Online recruitment tool Laura was taken into use January 2016. All applications are submitted using the recruitment tool. The whole recruitment process is administered through the tool, which ensures an efficient, transparent and data secure process.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	<p>The recruitment guidelines and policies are decided by the Rector in order to ensure common practices throughout the university. The appointment committee, Deans of Schools and Directors of research platforms are responsible for the implementation of these guidelines with the support of the HR and Management Services of each school and platform. Many of the elements of the OTM-R are monitored by the HR & Management Services, which ensure that the university level guidelines and regulations are implemented.</p> <p>An equal approach to evaluating the job-descriptions is an established way of working through the University Salary System evaluation group. The task of the evaluation groups is to review all the position descriptions of the new and changed positions and to make a proposal to the employer about their requirement levels.</p>

					<p>The requirement group compares the position descriptions to other positions at a similar level within that staff group (teaching and research staff or other staff) at the University level.</p> <p>HR-reports incl. recruitment process reporting are prepared annually. The Laura –recruitment tool enables transparency throughout the process and strengthened follow-up and reporting.</p> <p>ACTION: Concerning the quality control system, the development work will focus on identifying qualitative indicators for various stages the recruitment process. (please see HRS4R action plan 2022-2024)</p> <p>INDICATOR: Set of relevant qualitative indicators will be identified and taken into use.</p>
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6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>Yes completely</i>	<p>Our current policies encourage open recruitment and vacancies 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	<i>Yes completely</i>	<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), extended action in new HRS4R action plan.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of international recruitments in processes where international recruitment is an option. • Number of international applicants

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes completely	Equality and diversity are an integral part of the Finnish society. Recruitment processes are governed 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	<p>Developing work, working conditions and communality as well as well-being at work as a whole is important to the university as an employer, and the workplace well-being survey is an important tool for measuring and developing these issues within UVA (please see complete description Action plan 2022-2024).</p> <p>The instability of employment contracts of researchers has been recognized and monitored. A lot of improvement can already be seen. For instance the tenure track model and the recently reviewed UVA career structure increase stability, predictability and flexibility of researchers' careers.</p> <p>Actions as listed in the new HRS4R action plan:</p> <ul style="list-style-type: none"> • As part of the campus development project, we are modernising workspaces to accommodate new ways of working (e.g. cross-boundary team working). • UVA has initiated a project to provide information about its research infrastructure. The project aims to compile a complete data set about the existing laboratories, software, databases, networks and services including the financial resources needed in supporting the research infrastructure in the future. • The work with the international recruitment process and required support services will continue in the new action plan. Special focus will be placed on services and activities focusing on integration of the international staff members. • Revising guidelines regarding flexible working arrangements and hybrid work will continue.

					<p>Indicators:</p> <ul style="list-style-type: none"> • Trend in the share of applicants from outside the institution. • The regular work well-being survey, results in the sub-area <i>working conditions</i> • In addition, indicators as described in the Action plan 2022-2024
10. Do we have means to monitor whether the most suitable researchers apply?				<i>Yes, substantially</i>	<p>The position description and job ad should clearly describe the tasks and criteria for the position. The applications are evaluated comprehensively based on the applicants' merits in research, teaching, societal impact and activities in the academia.</p> <p>There are specific criteria for various positions at different career stages. The general eligibility requirements for university positions are defined in UVA's regulations and are supplemented by the revised career model for teaching and research staff.</p> <p>The marketing of each position is tailored in order to attract the most suitable researchers (e.g. field specific portals).</p> <p>Depending on the position, the appointment committee or the Dean of each School or the Research Platform director with the support of HR and the on-site HR and Management Services monitor the recruitment processes.</p> <p>Depending on the position, methods such as interviews, external expert assessments and teaching demonstrations are used in the selection process.</p> <p>FURTHER ACTION: Systematically and regularly monitoring how our teaching and research positions attract candidates (quantity and quality) as well as the process as a whole. Please also see point 5 incl indicators.</p>

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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. Templates are available to actors in the recruitment process in the recruitment system. In addition, the Recruitment Team meets up regularly. The guidelines and templates are also a topic recruitment training sessions and a recruitment guide for Managers is available in our Intranet.
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 completely	The job advertisements are in line with the toolkit and the University of Vaasa's regulations and recruitment guidelines. Information on researcher careers, HRS4R and OTM-R policies as well as the Equality and diversity plan are available to applicants on the UVA website: Working at the University University of Vaasa (uwasa.fi) Equality University of Vaasa (uwasa.fi) External information on career development prospects and professional development opportunities will be revised as part of the promotion and implementation of the updated Career model guidelines (please see HRS4R Action plan 2022-2024).
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	All international posts 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 are in use.
15. Do we keep the administrative burden to a minimum for the candidate?	x	x	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 completely	UVA's career model and recruitment guidelines (based on the Universities Act and UVA's regulations) detail the eligibility criteria for each career stage. The criteria and position-specific aspects to be taken into account in the selection process and evaluation may be further specified in position-specific appointment plans approved by the Rector and position descriptions.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	
18. Are the committees sufficiently gender-balanced?		x	x	Yes completely	
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	x	Yes completely	<p>The use of experts is connected to the position to be filled. Depending on the position, either the appointment committee or the dean appoints the experts. The experts are, as a general rule, professors, and their selection will take into account the scientific disciplines represented by the applicants in the field, as well as aspects of equality and impediment.</p> <p>When filling the positions of senior university lecturers, positions in the tenure track, and the positions of professors and research directors, the selection of experts follow the provisions in the university's regulations. The appointment committee, acting on a proposal from the dean responsible, selects two external experts relevant to the position to provide statements. The experts are requested to provide a written assessment of the applicants' scientific qualifications and other merits within two months. The experts are selected so that one of the experts represents the Finnish teaching and research community and the other a high-quality, international teaching and research community on at least a comparable level of the University of Vaasa. The impediment/disqualification of an expert is subject to sections 27–29 of the Finnish</p>

					<p>Administrative Procedure Act (434/2003) and the guidelines of the Appointment Committee of UVA.</p> <p>When filling other positions, independent external or internal experts are used at the discretion of the dean on a case-specific basis, ensuring adequate scientific expertise. Experts in pedagogy can be used to assess teaching skills.</p>
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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 labour 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 HRS4R –action plan. Please see HRS4R action plan.