

EURAXESS

OTM-R Checklist

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Case number

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Name Organisation under review

Ege University

Organisation's contact details

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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.db.ege.edu.tr/tr-10985/yonergeler.html https://www.yok.gov.tr/Documents/Akademik/AtanmaKriterleri/ege-kriter-10102023.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	Ege University has internal regulations for all types of positions which are accessible through the web pages of the Directorate of Ege University Personel Affairs: https://personel.db.ege.edu.tr/ https://personel.db.ege.edu.tr/tr-10988/yonetmelikler.html https://personel.db.ege.edu.tr/tr-1655/akademik_kadro_ve_tayin_isleri_-_ogretim_elemani_basvuru_kosullari.html https://personel.db.ege.edu.tr/tr-11916/akademik_kadro_ve_tayin_isleri_-_ogretim_elemani_(ogretim_gorevlisi_-_arastirma_gorevlisi)_basvuru_kosullari.html www.hrs4rcege.edu.tr 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. The current directive, valid for the years 2019-2023, possesses escalating criteria in terms of performance and qualifications on a yearly basis. Work is completed for a new and up-to-date "Ege University Criteria Directive for Promotion and Assignment to University Staff Membership 2023-2024" in alignment with the goals of Ege University. https://www.yok.gov.tr/Documents/Akademik/AtanmaKriterleri/ege-kriter-10102023.pdf Following the completion of the draft, the same process as the previous directive (2024-2028) will be followed: it will be posted on the University website for stakeholders' feedback, improvements will be made based on the received feedback, and then it will be submitted to the Higher Education Council for review. The appointment/recruitment and promotion processes for faculty members at the University will thus be determined and publicly announced. https://www.yok.gov.tr/Documents/Akademik/AtanmaKriterleri/ege-kriter-10102023.pdf
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	Ege University is one of the Research Universities of Turkey which holds YOKAK Accreditation certificate for all faculties and implements an open, transparent and merit-based selection and recruitment process for all types of positions. For increasing the knowledge and skills of managers, Ege University Human Resources Coordination Office and EU Continuous Education Center organize a management training program online including recruitment process regulations and principles for researchers. https://akademitv.ege.edu.tr/course/view.php?id=170 https://unisis.ege.edu.tr/uniapas/registration However, an action has been developed to ensure the sustainability of OTM-R, Action: Improving Selection, Appointment and Promotion Processes
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	As a public university, recruitment procedures are regulated by national laws. The process determined by Higher Education of Turkey is being implemented. In 2020, following an analysis conducted by the Directorate of Ege University Personel Affairs, a process was initiated for promotion and assignment of academic staff and researchers. In order to be used for application and evaluation processes for promotion and assignment to university staff membership, the new system called "Academic Personnel Assignment System (APAS)" was developed. In 2024, the APAS digital system has been made available for use in new assignments. https://unisis.ege.edu.tr/uniapas/registration However online recruitment tools or Applicant Tracking Systems (ATS) are not 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 an action plan. Use of Euraxess will be enhanced through the defined actions. Project-funded temporary positions are announced mainly through the web pages of https://ebicege.org.tr/ . An action plan should be defined. Use of Euraxess will be enhanced through the defined actions.

