

EURAXESS

OTM-R Checklist

Case number

2022TR738831

Name Organisation under review

Dokuz Eylul Universitesi

Organisation's contact details

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Date endorsement charter and code

08/02/2022

Submission date to the European Commission

28/07/2023

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	++ Yes completely	https://personel.deu.edu.tr/wp-content/uploads/2020/07/kriterler.pdf
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	https://personel.deu.edu.tr/wp-content/uploads/2020/07/kriterler.pdf

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	As DEU has a Research University mission and holds THEQC Quality Accreditation certificate, academic positions are highly competitive. Therefore, DEU has to embrace open, transparent, merit-based selection and recruitment principles. The existing procedure ensures satisfaction of needs determined by the departments and provides an objective, fair and equal evaluation to select the high-quality researchers for the research achievement benefits of both the departments and the University. In order to enhance involvement of everyone in the process "Action 4: Adapting Code of Conduct for the Recruitment of Researchers and OTM-R principles" with 5 tasks was planned.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	Permanent recruitment is regulated by the national laws and sufficient e-recruitment tools are used. E-tools appointment of international researchers for short-term research and teaching visits, graduate and postdoctoral positions will be enhanced through EURAXESS portal as defined in Action 3.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	This is regulated by the National and University directives, legislations and defined criteria for recruitment and promotion. The Higher Education Council is the main authority to control and regulate every aspect of the university administration. DEU follows the regulations strictly to provide a stable and solid quality control system for OTM-R. Action 4 is planned to enhance the quality control of the system. https://www.mevzuat.gov.tr/mevzuat? https://personel.deu.edu.tr/wp-content/uploads/2020/07/kriterler.pdf
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	The directly government-funded positions are open only to Turkish citizens, and all positions are announced using printed or electronic tools. Project-funded temporary positions are announced mainly through the web pages of departments and CrowdHelix. Use of EURaxess will be enhanced through the defined actions.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	The University's position in the international rankings is rising, and the number of international graduate students is increasing. New measures have been implemented to enhance the international projects, such as COFUND, Marie Skłodowska Curie Actions (MSCA) fellowships, European Research Council (ERC) funding, and Erasmus+ programmes) to attract and host the international researchers.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	According to the legislation (Law number 2547), all individuals have an equal opportunity to be recruited and to be treated fairly. The existing procedure ensures satisfaction of needs determined by the departments and provides an objective, fair and equal evaluation to select the high-quality researchers for the research achievement benefits of both the departments and the University.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	The main aim of DEU's recruitment policy as stated in the Strategic Plan, is to attract and recruit the highly qualified researchers nationally and internationally. The working conditions provided to international researchers by DEU are highly satisfactory and continuously improving.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	The candidates apply for the positions provide the required documents, which are first reviewed by three juries from the related department. If the candidate satisfies the required qualifications announced by YÖK and the criteria set by DEU, given in the "Promotion-Appointment and Application Principles". Then, the qualitative evaluation of candidates is conducted by the academic juries composed of one member from the related department and two from respectable professional academics from other universities. The candidate with the highest qualifications, as suggested by the jury, is appointed to the position in accordance with the merit-based principle.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	The Higher Education Council has mandatory templates for job advertising. DEU follows these mandatory templates for job advertisement. Action 3 was taken to enhance the utilization of EURAXESS.
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	The Higher Education Council has mandatory templates for job advertisements. All the necessary information, such as application timetable, position status, application forms and documents, department and faculty, research field and study area, is provided in advertisements. The advertisements in international toolkits (such as EURAXESS) will be organized accordingly, as planned in Action 3.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	The use of EURAXESS will be increased and all the necessary measures will be taken to adapt the advertising of job opportunities on EURAXESS through Action 1.
Do we make use of other job advertising tools?	x	x		++ Yes completely	The approved national job opportunities by YÖK are published on YÖK's web page, the Official Gazette of the Turkish Republic, the University Official web page and in public newspapers.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	DEU is a state university, and the recruitment procedure is coordinated under the regulatory framework of the Turkish Higher Education Council (YÖK). Therefore administrative procedure is regulated by national laws (Public Officials Law, No. 657; Labour Law, No. 4857; Higher Education Law, No.2547; Personnel Law of Higher Education No. 2914).
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The procedure is conducted in accordance with Higher Education Law, No.2547. The candidates apply for the positions provide the required documents, which are first reviewed by three juries from the related department for the approval of the application suits to the advertised position. Then the qualitative evaluation of candidates is conducted by the academic juries composed of one member from the related department and two from respectable professional academics from other universities.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The composition of selection committees is regulated by the Higher Education Law, No.2547. The composition of the committee for the approval of the application is determined by the Academic Board of The Department. External juries are selected based on the research field of the advertised position. At least 10 reputable professional researchers are suggested as potential jurors to the senior managers, and then five of them are selected by the senior managers. The juries present the reports with their final decision directly to the Rector.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Although there is no specific guideline in the Higher Education Law regarding gender-balance in the committees, the Higher Education Law, No.2547, serves as the main framework for non-discrimination. DEU has a traditional positive attitude to gender balance and pays attention to gender balance as much as possible in selection committees, in addition to considering professional reputation.
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	++ Yes completely	The composition of selection committees is regulated by the Higher Education Law, No.2547. DEU has guidelines about how to compose the committees for the two stage process. (Promotion-Appointment and Application Principles - https://personel.deu.edu.tr/wp-content/uploads/2020/07/kriterler.pdf)
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants are informed at the end of the process through official letters.
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	The existing national regulations about feedbacks to candidates are determined by the Higher Education Council.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Candidates who do not get the position can request jury reports in accordance with the transparency principle.

Open Transparent Meritbased Answer:**Suggested indicators (or form of measurement)**

Overall assessment

Do we have a system in place to assess whether OTM-R delivers on its objectives?

+/- Yes substantially

There are series control points and approvals in place, such as Academic Board of Departments, Faculty/School Board of Management and Directorate of Personel Affairs, University Board of Management, and finally Higher Education Council. These measures aim to minimize mistakes in following the OTM-R principles/ policy. An assesment can be conducted by collecting available data on the OTM-R implementation process.