



**INSTYTUT CHEMII BIOORGANICZNEJ**  
Polskiej Akademii Nauk

# **OTM-R Policy**

(Open, Transparent and Merit-based Recruitment Policy)

**Open, transparent and merit-based principles of the  
process of recruiting  
researchers and doctoral students**



HR EXCELLENCE IN RESEARCH

Poznań, March 2021

# Introduction

---

Since 2016, the Institute of Bioorganic Chemistry of the Polish Academy of Sciences (PAS) has the right to use the HR Excellence in Research distinction.

This prestigious distinction, awarded by the European Commission, confirms the Institute's efforts to provide researchers with the best working conditions and conduct the recruitment process in accordance with the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

According to the standards set by the European Commission, research units should ensure clear and transparent procedures for the recruitment of researchers. This document meets these assumptions by being not only an element of the Institute's HR strategy, but also a framework for maintaining and improving open, effective and transparent recruitment procedures.

The overriding goal of the OTM-R policy at the Institute of Bioorganic Chemistry of the Polish Academy of Sciences is to base the recruitment process on the principles of equal opportunities, treatment and access for all candidates (including internal ones) and to select the best researcher for the offered position in an open and competitive recruitment.

As indicated in the report of the Steering Group for Human Resource Management in the European Research Area (ERA)<sup>1</sup>, the OTM-R policy increases the attractiveness of a research career, supports mobility and the development of international cooperation, and ultimately also the quality of research. The lack of open recruitment is considered to be a factor that hinders the full use of the ERA potential.

This document is consistent and complementary to other internal regulations of the Institute, in particular with the rules of competitions for the position of researchers and the rules of recruitment to the Poznań Doctoral School of Institutes of the Polish Academy of Sciences.

The OTM-R policy and recruitment procedures at the Institute will be regularly reviewed, also with the use of the OTM-R Checklist for institutions<sup>2</sup>, and if necessary, adjusted accordingly to improve their transparency and usability.

This document has been developed with the full involvement of all members of the working group for the implementation of the HR Excellence in Research policy at the Institute of Bioorganic Chemistry of the Polish Academy of Sciences, established by the Director in April 2016.

---

<sup>1</sup> Report of the ERA-SGHRM Working Group on Open, Transparent and Merit-based Recruitment of Researchers (OTM-R), 2015

<sup>2</sup> [https://cdn5.euraxess.org/sites/default/files/policy\\_library/otm-r-checklist.pdf](https://cdn5.euraxess.org/sites/default/files/policy_library/otm-r-checklist.pdf)

# General recruitment principles

---

Recruitment at the Institute of Bioorganic Chemistry of the Polish Academy of Sciences is open, transparent and effective, without unnecessary administrative or bureaucratic burden for candidates<sup>3</sup>. The recruitment process is conducted in accordance with applicable legal regulations in this regard and in accordance with the general principles and requirements set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

Employment of researchers at various stages of their professional career (R1-R4)<sup>4</sup> takes place by way of a competition.

The Institute of Bioorganic Chemistry of the Polish Academy of Sciences provides all candidates with equal opportunities, treatment and access without discrimination on the basis of gender, race, colour, ethnic or social origin, genetic features, language, religion or beliefs, political or other convictions, membership of a national minority, property, birth, disability, age or sexual orientation. The Institute also makes every effort to attract talented candidates from abroad, through, among others, implementation of the project under the Programme of the National Agency for Academic Exchange "Welcome to Poland", the aim of which is to increase competences and prepare a comprehensive service and support offer for international staff.

The stages of the recruitment process include:

- competition announcement and applications,
- selection and evaluation of candidates,
- candidate selection<sup>5</sup>.

## Competition announcement and applications

---

The proper recruitment process at the Institute of Bioorganic Chemistry of the Polish Academy of Sciences is preceded by an introductory stage, conducted at the level of a given organizational unit (research facility or specialist laboratory), which consists of diagnosis and identification of staffing needs and determination of requirements for the candidate (the so-called candidate profile).

The competition announcement should contain a detailed description of the required knowledge and qualifications and should not contain unnecessary or excessive qualification requirements. The structure of the advertisement should include at least the following elements: the name of the position, scope of duties, candidate profile, description of the recruitment stages and terms of employment, including deadlines for submitting documents and

---

<sup>3</sup> For example, the minimum scope of required application documents, no need to translate documents in English, online application.

