

OTM-R Checklist

Case number:

Name Organisation under review: University of Banja Luka

Organisation's contact details: University City,

Bulevar vojvode Petra Bojovića 1A,

78 000 Banja Luka

Bosnia and Herzegovina

Phone: +387 51 321 172

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement by responding in the "Answer" column: **++Yes completely** / **+ Yes substantially** / **-+ Yes partially** / **-- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.

The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.

For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / -+ Yes partially / -- no)	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	https://unibl.org/uploads/files/strane/zakoni_i_interni_propisi/2017/Pravilnici/4.Pravilnik_o_postupku_i_uslovima_izbora_nastavnika_i_saradnika_na_Univerzitetu.pdf The Rulebook is available in the local language and in English. The new Law on Higher Education has envisaged the adoption of the new Rulebook, which was published in February 2022, and which is expected to be expanded by the end of 2022, when the University Rulebook will be harmonized with the same.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	https://unibl.org/uploads/files/strane/zakoni_i_interni_propisi/2017/Pravilnici/4.Pravilnik_o_postupku_i_uslovima_izbora_nastavnika_i_saradnika_na_Univerzitetu.pdf Yes, the Rulebook itself defines in detail the process of selecting academic staff. The acts of the University also prescribe the steps for appeal and review of decisions made in the selection process.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+-	The Committee, which evaluates the candidates, is formed by the Academic Council of the respective faculty at the proposal of the Department and is the most competent in the scientific field, that is, the area to which the candidate is selected. When evaluating candidates, the Committee is guided by the general and special conditions of the vacancy, as well as the conditions for appointment to positions/titles prescribed by the Rulebook on the Procedure and Conditions for the Selection of Professors and Teaching Assistants at the University. For any doubts related to the articles of the Rulebook, the Committee consults the secretary of the respective faculty. In addition, each member of the selection committee has the right to a dissenting opinion. At the University, we do not have an established system of training selection committees. All reports for the appointment to a particular academic title, after they are submitted by the faculty, are administratively reviewed by the relevant Rectorate units, before being forwarded to the Senate for consideration and decision. Indicator: annual reports on appointment to an academic title

Do we make (sufficient) use of e-recruitment tools?	x	x		--	The University has not established an e-recruitment system.
Do we have a quality control system for OTM-R in place?	x	x	x	++	After the Committee submits the report, it is adopted by the Academic Council of the respective faculty, after which it is sent to the Rectorate units. The Rectorate units check whether all conditions have been fulfilled, review the vacancy material and report to the University Management Board about the fulfilment/non-fulfilment of the conditions. Thereafter, the material is discussed at the Senate meeting, which gives / does not give consent to the report.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	All vacancies are public, transparent, and in addition to internal candidates, external candidates also apply, but exclusively citizens of Bosnia and Herzegovina (which is a requirement prescribed by law). All candidates are scored in accordance with the Rulebook on the Procedure and Conditions of the Selection, after which the Committee makes a proposal for the best candidate. Indicator: annual reports on appointment to an academic title
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	--	Unfortunately, the first and basic condition that researchers must fulfill in order to apply for the University vacancy is to be a citizen of Bosnia and Herzegovina. This means that all other researchers from abroad are prevented from applying for the vacancies. In addition, one of the very important factors for the application of foreign researchers is the amount of fee, which in BH is extremely low compared to other countries, so there is no inflow of applications from researchers from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	--	The Recruitment Policy, i.e., the Rulebook on the Procedure and Conditions of the Selection, does not provide for additional scoring of candidates belonging to minority groups. Scoring is applied equally to all registered candidates/applicants.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+-	The current recruitment policy is attractive in terms of working conditions, where researchers have freedom, access to laboratories, the possibility of personal development, attending trainings and seminars, the possibility of exchange, taking a free study year, etc. The problem most often cited by researchers is the teaching load.
Do we have means to monitor whether the				--	The University does not have such a system in place.

most suitable researchers apply?					
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	All vacancies are published on the University's website, on the website of the National Employment Service, in public media (daily newspapers) on behalf of the University and the National Employment Service. Most of the vacancies are published in English on the EURAXESS portal.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-+	Vacancies are standardized, where the narrower scientific fields for which candidates are selected, jobs, the type of contract that will be concluded with the selected candidates, the place of work, as well as the documentation required for applying for the vacancy, are presented. All other details are available on the University's website.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	Most of the vacancies are published on the EURAXESS portal. There is room for improvement in this segment.
Do we make use of other job advertising tools?	x	x			In addition to the publication of vacancies in public media, on the University's website and through the EURAXESS platform, job vacancies are also published through the Employment Office of the Republic of Srpska.
Do we keep the administrative burden to a minimum for the candidate?	x			-+	Candidates are administratively burdened because they have to submit all the printed documentation that they attach as evidence as set out in the vacancy. All data on candidates, diplomas must be either original documents or certified copies.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++	The rules for the appointment of the selection committee that will evaluate the candidates are clear and transparent: Members of the committee must have the same or higher title than the candidate being selected;

					<p>At least one member of the committee must be employed at another higher education institution;</p> <p>At least one member of the committee should belong to the same narrow scientific/artistic field for which the vacancy is announced, all members should belong to the same scientific/artistic field.</p> <p>The committee is proposed by the department from the field for which the vacancy is announced, while the members of the committee are appointed by the Academic Council of the respective faculty.</p>
Are the committees sufficiently gender-balanced?		x	x	+/-	Although there is no written rule, when selecting committee members, gender balance is always taken into account. Naturally, this also depends on the scientific field, where there are traditionally more male researchers, and therefore that gender dominates the selection committees. So far, the University has not had any complaints on the composition of the committee in view of gender equality.
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 selection committee must be guided by the procedure and conditions prescribed by the Rulebook on the Procedure and Conditions for the Selection of Professors and Teaching Assistants at the University, which clearly specifies the scoring methods for the submitted material.
Appointment phase					
Do we inform all applicants at the end of the selection process	x			++	The report of the selection committee, together with the final opinion, is made available to the public after the completion of the selection process at the respective Faculty. The report is published on the website of the University of Banja Luka, along with a deadline for submissions. After that, all applicants receive the Senate's decision in writing, to which they have the right to appeal.
Do we provide adequate feedback to interviewees?	x			++	In addition to the final opinion of the committee, which contains information on the scoring of all applicants, which is officially published on the University's website, the participants also receive the decisions of the Senate in writing.
Do we have an appropriate complaints mechanism in place?	x			++	The selection procedure has envisaged the right to appeal the committee's report, as well as the Senate's decision, within the legal deadline.

Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++	At the University, there are mechanisms for monitoring the implementation of recruitment - from the legal department, Academic Council, to the Rector's Collegium, which meets twice a month to discuss these issues. At the end of the procedure, the Senate is the last instance in the decision-making process.