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How do you know?

**Important message to institutions:**

**Site Visits:** All HRS4R in-house audits planned for 2020 Q4 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed to early spring 2021. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

## OTM-R Checklist

**Case number:** 2019CZ468875**Name Organisation under review:** Institute of Mathematics of the Czech Academy of Sciences**Organisation's contact details:** Žitná 25, 115 67 Praha 1, Czech Republic, Prague, 115 67**Submission date:** 02/12/2020**Date endorsement charter and code:** 03/12/2019

## 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, also detail on the indicators and the form of measurement used.

- 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	Meritbased	Answer:	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	-- No	The hiring and evaluation policy and procedures document published at the website of the Institute.

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	Open	Transparent	Meritbased	Answer:	How do you know? Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	The hiring and evaluation policy and procedures document has an internal appendix setting out clear OTM-R procedures and practices for all types of positions.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	Training for key researchers and members of the Hiring and Evaluation Committee on the open, transparent and merit-based recruitment executed in 2021.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	<ul style="list-style-type: none"> <li>• Web-based tools for all the stages of the recruitment process are applied.</li> <li>• New openings are broadly advertised online: Institute's webpage, Euraxess webpage, European Mathematical Society job portal, researchjobs.cz.</li> <li>• Candidates apply through the online electronic application system <a href="https://application.math.cas.cz/Positions.html">https://application.math.cas.cz/Positions.html</a></li> <li>• The system securely stores all submitted documents and enables access to approved users only.</li> <li>• Members of the Hiring and Evaluation Committee evaluate candidates using this system. It helps to grade candidates and enables heads of the departments to provide their opinion.</li> <li>• Short-listed candidates are interviewed using Skype or Zoom tools if they cannot come in person or if it is not possible to arrange on-location interview (e.g. COVID-19 situation).</li> <li>• All applicants are informed about the results via email.</li> </ul>

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	Open	Transparent	Meritbased	Answer:	How do you know? Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	The Hiring and Evaluation Committee is responsible for the selection of the top candidates. Their recommendation is submitted to the director for the final control and decision. This system of the quality control is adequate for the institution of our size and proved to be efficient during the past decades.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	The share of applicants from outside the organization based on 2020 job openings: <ul style="list-style-type: none"> <li>• Researcher position – 19 applicants, out of which 17 external</li> <li>• Postdoc position (EDE) – 6 applicants, all external</li> <li>• Postdoc position (PPPLZ) – 49 applicants, all external</li> <li>• Research fellow position (project JH) - 9 applicants, all external</li> <li>• Postdoc positions (project EXPRO) - 6 applicants, all external</li> <li>• Postdoc position (project LA) - 14 applicants, all external</li> </ul>
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Share of applicants from abroad based on 2020 job openings: <ul style="list-style-type: none"> <li>• Researcher position – 19 applicants, out of which 17 from abroad</li> <li>• Postdoc position (EDE) – 6 applicants, all from abroad</li> <li>• Postdoc position (PPPLZ) – 49 applicants, all from abroad</li> <li>• Research fellow position (project JH) - 9 applicants, all from abroad</li> <li>• Postdoc positions (project EXPRO) - 6 applicants, out of which 5 from abroad</li> <li>• Postdoc position (project LA) - 14 applicants, out of which 13 from abroad</li> </ul>

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	Open	Transparent	Meritbased	Answer:	How do you know? Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	Regarding working conditions offered, underrepresented groups, such as women, are supported. It is already a good practice in the Institute that women researchers or disabled researchers can have a flexible working hours upon request. Currently the IM CAS is taking the next step towards attracting these underrepresented groups, namely introducing the home office system.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Yes, it is. The IM CAS provides attractive working conditions for researchers, which is proved by the fact that almost all applicants for open positions are foreigners from all over the world and more than 48% (in FTE) of employed researchers are foreigners. The Institute employs researchers of different origins, religions, cultures and social backgrounds.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	We have not monitored this factor. However, the number of suitable candidates we wish to accept is often higher than the number of candidates we can afford to hire. The plan is to monitor for each position the number of candidates who fulfill all the criteria.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-- No	The hiring and evaluation policy and procedures document (internal appendix) contains template for advertising positions.

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	Open	Transparent	Meritbased	Answer:	How do you know? Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	<ul style="list-style-type: none"> <li>All advertisements keep the required standards: the type of a position, duration, starting date, and requirements on scientific experience and competencies are specified and a list of required application documents is included. The deadline for reply is realistic; usually at least six weeks. Each advertisement includes an email contact for informal questions and many candidates use this to ask for more details about working conditions and entitlements.</li> <li>Job advertisements are extended to provide more information about working conditions and entitlements.</li> </ul>
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	<ul style="list-style-type: none"> <li>In 2020 the share of Euraxess post announcements was 80%.</li> <li>In 2020 the applicants from abroad or outside of the IM CAS constituted 98% of all applicants.</li> </ul>
Do we make use of other job advertising tools?	x	x		++ Yes completely	<p>New openings are broadly advertised at: Institute's webpage, Euraxess webpage, European Mathematical Society job portal, researchjobs.cz.</p>
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	<ul style="list-style-type: none"> <li>Candidates are applying through the online electronic application system <a href="https://application.math.cas.cz/Positions.html">https://application.math.cas.cz/Positions.html</a></li> <li>Candidates are requested to upload their CV, motivation letter and list of publications.</li> <li>The application form is very simple and it takes about 5 minutes to complete it. The form includes affiliation, phone, email, date of PhD, contacts to reviewers, and names of researchers with whom they want to collaborate in the Institute.</li> </ul>

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	Open	Transparent	Meritbased	Answer:	How do you know? Suggested indicators (or form of measurement)
<b>Selection and evaluation phase</b>					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	According to the Rules of Organization of the Institute of Mathematics CAS ( <a href="https://intranet.math.cas.cz/images/b/b1/Organizacni_rad.pdf">https://intranet.math.cas.cz/images/b/b1/Organizacni_rad.pdf</a> ), the Hiring and Evaluation Committee is appointed by the director of the Institute.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	The Hiring and Evaluation Committee is appointed by the director of the Institute, who considers also gender balance and diverse expertise. Currently the Committee consists of 5 internal researchers, who represent Institute's structure, and 3 external researchers from the Charles University, who bring diverse external experience and competences. The newly prepared document describing the hiring and evaluation policy and procedures will address guidelines for the composition of the Committee.
Are the committees sufficiently gender-balanced?		x	x	-- No	Currently the committee is not gender-balanced. The representation of women in the selection committee will be proportional to the number of women mathematicians in the IM CAS.
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	-- No	Hiring and evaluation policy and procedures lists the wide range of evaluation criteria to be used by the selection committee.
<b>Appointment phase</b>					

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	Open	Transparent	Meritbased	Answer:	How do you know? Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants are informed via email.
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	We inform them about the number of short-listed candidates who are interviewed. We do not inform about their weak/strong signals in general, but we do it upon request.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	All candidates have a possibility to use email contact provided in each advertisement for informal inquiries and possible complaints. Candidates often use this possibility, so far no complaints were recorded. The IM CAS is a small research organization.
<b>Overall assessment</b>					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	The legal representative is the director who is responsible for the final control and assessment of the all processes of the Institute.