<sup>4</sup> First Stage Researcher (R1), Recognised Researcher (R2), Established Researcher (R3) and Leading Researcher (R4).

<sup>5</sup> Candidate means a person (female or male).

adjudication of the competition, and the expected date of employment. The advertisement should use gender-neutral and inclusive language, which will reduce gender stereotypes and contribute to the achievement of gender equality, and include an information clause regarding the protection of personal data.

Candidates should be informed in advance about the recruitment process and the selection criteria, the number of available positions and career development prospects.

The competition announcement should be made in two language versions - Polish and English.

In order to avoid discrimination of candidates on the basis of geographic location or financial resources, recruitment is carried out using an online recruiting system (eRecruiter), which enables the management of the recruitment process and the candidate database.

Competition announcements should be published at least in the EURAXESS database of the European Commission, on the Institute's website ("Career" tab, Polish and English version) and in the database of job offers maintained by the Ministry of Education and Science, and if necessary (employment under a research project) also on the website of the relevant financing entity.

The time given for submitting documents by candidates, specified in the competition announcement, may not be less than 30 days.

## Selection and evaluation of candidates

---

Candidates are selected and assessed by at least a three-person competition committee appointed by the Director of the Institute, or in the case of doctoral students - by the coordinator of a given scientific discipline.

The competition committee should be composed of people with appropriate experience to evaluate the candidates and, if possible, representing a wide variety of qualifications, and should be gender balanced (maximum 2/3 panel members may be of the same gender). Members of the competition committee should be trained in the protection of personal data and have the relevant authorization of the Director of the Institute to process such data.

Members of the competition committee and other persons participating in the recruitment process are required to comply with the principles set out in the OTM-R policy and the provisions on the protection of personal data, confidentiality and non-disclosure of information obtained in the course of the committee's work.

All applicants have equal opportunities when their knowledge, skills and potential are evaluated. The entire range of experience of the candidates should be taken into account in the selection and evaluation process of applicants. In addition to assessing their overall potential as researchers, their creativity and level of independence should also be considered. This means that merit should be assessed both qualitatively and quantitatively, focusing not only on the number of publications, but also on outstanding results achieved through a diverse research career (including an international portfolio). As a result, the significance of bibliometric indicators should be properly balanced against a wider range of evaluation criteria, e.g. teaching, tutoring, teamwork, knowledge transfer, research management, and innovation and awareness-raising activities in society. For candidates with experience in the industrial sector, particular attention should be paid to their contribution to patents, developments or inventions.

Breaks in the course of research or deviations from the chronological order of the CV should be viewed as a career evolution. Therefore, applicants should be allowed to submit evidence-based CVs which reflect a representative range of achievements and qualifications relevant to the position being applied for.

Any mobility experience (e.g. stay in another country or research setting), or change of discipline or sector as part of initial science training or at a later stage in a research career, or experience in the field of virtual mobility should be seen as a valuable contribution to a researcher's professional development.

The required level of qualifications should correspond to the needs of the position offered and should not constitute a barrier to employment. In recognizing and assessing qualifications, the focus should be more on assessing the candidate's accomplishments than his/her circumstances or the reputation he/she has acquired in the institutions where the qualifications were obtained. As professional qualifications can be acquired at an early stage of a long research career, the course of lifelong professional development should also be recognized.

## Candidate selection

---

The results of the evaluation and selection of candidates as well as the recommendation regarding the employment of the best candidate are presented by the competition committee to the Director of the Institute in the form of a protocol.

The Director of the Institute announces the results of the competition no later than fifteen days from the moment the candidate is selected by the competition committee or after the results are approved by the Scientific Council (in the case of professor and professor of the Institute). The results are announced by publishing information on the Institute's website ("Career" tab, Polish and English versions).

Upon completion of the recruitment process, candidates should be notified about the strengths and weaknesses of their application. Candidates who believe that they have been treated unfairly or inappropriately in the recruitment process may file a complaint with the Director of the Institute. They also have the option of reporting any possible irregularities at any stage of the selection process.