



Open, Transparent and Merit-Based Recruitment (OTM-R) Policy

At the University of Vaasa, we uphold the principles of open, transparent, and merit-based recruitment (OTM-R) as part of our commitment to the European Charter for Researchers. These principles guide our development efforts within the HR Excellence in Research (HRS4R) programme, which aims to strengthen research institutions by promoting transparent recruitment, supportive working conditions, professional development, and a high-quality research environment.

The University of Vaasa is committed to fostering an inclusive, fair, and equal working community. We promote equality throughout the recruitment process by ensuring equal access to information, consistent application of selection criteria, and transparent, unbiased evaluation practices. Our principles of equality and non-discrimination apply to all applicants at every stage of the recruitment process.

This policy is based on the OTM-R checklist published by the European Commission and is reviewed regularly as part of the University's HR Excellence in Research (HRS4R) process. Through periodic self-assessment, action planning, and progress monitoring, the University continuously develops its recruitment practices in line with the principles of the European Charter for Researchers. For more information about our recruitment practices, the HR Excellence in Research programme, or OTM-R, please see the links below.

1. Advertising and Application Phase

The University's four-stage career model and tenure track system provide transparent career pathways and support long-term professional development through clear expectations and eligibility criteria for different career stages.

All teaching and research positions at the University of Vaasa are filled in accordance with the Finnish Universities Act (558/2009), the University's regulations, and established recruitment guidelines.

Job advertisements are clear, comprehensive, and aligned with these regulations. Each advertisement provides essential information about the role, selection criteria, working conditions, salary, benefits, contract type (fixed-term or permanent), and the expected starting date. Applicants receive instructions for applying and are directed to additional

resources, such as details on the selection process, career paths, and language requirements. Required application attachments are specified in each advertisement.

To support fair and consistent evaluation, applicants are encouraged to prepare their CVs in line with the TENK guidelines ([Finnish National Board on Research Integrity](#)). Links to instructions for CVs, teaching portfolios, and publication lists are provided in each advertisement.

The University seeks to attract a diverse pool of qualified applicants and promotes inclusive recruitment practices. Vacancies are advertised through national and international channels appropriate to the position. Open positions are published on the University's website, internal communication channels, and the [Job Market Finland site](#). International positions are also listed on the [EURAXESS jobs portal](#). Depending on the position, additional academic, field-specific, or social media channels may be used.

Applications are submitted through the University's electronic recruitment system. Clear instructions are available on the University website, and each advertisement includes contact details for both job-related and technical inquiries. Applicants receive an automatic confirmation email and may edit their application until the deadline. Personal data are processed in accordance with applicable data protection legislation and the University's privacy policies. Further information is available in the University's [Data Protection Statement](#) and the recruitment system's [Privacy Policy](#).

Application periods are stated in each job advertisement and are determined according to the nature of the position, while ensuring that applicants have sufficient time to prepare their applications. As a general rule, vacancies for tenure track positions and professorships are advertised for a minimum of 30 days.

The administrative language of the University is Finnish, while Finnish and/or English are used in work and teaching. Language requirements are determined according to the duties of the position and specified in the job advertisement. Depending on the language requirements of the position, job advertisements and application instructions may be provided in English, and application materials may be submitted in English. To support international hires, the University provides relocation and onboarding support and promotes the development of language skills through regular language training for staff.

2. Evaluation and Selection Phase

Once the application period closes, applications are reviewed either by a university-level Appointment Committee (for tenure track and senior academic roles) or by a School-based panel. Evaluation is based on the predefined selection criteria stated in the job advertisement

and includes all submitted application materials. Recruitment panel members and staff involved in recruitment are provided with guidance and support to ensure the consistent application of OTM-R principles and recruitment practices.

The selection phase may include interviews, expert evaluations, aptitude and/or language tests, depending on the requirements of the position. Candidates may also be asked to deliver a teaching demonstration as part of the assessment of teaching competence.

Experts are used where appropriate to assess candidates' scientific competence, merits, and eligibility. Expert impartiality follows the Finnish Administrative Procedure Act (434/2003, sections 27–29) and the University's Appointment Committee guidelines. Experts are typically professors and are selected to reflect relevant disciplines while ensuring fairness and equality. For tenure track, professor, and research director positions, one expert represents the Finnish academic community, and another represents an international academic community at a comparable level.

In addition to meeting general eligibility requirements, such as education and language skills, the evaluation of teaching and research staff considers merits relevant to the career stage. These include research achievements, teaching experience, international cooperation and mobility, contributions to the scientific community, project management and leadership skills, and supervisory experience. Selection is based on a holistic evaluation of each candidate's eligibility and suitability, taking into account both past performance and future potential.

The University applies the same selection criteria and evaluation procedures to all applicants. Internal and external candidates are assessed fairly and consistently based on the requirements and criteria specified in the job advertisement.

The University of Vaasa's Policy on the Responsible Assessment of Research and Researchers establishes shared principles for high-quality, transparent, and equitable evaluation. The policy is guided by the University's commitment to the European Charter for Researchers, the Agreement on Reforming Research Assessment (CoARA), and the Finnish National Recommendation for the Responsible Evaluation of a Researcher. In line with these frameworks, assessment practices emphasize qualitative and context-sensitive evaluation, recognize the diversity of researchers' contributions and career paths, and promote transparency, fairness, and academic excellence.

3. Appointment Phase

Applicants are informed about the progress and outcome of the recruitment process. Candidates selected to proceed to the next stage are contacted by the recruitment panel. Applicants who are not selected for further consideration are informed of their status no later than the conclusion of the process.

Applicants may request feedback on the outcome of the recruitment process. Feedback is provided by the chair of the recruitment panel and is based on the documented evaluation criteria and assessment outcomes.

Information related to recruitment processes is handled in accordance with the Act on the Openness of Government Activities (Julkl 1999/621). As a public-law institution, the University is subject to the principle of openness, and certain recruitment-related information and documents may therefore be public. This may include appointment decisions, information about applicants and parts of application documents. Documents containing assessments of applicants and information concerning an individual's private circumstances may be confidential or subject to redaction in accordance with applicable legislation. The University does not proactively publish information about applicants, but information that is public under the Act is available upon request. More information about the publicity of data is available on the University [website](#).

Employment relationships at the University of Vaasa are governed by Finnish employment legislation and the Collective Agreement for Universities. Appointments typically include a six-month trial period.

The University systematically monitors and develops its recruitment practices using data on applicant numbers, diversity and international participation, as well as feedback from applicants and internal stakeholders involved in the recruitment process.

Useful Links

- [HR Excellence for Researchers](#)
- [Join our community | University of Vaasa](#)
- [Responsible science and research | University of Vaasa](#)
- [Quality Management | University of Vaasa](#)
- [Equality | University of Vaasa](#)
- [Sustainability and responsibility | University of Vaasa](#)