TEMPLATE 3 – OTM-R Checklist

Case number: **2019RS430428**

Name Organisation under review: University of Novi Sad

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OTM-R Checklist

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.

OTM-R checklist for organisations					
	Open	Trans-parent	Merit-based	Answer: ++ Yes, *completely* +/-Yes, *substantially* -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	*Yes*	In Serbian: http://www.uns.ac.rs/index.php/cir/3900-hr-izvrsnost In English: http://www.uns.ac.rs/index.php/en/eng/3598-hr-izvrsnost-en

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	*Yes*	Two bylaws describe recruitment procedures: - The Rulebook on the method and procedure of acquisition of title and employment of the teaching staff of the University of Novi Sad, last updated on 12/07/2018, published at the UNS web site: http://www.uns.ac.rs/index.php/univerzitet/dokumenti/category/35-pravilnici?limit=25&limitstart=0 - The Rulebook regarding minimum requirements for the selection of titles of teacher at the University of Novi Sad, last updated on 09/10/2019, published at the UNS web site: http://www.uns.ac.rs/index.php/univerzitet/dokumenti/category/35-pravilnici?limit=25&limitstart=0
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*Yes, partially*	We had some *ad hoc* training programs which are not regular. There is a wrong supposition that all participants in the process should be aware of OTM-R demands and well informed about the rules and regulations of the faculties and the University.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*Yes, partially*	Announces for recruitment are published in paper or electronic media, not on the web site of the faculty. Euraxess platform rarely used. Positions are usually opened for well-known candidates which faculty wants to employ. Faculty web sites have a lot of information concerning the organization and the functioning of the institution, rules and regulations, university laws...
5. Do we have a quality control system for OTM-R in place?	x	x	x	*Yes, partially*	The Rulebook on quality assurance and self-assessment procedure, last updated on 14/09/2011, published at the UNS web site: http://www.uns.ac.rs/index.php/univerzitet/dokumenti/category/35-pravilnici?limit=25&start=50

Question				Assessment	Remarks
					Quality assurance mostly oriented towards the quality of study programs and teaching and less towards OTM-R.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*Yes, partially*	Existing policies should be improved in line with the EURAXESS obligations. The conditions for employment are not discriminative, but not transparent enough.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*Yes, partially*	This could be improved by introducing obligations to publish on Euraxess portal.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*Yes, partially*	The University of Novi Sad adopted the Rulebook on support methods of University of Novi Sad students from sensitive groups, last updated on 16/04/2015, published at the UNS web site: http://www.uns.ac.rs/index.php/univerzitet/dokumenti/category/35-pravilnici?limit=25&start=25
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*Yes, partially*	University of Novi Sad and its Faculties and Institutes put their best efforts to provide attractive working conditions.
10. Do we have means to monitor whether the most suitable researchers apply?				Yes substantially	All information and documents on the process of selection is publicly available on University's Faculties and Institutes web sites.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes substantially	The Rulebook on the method and procedure of acquisition of title and employment of the teaching staff of the University of Novi Sad defines the structure of the job advertment.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		*No*	--
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*No*	--
14. Do we make use of other job advertising tools?	x	x		Yes partially	Job advertisements are published in the local newspaper.
15. Do we keep the administrative burden to a minimum for the candidate?	x			*No*	--

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	Yes completely	The rules for appointment of the selection committees are written in the Rulebook on the method and procedure of acquisition of title and employment of the teaching staff of the University of Novi Sad, last updated on 12/07/2018: http://www.uns.ac.rs/index.php/univerzitet/dokumenti/category/35-pravilnici?limit=25&limitstart=0
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	The rules for appointment of the selection committees are written in the Rulebook on the method and procedure of acquisition of title and employment of the teaching staff of the University of Novi Sad, last updated on 12/07/2018: http://www.uns.ac.rs/index.php/univerzitet/dokumenti/category/35-pravilnici?limit=25&limitstart=0
18. Are the committees sufficiently gender-balanced?		x	x	Yes substantially	Committees are substantially gender-balanced.
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	The criteria for selection of the applicants are written in the Rulebook regarding minimum requirements for the selection of titles of teacher at the University of Novi Sad, last updated on 09/10/2019, published at the UNS web site: http://www.uns.ac.rs/index.php/univerzitet/dokumenti/category/35-pravilnici?limit=25&limitstart=0
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completely	All decisions and associated documents related to the process of selection are publicly available.
21. Do we provide adequate feedback to interviewees?		x		*Yes*	All the candidates for scientific positions receive the information if they fulfill demanded criteria. Those who fulfill criteria are thoroughly analyzed and the reports are published on the web site of the faculty. After the publication of reports candidates have one month to send their complaints.

22. Do we have an appropriate complaints mechanism in place?		x		Yes substantially	The complaints mechanism are described in the Rulebook on the method and procedure of acquisition of title and employment of the teaching staff of the University of Novi Sad, last updated on 12/07/2018: http://www.uns.ac.rs/index.php/univerzitet/dokumenti/category/35-pravilnici?limit=25&limitstart=0
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	--