

Open, Transparent and Merit-based Recruitment (OTM-R) Policy

I Introduction

In the belief that an open and transparent approach to all processes, especially those related to the employment of academic and research staff, is the best guarantee of achieving excellence in the creation, transmission and sharing of knowledge, the University of East Sarajevo started on February 7, 2013, more precisely on the day of signing, to implement the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers as the backbone of the European Human Resources Strategy (<https://www.ues.rs.ba/nauka/hr-excellence-in-research/#1662544996453-733fcbe4-d785>).

The selection of researchers based on the principles of open, transparent and merit-based access (HR OTM-R) represents the very core of the Charter & Code inaugurated by the European Commission in 2005.

An open and transparent approach to the selection of candidates for vacant academic and research positions, based on merit and abilities, is necessary for excellence in research and the future of the University. Such approach increases the attractiveness of scientific careers and attracts the best candidates, equalizes conditions and enables equal access for all, and promotes academic and scientific internationalization in all its aspects.

II POLICY OF THE UNIVERSITY IN EAST SARAJEVO

The University of East Sarajevo will strive to harmonize the procedures for hiring researchers with the principles of the Human Resources Strategy for Researchers, taking into account national legislation and examples of good practice from the European Research Area and the European Higher Education Area (EHEA).

The goal of the open, transparent and merit-based recruitment policy of the University of East Sarajevo (hereinafter referred to as the Policy) is the optimization and objectification of employment procedures at the University of East Sarajevo and its members in order to ensure equal conditions for all candidates and the possibility for the best candidates to be employed at scientific-research, associate, and teaching positions. At the same time, the Policy should contribute to the standardization of practice at the University and its members, as well as to the coordinated development of research careers at the University as a whole.

The policy is based on the following principles:

1. Openness to the public.

If there is a need for the admission of teachers or associates, the scientific-teaching or artistic-scientific-teaching Council of a member of the University sends a proposal to the Senate of the University for the admission of academic staff. The vacancy for the selection of teachers or associates is announced for the narrower scientific or artistic field.

The Senate of the University of East Sarajevo passes the Decision on the announcement of the vacancy. Advertising is carried out by publishing the vacancy in the daily newspaper as well as on the Internet pages of the University of East Sarajevo and remains open on Friday (15) days from the day of publication, which applies the overall availability and in all branches to the principal candidates.

In addition, vacancies for the selection of teachers and associates of the University of East Sarajevo are published in English through the EURAXESS portal.

Scientific-teaching, that is, scientific-research and associate positions are subject to special conditions that are prescribed in detail by the Law on Higher Education ("Official Gazette of the Republic of Srpska", number: 67/20), the Labor Law, the Work Regulations of the University of East Sarajevo and Rulebook on the Procedure and Conditions for the Selection of Academic Staff of the University of East Sarajevo.

2. Transparency.

The vacancy for the selection of teachers or associates should contain general and special conditions that the candidate must fulfill, such as: narrower scientific or artistic field for which the candidate is selected; the title for which he is chosen; deadline for applying to the vacancy; documents that the candidate submits as proof that he meets the requirements, the address to which the application with documents is submitted, and other important information for the selection.

The committee that considers candidate applications should submit a report on the selection of candidates to the appropriate body (Council of the University's member) within a maximum of one month from the receipt of the application materials. The report on the registered candidates and the selection is published on the University's website and is open to the public for ten (10) days. After the entire selection procedure has been completed, all registered candidates are notified of the selection in writing with instruction on legal remedies if there is a need to review the decision on candidate selection. Every candidate is guaranteed the right to inspect the tender documentation as well as the right to object.

3. Equal accessibility.

Any candidate who considers that he meets the conditions prescribed by the vacancy has the right to apply for the announced vacancy.

The committee appointed to select candidates reviews the orderliness, completeness and timeliness of the applications. Incomplete and untimely applications will not be considered and such candidates will not be interviewed.

The vacancy should contain the minimum requirements that are required for the given position. Administrative restrictions, the number of copies of documents, certification by a notary and similar requirements should be minimized.

The time required to apply for the vacancy should be realistic and sufficient for the candidate to prepare the documentation for the selection, and not shorter than 15 days.

4. Selection based on expertise or merit.

In the evaluation and selection of candidates, any discrimination based on gender, race, sexual orientation, gender identity, marital status, skin color, language, religion, political or other opinion, national, ethnic or social origin, association with a national community, property, birth or any other status is unacceptable.

The vacancy ensures that all registered candidates are evaluated exclusively in relation to their competences, and that the candidate who best meets the vacancy criteria, established in a clear and objective manner, is selected.

In accordance with the Human Resources Strategy for Researchers, candidates should be evaluated not only on the basis of quantitative criteria, i.e. the number of scientific and professional publications, but also qualitatively taking into account the overall potential of candidates and their potentially multiple roles (mentoring, consulting, management, etc.). After checking the submitted applications for the vacancy, a selection committee conducts an interview with the applied candidates before making a decision on the selection.

The Law on Higher Education also sets a clear criteria that must be respected, i.e. the minimum conditions for selection into a position that a candidate should fulfil, but the rules and other by-laws regulating the selection process stipulate that other competencies are also taken into account in terms of the number of achieved mobilities, the candidate's interest in further scientific upgrading and research, etc.

Breaks in the career or variations in the chronological sequence of the biography should not be eliminatory circumstances, but should be considered as career development and a potentially valuable contribution to professional development.

5. Competences of the Commission for the selection of candidates.

The selection committee should include at least three members who, with their academic competence and title, correspond to the position for which the vacancy has been published, and who are from the scientific or artistic field for which the candidate is selected. The selection of the committee is made on the basis of the proposal of the appropriate bodies (department, Council). The members of the commission should have the same or higher academic title than the one to which the candidate is elected and cannot be related to the candidate. At least one member of the committee should not be employed at the University of East Sarajevo, meaning, should be employed at another higher education institution. If possible, the members of the commission should be balanced by gender.

The duties of the Commission as well as the competences of the Commission members are prescribed in more detail in the Rulebook on the Procedure and Conditions for the Selection of Academic Staff of the University of East Sarajevo of the University of East Sarajevo.

The principles contained in this Policy have been described and explained in more detail by the University of East Sarajevo in the following documents:

- Rulebook on the Procedure and Conditions for the Selection of Academic Staff of the University of East Sarajevo of the University of East Sarajevo;
- Rulebook of the University of East Sarajevo.