



HR EXCELLENCE IN RESEARCH



Universität für Bodenkultur Wien
University of Natural Resources
and Life Sciences, Vienna

OTM-R GUIDELINES
OPEN TRANSPARENT MERIT BASED RECRUITMENT
2019

University of Natural Resources and Life Sciences, Vienna

University of Natural Resources and Life Sciences, Vienna (BOKU) expresses its full support for the '**European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Carter & Code)**' and is committed to implement the 'Carter & Code' principles according to the process outlined by the European Commission in the '**Human Resources Strategy for Researchers (HRS4R)**'.

BOKU therefore gained the **HR Excellence in Research** Award in 2012 already. By further endorsing the principles of Charter & Code BOKU got acknowledged again in 2017 when report on activities and revised action plan were assessed externally. BOKU could successfully retain the HR Excellence in Research Award.

The award supports BOKUs researchers in their proposals to attract international funding and researchers to BOKU, and promote the University as providing a favourable working environment for researchers, in addition to increasing the international profile of the University.

The aim of Charter & Code is to promote optimal circulation of scientific knowledge in the whole European Research Area (ERA) and to achieve an open labour market for researchers within the ERA. A main pillar within these efforts is the set of principles and requirements of '**Open, Transparent and Merit-based Recruitment (OTM-R)**'.

BOKU also recognises the high importance of an encouraging recruitment procedure and uses this guideline to provide information on the various steps of the BOKU Researcher recruitment process.

The guidelines for Open, Transparent and Merit-based Recruitment (OTM-R) are embedded within a strong legal framework in Austria that only allows recruitment in an open, transparent and merit-based manner as well as further differentiated internal guidelines. The following is intended to provide an overview on the single steps in the filling of a research position at BOKU.

Derogations, where BOKU agrees to exempt specific recruitment exercises from the full extent of the OTM principles are legally provided ([§ 107 University Act](#)) and internationally customary and concern

- Successful grant applications: the peer-review process associated with the grant application replaces a common applicant procedure
- Posts relating to limited term projects funded by third parties which have been preceded by a properly conducted selection procedure

The appointment of senior positions for leading researchers like University Professors and Associate Professors are subject to their own detailed guidelines as there are:

[Regulations for appointment procedures](#)

[Procedural guidelines and standards for qualification agreements](#)

The general map for staffing and recruitment to BOKU has been including certified through a comprehensive quality management system in 2014. Further information can be found here: [Quality documentation](#)

Procedure for recruitment of academic staff

1. Approval procedure for filling vacancies

In three-year target agreements and annual updates rectorate and scientific departments discuss staff requirements and negotiate potential vacancies. Any vacancy during the year must be applied for using the model form.

2. Advertisement

All vacancies are advertised both internally ([University bulletin](#)) and externally. Additionally, all academic posts are advertised in English and internationally at least in the EU using the [Euraxess platform](#). The application deadline is set three weeks after the publication of an advertisement. All advertisements are also placed on BOKU's [website](#) and indicate that BOKU is seeking to increase the number of its female faculty members. Therefore qualified women are strongly encouraged to apply.

Job posts include comprehensive information on required competencies, duties and working conditions. Also salary information within the job post is required by law in Austria and depends on the possibilities of [Collective Bargaining Agreement for University Staff](#). The administrative burden for candidates is kept to a minimum - applications via email with attached CV are mainly required.

3. Selection

After the date for the submission of applications has passed, all applications are screened by the department filling the position. Candidates who meet the stated qualifications are considered for shortlisting by the Selection board. All qualified women must be shortlisted according to the [Action Plan for the Promotion of Women at the University](#). Scheduled interviews must be indicated to equal opportunities working party, which has the right to be present at any interview.

In advance of the interview, the Selection board will agree on a format for the interview. If useful it can be conducted via video conferencing. The criteria against which candidates will be evaluated will be as stated in the advertisement and information on the required competencies.

With the final application for employment of the favourite candidate the department has to provide a written overview on the whole selection procedure including the evaluation of the required competencies to the rectorate and the equal opportunities working party. In case of discrimination there is a clear complaints mechanism from [equal opportunities working party](#) to [arbitration board](#). All candidates are notified about the results of the selection process.

**Open, transparent and merit-based
Recruitment of academic staff**

