

# EURAXESS

## OTM-R Checklist

**Case number**

2021TR618962

**Name Organisation under review**

Yasar University

**Organisation's contact details**

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**Date endorsement charter and code**

13/04/2021

**Submission date to the European Commission**

04/09/2023

## 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	<a href="https://ik.yasar.edu.tr/hrs4r/">https://ik.yasar.edu.tr/hrs4r/</a> <a href="https://ik.yasar.edu.tr/en/hrs4r/">https://ik.yasar.edu.tr/en/hrs4r/</a>

Open	Transparent	Meritbased	Answer:	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	+/- Yes substantially	<p>In the recruitment process, the appointment-promotion criteria defined by the Higher Education Law No. 2547 and the relevant regulations are followed. In addition, recruitment is made according to the criteria in our University's "Directive on Appointment and Promotion to Academic Staff", "Procedures and Principles Regarding Appointment to Academic Staff" and "Academic Staff Employment and Evaluation Directive". Relevant regulations are published on our human resources website.</p> <p><a href="https://ik.yasar.edu.tr/management/">https://ik.yasar.edu.tr/management/</a> In addition, our workflow processes are shared on our website. Recruitment workflow processes are also included in the workflows; <a href="https://ik.yasar.edu.tr/is-akis-surecleri/">https://ik.yasar.edu.tr/is-akis-surecleri/</a> Recruitment conditions for foreign nationals are also available on our English website.</p> <p><a href="https://ik.yasar.edu.tr/en/careeropportunities/">https://ik.yasar.edu.tr/en/careeropportunities/</a></p>
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	<p>Each personnel working in the Human Resources team has completed the relevant trainings within the scope of their duties and participate in new trainings in order to improve themselves in the process. The HR department is managed by the Deputy Secretary General for Information and Documentation. There is a personnel accrual chief, a HR expert, and 3 HR officers who have received the trainings. Trainings Received; Competence-Based Interview Techniques, Communication in Interview, Personality Analysis Training, Mutual Rights and Obligations of Employer and Worker in Working Life, Personnel Personal Affairs and Labor Law Training</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	<ul style="list-style-type: none"> <li>•Official gazette • LinkedIn: <a href="https://www.linkedin.com/school/yasaruniversitesi/jobs/">https://www.linkedin.com/school/yasaruniversitesi/jobs/</a></li> <li>• Academic Personnel Application System <a href="https://dspg.yasar.edu.tr/academicapplication.php">https://dspg.yasar.edu.tr/academicapplication.php</a> • Administrative Personnel Application Form <a href="https://form.yasar.edu.tr/ik/idari-personel-basvuru-formu/">https://form.yasar.edu.tr/ik/idari-personel-basvuru-formu/</a></li> </ul>
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	Academic personnel recruitment and promotions are approved by the University Administrative Board within the framework of the rules determined in the relevant regulations and submitted to the final approval of the Board of Trustees. This constitutes the internal control mechanism. Each academic year, a self-evaluation report related to all processes of the University is prepared and submitted to Council of Higher Education (YÖK) in a way that will contribute positively to the implementation of OTM-R principles, and the activities and business processes of each unit are audited in the annual ordinary Council of Higher Education (YÖK) Audit.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	Applications are actively accepted through the existing application systems. In the last year, approximately 200 candidates have applied through the Academic Personnel Application system.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	In the last two years, 102 foreign academic staff applications were received through the academic application system. Current number of foreign national personnel is 42.

	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 substantially	Yasar University's Gender Equality Plan includes the actions on gender-sensitive recruitment which will put in place a gender sensitive recruitment regulation. Furthermore, through the implementation of GEP, gender segregated data collection will be ensured to track and monitor data on gender equality which will also include data on applicants among underrepresented groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Applications are actively accepted through the existing application systems. In the last year, approximately 200 candidates have applied through the Academic Personnel Application system.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	The candidate's educational background, total work experience, ORCID and Researcher credentials are taken and all of their academic studies are examined and priority is given to the employment of the most suitable candidates for the required positions.
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	Full-time academic staff announcements are published in the Official Gazette of the Republic of Turkey. These postings include Faculty, Department, staff title, number of positions, area of expertise, and all other required conditions clearly. For part-time academic staff, announcements containing information on the criteria sought by the Faculty/School in need; education, specialization, etc are published and candidates are directed to apply to the Academic Personnel application system.

