KOÇ UNIVERSITY ASSESSMENT OF AND COMMITMENT TO

OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT POLICY

Case number: 2018TR343571

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.

	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 substantially	A portal dedicated to this process including our OTM-R policy: https://hrs4r.ku.edu.tr/. R3-R4: EN: https://facultyguide.ku.edu.tr/online-faculty-handbook/ TR: https://facultyguide.ku.edu.tr/tr/ogretim-elemani-el-kitabi/ R2: To be developed in the Action Plan of this application. R1: Graduate School websites: https://gsb.ku.edu.tr/en/ https://gsse.ku.edu.tr/en/ https://gsssh.ku.edu.tr/en/ https://gshs.ku.edu.tr/en/

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Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	Faculty Handbook (updated September 2019) https://facultyguide.ku.edu.tr/online-faculty-handbook/ ; Graduate School websites: https://gsb.ku.edu.tr/en/ https://gsse.ku.edu.tr/en/ https://gsssh.ku.edu.tr/en/ https://gshs.ku.edu.tr/en/ OTM-R policy for post doctoral researchers will be developed in the Action Plan of this application.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Up until October 2020, Selection Committee members were assumed "trained" once they were sent official emails about the rules and responsibilities of their appointment, with reference to the Faculty Handbook. Action will be taken to implement an online training tool regarding KU's OTM-R issues.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	KU is legally bound (as per Turkey's Higher Education Council) to publish job posts in a visible website of the university, eg: https://vpaa.ku.edu.tr/ogretim-uyeleri-icin-kaynaklar/el-kitabi-ve-duyurular/akademik-kadro-ilanlari-detay/26-ekim-2020-tarihli-ilan/. These announcements have to remain up for a certain number of days. Additionally, each College publishes job positions on their website, eg: https://science.ku.edu.tr/en/people/open-positions/. Positions are also announced through Euraxess, LinkedIn and US-based listings.

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Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	KU's Quality Commission, among other aspects of university operations, monitors recruitment practices, but not entirely in adherence to the toolkit, https://vpaa.ku.edu.tr/en/quality-commission/ KU also publishes an annual report each year (in English), tackling these and other issues, https://pr.ku.edu.tr/en/annual-report/
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Above 90% of R1-R4 employees are from outside KU.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	From available data: Between 2017-2019, 78% of job applications were from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	Most colleges stopped asking gender information in job applications. From the available data sent by the Law School and the College of Sciences, between 2017-2019, 20% of job applications to the two colleges were women. However, currently 52% of the employed R1-R4 population are women.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	As a leading research university in Turkey and a competitive one in Europe, KU does not have difficulties with filling in job positions from outside the organization. A standard work contract package with a R3-R4 researcher includes housing, comprehensive health insurance, access to high quality IT infrastructure, etc. As mentioned above, 78% of job applications in recent years were from abroad.

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Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	The operation of Selection Committees, which is clearly defined, provides these means, please see the Faculty Handbook, "Guidelines for the Recruitment of Professoriate": https://facultyguide.ku.edu.tr/online-faculty-handbook/section-6/a-16-guidelines-for-the-recruitment-of-professoriate/. On the other hand, internal regulations about appointments are structured through the national regulations on academic selection and appointment criteria set by the Higher Education Council.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	KU abides by national regulations as per by the authority of Turkey's Higher Education Council in this issue, being legally obligated to publish announcements in a given format in Turkish. Additionally, a common template is used for all advertising positions, eg: https://eng.ku.edu.tr/en/academics/open-positions/
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	There is a template for job advertisements prepared by VPAA, but it is not fully conformed to the toolkit as outlined in the OTM-R expert report. This task will be completed during the Action Plan.

	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		-/+ Yes partially	Complying with national regulations for academic position announcements is the highest priority. Whereas the consistent usage of EURAXESS has not become standard policy. During the Action Plan, VPAA can coordinate with Colleges to make this a universal policy, and update the Faculty Handbook accordingly. Very few R3-R4 announcements are published in EURAXESS. The usage of the portal is more common in postdoctoral research positions.
Do we make use of other job advertising tools?	x	x		++ Yes completely	In addition to the compulsory posting on the Official Gazzettee (government's publication for legislative texts), KU makes use of newspaper postings and online academic job portals, most commonly https://academicjobsonline.org/ajo.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Graduate schools and Colleges have dedicated support officers to guide and aid applicants and to decrease the administrative burden to a minimum. Documentation required for job applications is clearly defined in online platforms, and candidates are able to complete their applications entirely online, eg: https://cssh.ku.edu.tr/en/about/open-positions/ ; https://academicjobsonline.org/ajo/jobs/15224.
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	The Faculty Handbook and the Office of the VPAA set out these rules. For the since 2015, please refer to https://vpaa.ku.edu.tr/en/faculty-resources/handbook-and-announcements/faculty-search-committees/.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Please see the Faculty Handbook, "Guidelines for the Recruitment of Professoriate": https://facultyguide.ku.edu.tr/online-faculty-handbook/section-6/a-16-guidelines-for-the-recruitment-of-professoriate/
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Sex-disaggregated data on KU R1-R4 researchers show that 632 out of 1283 staff (49%) are women. The gender balance here is less emphasized but strong in Selection Committees, 30 out of 73 members (41%) for the 2019-2020 committees are women. Ref: https://vpaa.ku.edu.tr/en/faculty-resources/handbook-and-announcements/faculty-search-committees/

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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 substantially	Please see the Faculty Handbook, "Guidelines for the Recruitment of Professoriate", https://facultyguide.ku.edu.tr/online-faculty-handbook/section-6/a-16-guidelines-for-the-recruitment-of-professoriate/ . However, as mentioned as an actionable task in the Gap Analysis section of this application, Selection Committee members do not receive formal training, other than the official e-mail instructions sent to them with their appointment. A training tool is planned which will cover "merit judgment" as one of the issues.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Not only is this the standard procedure, but KU also has an obligation as per national regulations to inform all applicants with the rejection/approval decision.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	KU, like all higher education institutions in Turkey, has to obey the regulations of the Higher Education Council in this matter, which do not detail the content of feedback. Practically, written feedback in rejected applications only contain general commentary, along with the decision.

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Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Complaint Mechanism in the form of administrative complaints and actions are legally pre-defined under Turkish administrative law. Accordingly, the open positions for new appointments and promotions are to be publicly announced in the government's Official Gazette to receive applications in a transparent and competitive manner. The formal evaluation process is conducted under the authority of the Faculty Council, the University Council and/or the President by receiving independent academic reports of external reviewers. The universities are obliged to determine the minimum criteria of appointments and promotions in a single and publicly available document clearly to filter the ineligible candidates and to give the reviewers insights about their expectations. The complaints as to unfair and illicit practices or impartiality can be brought both before the Rectorate or Higher Education Council that may initiate an examination or investigation procedure. The complainants are entitled to bring an action against the relevant decisions of the Rectorate before the administrative courts.
Overall assessment					

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Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	KU Quality Commission functions to monitor all operations and makes recommendations through its "Self-Assessment Reports", https://vpaa.ku.edu.tr/en/quality-commission/. However, with the proper onset of the HRS4R period, the Action Plan will more formally include evaluation of OTM-R issues to make certain that KU will be on schedule to close the gaps with appropriate action.