

# Open, Transparent and Merit-based Recruitment of Researchers

## OTM-R

### Checklist for Institutions

	Open	Transparent	Merit- based	Answer: Yes completely/Yes substantially/ Yes partially/No	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	<b>Yes completely</b>	<a href="https://www.vfu.bg/the-university/hr-excellence-in-research-logo-2.html">https://www.vfu.bg/the-university/hr-excellence-in-research-logo-2.html</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<b>Yes completely</b>	Selection criteria for recruitment are described in: - <b>Ordinance #3</b> for Academic Staff. Date of latest update – 19.09.2013. Currently - in process of actualization. - <b>Ordinance #12</b> for acquiring of scientific and education degree “Doctor”, and scientific degree “Doctor of Science”. Date of latest update – 13.05.2016. Currently - in process of actualization.

<p>3. Is everyone involved in the process sufficiently trained in the area of OTM-R?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p><b>Yes completely</b></p>	<p>The staff of “Human Resources” Department and the leadership of the university (President, Vice-Presidents, Rector, Vice-Rectors), Deans and Heads of Departments, are involved in the recruitment procedure and regularly update their information about requirements. Information about the changes in the national labour legislation is received monthly through the specialized magazines. Every one, who is involved in the recruitment process, is become acquainted with them. The staff of the “Human Resources” Department periodically participates in regional and national seminars with topics the changes in the national labour legislation.</p>
<p>4. Do we make (sufficient) use of e-recruitment tools?</p>	<p>x</p>	<p>x</p>		<p><b>Yes substantially</b></p>	<p>According to the Bulgarian legislation, all candidates have to submit his/her documents personal, because original documents are always required to be presented. On-line advertising of each competition for academic positions and for PhD- students positions (only in Bulgarian). <a href="http://www.vfu.bg/prepodavateli/konkursi/">http://www.vfu.bg/prepodavateli/konkursi/</a> <a href="http://www.vfu.bg/doktoranti/konkursi/">http://www.vfu.bg/doktoranti/konkursi/</a> <a href="http://dv.parliament.bg/DVWeb/index.faces">http://dv.parliament.bg/DVWeb/index.faces</a></p>

5. Do we have a quality control system for OTM-R in place?	x	x	x	<b>Yes completely</b>	Two-level system: <b>1. Internal level</b> – the quality control is on three stages: 1.1. Commission for Development of the Academic Staff; 1.2. Scientific Juries include internal and external for VFU members. 1.3. Internal Audits, based on the university’s Quality Management System. <b>2. External level</b> – two independent quality controls: 2.1 External Audits, based on the ISO 9001:2015; 2.2. National Accreditation – institutional and on professional fields and doctoral programs - based on the Bulgarian legislation.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>Yes completely</b>	There are no restrictions for external candidates. As a proof is the increased number of out-side the university candidates for PhD and DSc.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>Yes completely</b>	There are no restrictions for international researchers. As a proof is the increased number of candidates for PhD and DSc from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>Yes completely</b>	There are no restrictions for candidates from underrepresented groups. The women and people from disadvantaged groups are not limited to apply and after selection to work in VFU. The national requirements for a minimum percent of recruited disabled workers are met.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<b>Yes substantially</b>	As a proof is the increased number of out-side the university candidates for PhD and DSc. Several foreign professors are recruited as consultants at the Institute for PhD students’ training at VFU.

10. Do we have means to monitor whether the most suitable researchers apply?				<b>Yes substantially</b>	1. Meeting the minimum requirements, laid down in the Law for Academic Staff Development in Republic of Bulgaria and in <b>Ordinance #3</b> for Academic Staff at VFU; 2. Feedback from previous employers, colleagues' opinion, list of publications, etc.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<b>Yes completely</b>	Advertising in <i>State Gazette</i> and on the <i>VFU's site</i> is according approved forms.
Do we include in the job advertisement 12. references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		<b>Yes substantially</b>	The information putted in the job advertisements for academic and research positions is according the Law for Academic Staff Development in Republic of Bulgaria and the university's ordinances. It includes information about: <input type="checkbox"/> organisation and recruiting unit; <input type="checkbox"/> job title and starting date; <input type="checkbox"/> number of available positions; <input type="checkbox"/> deadline, which is two months from the publication date; <input type="checkbox"/> contact details. More detailed information is not published, because the requirements for academic and research positions in Bulgaria are uniform and are described in the Law for Academic Staff Development in Republic of Bulgaria. If the candidate would like to receive more deeply information, he/she should contact to the contact person from VFU.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>No</b>	Till now the EURAXESS portal is not used for publication of advertisings.
14. Do we make use of other job advertising tools?	x	x		<b>No</b>	All used instruments are according the national legislation.

15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			<b>Yes completely</b>	There is a published list of documents needed to be prepared by the candidate at applying for current position. <a href="https://www.vfu.bg/phd/admission-of-international-students-2.html">https://www.vfu.bg/phd/admission-of-international-students-2.html</a> <a href="https://www.vfu.bg/the-university/hr-excellence-in-research-logo-2.html">https://www.vfu.bg/the-university/hr-excellence-in-research-logo-2.html</a>
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	<b>Yes completely</b>	The selection committee's composition is described in the Law for Academic Staff Development in Republic of Bulgaria, in <b>Ordinance #3</b> for Academic Staff at VFU and in <b>Ordinance #12</b> for acquiring of scientific and education degree "Doctor", and scientific degree "Doctor of Science".
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>Yes completely</b>	The selection committee's composition is described in Law for Academic Staff Development in Republic of Bulgaria, in <b>Ordinance #3</b> for Academic Staff at VFU and in <b>Ordinance #12</b> for acquiring of scientific and education degree "Doctor", and scientific degree "Doctor of Science".
18. Are the committees sufficiently gender-balanced?		x	x	<b>Yes completely</b>	The selection committee's composition is described in Law for Academic Staff Development in Republic of Bulgaria, in <b>Ordinance #3</b> for Academic Staff at VFU and in <b>Ordinance #12</b> for acquiring of scientific and education degree "Doctor", and scientific degree "Doctor of Science". The main criterion is the competence of jury but not gender balance. But, it is a university policy to follow the principle of gender balance. In this regard, the committee's are gender balanced - not less than one third of one gender in the committee.

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	<b>Yes completely</b>	The selection procedure and selection criteria are described in the Law for Academic Staff Development in Republic of Bulgaria, in <b>Ordinance #3</b> for Academic Staff and in <b>Ordinance #12</b> for acquiring of scientific and education degree "Doctor", and scientific degree "Doctor of Science".
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<b>Yes completely</b>	It is a mandatory part of the procedure. It is laid down in Ordinance <b>#3</b> for Academic Staff and in <b>Ordinance #12</b> for acquiring of scientific and education degree "Doctor", and scientific degree "Doctor of Science".
21. Do we provide adequate feedback to interviewees?		x		<b>Yes completely</b>	Yes, when the candidate requires it.
22. Do we have an appropriate complaints mechanism in place?		x		<b>Yes completely</b>	It is a mandatory part of the procedure. It is laid down in Ordinance <b>#3</b> for Academic Staff and in <b>Ordinance #12</b> for acquiring of scientific and education degree "Doctor", and scientific degree "Doctor of Science".
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>No</b>	Till now we have not such system. It will be developed and implemented in the new period till 2020.