Open   Transparent   Meritbased   Answer:

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 partially

In terms of advertising and application phase; announcements include information on the organization and recruiting unit, job title, specifications, selection time-frame, profile of the researchers with required competencies, selection criteria, number of positions. Announcements do not necessarily include information on working conditions because the positions are defined by law, professional development opportunities and career development prospects which are discussed at interview stages. Information on institutional OM-R and equal opportunities can be found on the HR webpage. Vacancies are not published on EURAXESS. Administrative burden is kept to a minimum for submission of supporting documents. (availability of electronic submissions and e-recruitment tool.) Candidates are provided with necessary information about their application in the follow-up stage. In the evaluation and selection phase, the selection committee's independence is ensured and the process is transparent. Evidence and merit-based selection and evaluation is carried out. External experts may be appointed where appropriate and feasible. In accordance with the transparency principle, the processes, assignment / upgrade criteria, procedures and principles transferred to Faculty staff and followed in open assignments are shared with the candidates with the relevant directive.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	The organization has recently started to complete its EURAXESS profile. At the moment it is not used. But within the action plan, it will be operational. The EURAXESS portal will be used for positions, most of which are externally financed, including different project programs (EU, TUBITAK, etc.).
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	Full-time academic staff announcements are published in the Official Gazette of the Republic of Turkey. For part-time academic staff, the criteria sought by the requesting Faculty/School administration such as education, field of expertise, etc. are published as open position announcements on the official access page and candidates are directed to apply to the Academic Personnel Application System. • Times Higher Education <a href="https://www.timeshighereducation.com/unijobs/">https://www.timeshighereducation.com/unijobs/</a> • LinkedIn <a href="https://www.linkedin.com/school/yasaruniversitesi/jobs/">https://www.linkedin.com/school/yasaruniversitesi/jobs/</a> • Academic Personnel Application System <a href="https://dspg.yasar.edu.tr/academicapplication.php">https://dspg.yasar.edu.tr/academicapplication.php</a>
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Administrative burden is kept to a minimum for submission of supporting documents. (availability of electronic submissions and e-recruitment tool.)
Selection and evaluation phase					



	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	There are rules defined by the Higher Education Law No. 2547 for full-time academic staff. Evaluations for part-time academic staff are made by the relevant Head of Department/Dean/School Director and Vice Rector for Academic Affairs.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	There are rules defined by the Higher Education Law No. 2547 for full-time academic staff. Evaluations for part-time academic staff are made by the relevant Head of Department/Dean/School Director and Vice Rector for Academic Affairs.
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	There are no gender-based criteria in candidate evaluation commission memberships and science jury memberships. In the Higher Education Law No. 2547, no determination is made in terms of gender for the selection committees. However, Yasar University's institutional Gender Equality Plan ensures that gender-sensitive recruitment procedures will be in place through the action plan of the GEP on adoption of the principal decision to establish gender sensitive procedures, addition of gender-sensitive recruitment clause to recruitment regulation, adoption of the regulation, training of all faculty and staff on gender-sensitive recruitment, and monitoring of the process.

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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	<p>In the recruitment process, there is a Regulation on Appointment and Promotion to Faculty Members defined within the scope of Higher Education Law No. 2547. In addition, evaluation, assignment/promotion is carried out according to the principles in our University's "Directive on Appointment and Promotion to Academic Staff", "Procedures and Principles Regarding Appointment to Academic Staff" and "Academic Staff Employment and Evaluation Directive". In addition, for other academic staff, there is a "Regulation on the Procedures and Principles Regarding the Central Exam and Entrance Exams to be Applied in Appointments to Teaching Staff Other than Faculty Members". These regulations ensure that the best candidate is chosen based on merit.</p> <p><a href="https://ik.yasar.edu.tr/management/">https://ik.yasar.edu.tr/management/</a></p>
Appointment phase				
Do we inform all applicants at the end of the selection process?	x		+/- Yes substantially	<p>In Official Gazette advertisements; The pre-evaluation and post-exam results of the candidates applying for the positions of Research Assistant and Instructor are announced on the website of the Human Resources Department. The relevant process for faculty members is maintained in communication with the candidates. For the applications coming to the Academic Personnel Application System, the Head of Department, Dean/School Director and Vice Rector for Academic Affairs share a feedback note as a result of the evaluations they have made about the candidate separately. The candidates receive a general response.</p>

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we provide adequate feedback to interviewees?	x		-/+ Yes partially	<p>In Official Gazette advertisements; The pre-evaluation and post-exam results of the candidates applying for the positions of Research Assistant and Instructor are announced on the website of the Human Resources Department. The relevant process for faculty members is maintained in communication with the candidates. For the applications coming to the Academic Personnel Application System, the Head of Department, Dean/School Director and Vice Rector for Academic Affairs share a feedback note as a result of the evaluations they have made about the candidate separately. However, detailed feedback is not given to candidates specific to their application, and general response is given.</p>
Do we have an appropriate complaints mechanism in place?	x		+/- Yes substantially	<p>In case of any complaints, the is sent to the relevant Faculty/Department and then to the Rectorate. Evaluation is made and a reply is sent to the related party. However, there is no statistics about the objections. Since all processes in the appointment phase are announced clearly and clearly, such objections are very rare as evaluations are made according to regulations based on objective criteria.</p>
Overall assessment				

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

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

++ Yes completely

Each year, norm staff are determined based on staff needs. Recruitment and appointments are made in line with the approved norm staff for the relevant academic year and related evaluations on the rate of achievement is done. Each academic year, a self-evaluation report related to all processes of the University is prepared and submitted to Higher Education Council in a way that will contribute positively to the implementation of OTM-R principles, and the activities and the processes of each unit are audited in the annual ordinary audit.