

TEMPLATE 3 – OTM-R Checklist

Case number: **2025BA19082**
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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.

<i>OTM-R checklist for organizations</i>					
	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	++	The UNIBL website provides the Rulebook on election to scientific-teaching titles, artistic-teaching titles and assistant positions at the University of Banja Luka, Rules on Procedure and Conditions for election to scientific and research titles and Rulebook on internal organization and systematization of work posts at the University , which are available online in the Serbian language.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	The Rulebook on election to scientific-teaching titles, artistic-teaching titles, and assistant positions at the University of Banja Luka defines in detail the procedure of election of academic staff. Election to scientific titles is regulated by the Rules on Procedure and Conditions for election to scientific and research titles . Creation of a Guidelines will be included into the Action Plan.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	The Commission for the evaluation of candidates is appointed by the NNV/NUV of the faculty upon the proposal by a particular Cathedra. The Commission is competent for the candidate's field of election. During the evaluation, the Commission is guided by general and special conditions outlined in the Vacancy and by the Rules on Procedure and Conditions for election of teachers and associates at the University . For any possible doubts about the articles of the Rules on Procedure, the Commission consults the Secretary of the Faculty. Each member of the Commission is entitled to a separated opinion. The Scientific Field Councils that are managed by the Vice-Rectors, provide opinion on the Commission's report about the applied candidates, in line with the Rulebook on Scientific Field Councils at the University of Banja Luka . The position(s) of the Council(s) is/are submitted to the Senate for final consideration.

4. Do we make (sufficient) use of e-recruitment tools?	x	x		--	The University still has not established a system of eEmployment.
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	The Commission's report is publicly announced on the University Website . After the public exposure, the report is considered and adopted by the NNV/NUV of the faculty, and transferred to the Office for technical support in the Rectorate. The competent Scientific Field Council provides its opinion on the report, and it is then forwarded to the Senate for consideration and adoption.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	All vacancy notices are public, transparent, and, along with internal candidates, candidates from outside the university system apply as well. All candidates are scored in accordance with the Rules on Procedure and Conditions for election of teachers and assistants at the University . Publishing vacancies by means of relevant national and international channels, clearly defined conditions and criteria of election, and application of the equal opportunity principle, encourage applications by candidates outside the university system.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-+	The condition researchers must fulfil in order to apply to a UNIBL vacancy is the BiH citizenship. Thus, all researchers from foreign countries are disabled from applying when it comes to formal employment. However, the foreign researchers are attracted to the University of Banja Luka by other mechanisms, such as mobility programs, international scientific research projects, guest lecturing.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+-	Employment policy promotes transparent and just employment procedures, equal opportunities, professional development, and institutional support to researchers, which contribute to the development of a beneficial working environment and strengthening of the University's attractiveness as a desirable place for scientific research activity. The Employment policy is attractive in the sense of working conditions, where the researchers have freedom, access to laboratories, possibility of professional development, participation in training and seminars, possibility of an exchange, possibility to take a gap year, etc.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+-	The Senate of the University adopts the annual plan of election to titles, as an internal document, which is sent to the competent Ministry.

10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	-+	The election Commission selects the best candidates applying to a vacancy, in accordance with the Rules on Procedure and Conditions for election of teachers and assistants at the University .
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	++	All vacancies are published on the University portal and in public media (daily newspapers). Vacancies are published in English on EURAXESS portal.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	Institutional acts prescribe detailed rules for the obligatory elements of a vacancy notice. Vacancy notices are standardized, displaying specific scientific fields for election, work posts, and the type of contract that will be signed with successful candidates, place of work, and necessary documents to apply. All other particularities are available on the University website .
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	++	All vacancies for researcher positions are published on the EURAXESS portal.
14. Do we make use of other job advertising tools?	x	x	x	++	Besides publishing vacancies in public media, on the University website , and on the EURAXESS platform, the vacancies are also published by The Republic of Srpska Employment Bureau .
15. Do we keep the administrative burden to a minimum for the candidate?	x			-+	In line with the Vacancy conditions, the candidates submit the necessary documents and present them as evidence of complying with the vacancy. However, candidates who advance in titles through the application eEmployees, list their scientific achievements, publications, projects they participate in, thus they are less burdened (administratively) through this internal platform during applying to a vacancy notice.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	Rules for composing a Commission that will evaluate the candidates are clear and transparent. Commission members must bear the same or higher title than the title of a candidate being elected. At least one member of the Commission must be from another institution.

					<p>At least one member of the Commission must be from the same narrow specific scientific/art field the vacancy is issued for, all members of the Commission must be from the same scientific/art field.</p> <p>The Commission is proposed by a Cathedra of the field the vacancy is issued for, while the members of the Commission are confirmed by the NNV/NUV of the faculty.</p>
17. Do we have clear rules concerning the composition of selection committees?				++	The rules are clearly formulated, bearing in mind they are based on well-known demands and are regularly applied within the national legislation.
18. Are the committees sufficiently gender-balanced?		x	x	+-	The University pays attention to gender balance in all its activities. When forming a commission, the first criterion is the appropriate competence of commission members, and the fulfillment of legally prescribed conditions for it. The University has adopted the Action plan of gender equality , and thus far the University has not received any complaint about the composition of a commission in view of gender equality.
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	++	The Commission for election is guided by the Rules on conditions for election to scientific-teaching and artistic-teaching titles and assistant positions ("The Republic of Srpska Official Gazette no.:69/23 and 53/24) of the competent Ministry, and the Rules on Procedure and Conditions for election to scientific and research titles that clearly define the manner of scoring of the submitted material (documents etc.).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	++	The report of the election Commission, along with its final opinion, is presented to the public after completing the election procedure at a faculty. The report is published on the website of the University of Banja Luka, with a deadline for an appeal. All applicants then receive a written notice of the results of the election procedure, to which they can also appeal.
21. Do we provide adequate feedback to interviewees?	x			++	Besides the final opinion of the Commission on the scoring of all applying candidates, which is published on the University website, the selected candidates also receive a Senate decision in writing. Candidates who were not selected receive information about the election procedure results from the involved faculty.

22. Do we have an appropriate complaints mechanism in place?	x	x	x	++	The University has an established complaint mechanism in accordance with the Rules on Procedure and Conditions for the election of teachers and associates at the University .
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				++	The University has mechanisms for monitoring the election to titles procedures by the Office for Human and Material Resources, Rectorate support services, and the University NNV/NUB councils. At the end of the process, the Senate is the last instance in decision-making.