

Checklist for INSTITUTE FOR POPULATION AND HUMAN STUDIES - BAS

OTM-R system

| Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list¹ | | | | | |
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| <i>OTM-R checklist for organisations</i> | | | | | |
| | Open | Trans- parent | Merit- based | Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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, <i>completely</i> | http://www.iphs.eu/n/nachalo/hr-logo.html http://www.iphs.eu/n/en/nachalo-2/hr-logo.html |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | X | -/+ Yes, <i>partially</i> | http://www.iphs.eu/n/nachalo/administrativni-dokumeni.html Rules on the conditions and procedures for holding academic positions in IPHS http://www.iphs.eu/n/images/stories/venera/VP_A_UAD_DLAG.pdf Rules on procedures of the scientific juries for holding academic positions in IPHS. They are on the IPHS' site. http://www.iphs.eu/n/images/stories/venera/PRAVI_LNIK_NG.pdf |

¹ <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

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| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | X | <i>-/+ Yes, partially</i> | <p>- There are no special training programmes for OTM-R until now</p> <p>- The staff has knowledge of the main principles in the area of OTM-R which are embedded in related legislation and the IPHS' regulations. Additionally, personal consultations are provided by the HR officer</p> |
| 4. Do we make (sufficient) use of e-recruitment tools? | x | x | | <i>++ Yes, completely</i> | <p>Vacancies for research jobs, including recruitment procedures are published in the State Gazette and on the IPHS' site : http://www.iphs.eu/n/konkursi/2013-05-07-08-51-53.html</p> <p>Archive of the Scientific Juries selection procedures for academic jobs and research staff recruitment is on the IPHS' site : http://www.iphs.eu/n/2013-05-07-14-16-36/2013-05-07-14-23-06.html</p> |
| 5. Do we have a quality control system for OTM-R in place? | x | x | X | <i>++ Yes, completely</i> | <p>Documents submitted to selection procedures are checked by Commission which includes head of the department, scientific secretary and HR officer; Candidates for research jobs are evaluated by the scientific juri. Its members are appointed for each selection procedure. Each member of the scientific juri submits an evaluation review of an applicant for Associate Professor or Full Professor position. Candidates for Assistant Professorship pass an exam. Record with juri's members' votes is provided for each selection procedure http://www.iphs.eu/n/2013-05-07-14-16-36/2013-05-07-14-23-06.html</p> <p>The information about each selection procedure is sent to the Center of information and documentation at the Ministry of Education and Science, which provides control on a national level</p> |

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| | | | | | http://nacid.bg/bg/dissertations/ |
| 6. Does our current OTM-R policy encourage external candidates to apply? | x | x | X | +/-Yes, substantially | The IPHS publish all vacancies for academic jobs on its website in a section 'Competitions' http://www.iphs.eu/n/konkursi/2013-05-07-08-51-53.html The procedures are open to candidates outside of the IPHS as well. 8 appointed researchers of the all research staff (42) come from outside the IPHS. |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | -/+ Yes, partially | Although information about vacancies is public and relevant for researchers from abroad, there are no applicants from abroad so far. The main reason is low remuneration compared to payment for academic positions in the other countries. |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | ++ Yes, completely | The share of women candidates as well as the share of employed women is substantially higher compared to men's share. The IPHS' policies encourage gender equality. The IPHS has prepared internal regulations for implementing the law against discrimination and for providing equal opportunities and gender equality http://www.iphs.eu/n/images/stories/venera/Diskriminacia.pdf |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | ++ Yes, completely | All vacancies for academic positions are announced on the IPHS' website. The scientific juri evaluate candidates according to their assets despite whether they come from the IPHS or from outside. 50% of all applicants are from outside the IPHS |
| 10. Do we have means to monitor whether the most suitable researchers apply? | | | | +/-Yes, substantially | Selection and evaluation of the job applicants is made by scientific juri. The scientific juri includes seven members, 50% of them from IPHS and 50% from the external institutions – universities or BAS' |

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| | | | | | institutions. There is archive with documentation of all procedures for academic positions at the IPHS: http://www.iphs.eu/n/2013-05-07-14-16-36/2013-05-07-14-23-06.html |
| Advertising and application phase | | | | | |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x | | +/-Yes, substantially | The guidelines are in line with the Law of Development of Academic Staff in Bulgaria and with the IPHS' internal regulation on conditions and procedures of holding academic positions http://www.iphs.eu/n/2013-05-07-14-16-36.html |
| 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) of the OTM-R expert report ²] | x | x | | +/-Yes, substantially | Job advertisements include 7 elements of the section 4.4.1. of the REPORT of the WORKING GROUP of the STEERING GROUP OF HUMAN RESOURCES MANAGEMENT under the EUROPEAN RESEARCH AREA on Open, Transparent and Merit-based Recruitment of Researchers |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x | | -- No | No, we don't post job adverts on EURAXESS because we think these jobs would not be attractive for applicants from abroad because of the low payment |
| 14. Do we make use of other job advertising tools? | x | x | | -- No | We have plans for job adverts posting in EURAXESS next years |
| 15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) ⁴⁵] | x | | | ++ Yes, completely | The applicants should keep their applications in line with the Law of Development of Academic Staff in Bulgaria and with the IPHS' internal regulation on conditions of holding academic position |
| Selection and evaluation phase | | | | | |
| 16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a) ⁴⁵] | | x | x | ++ Yes, completely | Yes, in line with the Law of Development of Academic Staff in Bulgaria the selection committee (juri) for Assistant Professor includes 5 members both from the IPHS and from external institutions; the selection committee for Associate or Full Professor includes 7 members both from the IPHS and from external institutions |

² <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

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| 17. Do we have clear rules concerning the composition of selection committees? | | x | x | ++ Yes, completely | Written guidelines in line with the Law of Development of Academic Staff in Bulgaria and with the IPHS' internal regulation on conditions of holding academic positions |
| 18. Are the committees sufficiently gender-balanced? | | x | x | ++ Yes, completely | Members of the selection committees are appointed according to their academic positions and the area of competences. Gender balance is also taken into consideration when possible. |
| 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 | There are written guidelines about the working rules of selection committees published on the IPHS website. http://www.iphs.eu/n/images/stories/venera/PRAVILNIK_NG.pdf |
| Appointment phase | | | | | |
| 20. Do we inform all applicants at the end of the selection process? | | x | | ++ Yes, completely | In line with the Law of Development of Academic Staff in Bulgaria, all applicants are informed whether they are approved or not approved to start the procedure. At the end of the procedure all candidates both successful ones and those who are not approved or do not pass exams are informed by a letter. |
| 21. Do we provide adequate feedback to interviewees? | | x | | ++ Yes, completely | Yes, by phone calls, emails or letters |
| 22. Do we have an appropriate complaints mechanism in place? | | x | | ++ Yes, completely | Yes, every applicant can submit written complaint and it is considered by the Scientific Council. There are no complaints so far. |
| Overall assessment | | | | | |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | -+ Partially | We do not have a specific system to assess OTM-R, but through other documents like HRS4R, Action Plans, regulations, etc .we can exercise control |