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Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	For the purpose of conducting internal and external evaluation and quality improvement efforts at our university, the "Regulation on Quality Assurance in Higher Education," published in the Official Gazette dated July 23, 2015, and numbered 29423, was enacted. In accordance with the relevant provisions of this regulation, our university established a committee on April 26, 2016, with Senate Decision Number 11/7. The Secretariat of this committee is managed by the Directorate of Strategy Development. https://kurulisleri.ege.edu.tr/tr-3739/kalite_komisyonu.html In line with the goals of Ege University, work is ongoing to draft a new updated "Ege University Criteria Directive for Promotion and Appointment to Faculty Membership 2024-2028" for the years 2024-2028. Following the completion of the draft, the process followed in the previous directive (2019-2023) will be adhered to: it will be posted on the University website for stakeholders' feedback, improvements will be made based on the received feedback, and then will be submitted to the Higher Education Council for review. Accordingly, the processes and criteria for the appointment/assignment and promotion of faculty members at the University will be determined and announced to the public. To regulate the academic promotion and assignment criteria, our university established the Ege University Retired - Contracted Faculty Employment Criteria and Academic Promotion and Assignment Criteria Determination Commission on January 23, 2018, with the decision of the Ege University Senate (Ege University Retired - Contracted Faculty Employment Criteria and Academic Promotion and Assignment Criteria Determination Commission, https://kurulisleri.ege.edu.tr/tr-3733/ege_universitesi_emekli_-_sozlesmeli_ogretim_uyesi_%C3%87alistirilmasi_kriterleri_ile_akademik_yukselme_ve_atama_kriterleri_belirleme_komisyonu.htm Updates to the university's assignment and promotion directive were made within the year 2021 by this commission.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	The directly government-funded positions are open only to Turkish citizens, and all academic position announcements are published in the Official Gazette, using printed or electronic tools. For the open positions via using the APAS submission system all external candidate researchers can have a chance to make their applications.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	In the Assignment and evaluation of foreign national contracted academic staff, evaluations are conducted by three separate "Ege University Foreign National Contracted Academic Staff Appointment Review and Evaluation Committees" established by the decision of the University Board dated 02.12.2008 and numbered 25/9 in the fields of Education and Social Sciences, Science and Engineering, and Health Sciences. Additionally, in the field of Foreign Languages, evaluations are carried out in accordance with the letter dated 05.04.2005 with number 6912 from the Council of Higher Education, as per the approval dated 08.07.2013 with number 9826 issued by the Rectorate (Committees, https://kurulisleri.ege.edu.tr/tr-8606/komisyonlar.html). Ege University Foreign National Contracted Academic Staff Assignment Review and Evaluation Committee (in the field of Education and Social Sciences) Ege University Foreign National Contracted Academic Staff Assignment Review and Evaluation Committee (in the field of Science and Engineering) Ege University Foreign National Contracted Academic Staff Assignment Review and Evaluation Committee (in the field of Health Sciences) Ege University Foreign National Contracted Academic Staff Assignment Review and Evaluation Committee (in the field of Foreign Languages) In the Quality Commission meeting held on July 22, 2022, it was decided to make necessary adjustments in the Personnel Information Management System (PBYS) to filter the assignment justifications for international assignments and to prepare a guiding/informative guide by the Personnel Department for students and researchers coming from abroad. In this regard, the relevant department has made the necessary adjustments, and the term "post-doctorate" has been added to the "Assignment Information-Reason" field in the "Internal Assignment" screen. Additionally, a guiding/informative guide for researchers coming from abroad is announced on our department's website. In this website all procedures of recruitment, necessary documents are explained clearly for foreign applicants. https://ege.edu.tr/eng-11422/SabbaticalAcademicPosition.html# Ege University provides numerous exchange program opportunities to assist the career development of its employees and enhance international cooperation. These include ERASMUS+, Orhun, Mevlana and specific bilateral agreements. The exchange programs are managed by the International Relations Coordination Office. Within ERASMUS+, researcher and academic staff mobility are successfully conducted. As of 2022, there are a total of 587 bilateral exchange agreements signed by all faculty departments university-wide. Under the Mevlana Exchange Program, a total of 95 bilateral exchange agreements have been signed with 19 different universities for student and academic staff exchanges.

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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 and treated fairly in all phases of recruitment process and treated. The recruitment, promotion, and termination of duties of civil servants must be based on the merit system (according to the Classification, Career, and Merit determined in Article 3 of Law No. 657 titled "Basic Principles of the Law" According to Article 5 of Law No. 4857 titled "Principle of Equal Treatment" in employment relationships, discrimination based on language, race, color, gender, disability, political opinion, philosophical belief, religion, sect, or similar reasons cannot be made. According to these laws, no one can be subjected to discrimination based on language, race, color, gender, political opinion, philosophical belief, religion, or sect. Women and men have equal rights, and the state is responsible for ensuring this equality. 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 working conditions provided to national and international researchers by Ege University are highly satisfactory and continuously improving. Compensation and Benefits At Ege University, the salary payments for the four types of employment determined by Law No. 657 are made in accordance with Law No. 657 on Civil Servants, Law No. 4857 on Labor Law, Law No. 5510 on Social Security and General Health Insurance, Law No. 2914 on Higher Education Personnel, Tax Procedure Law, Stamp Tax Law, and Collective Bargaining Agreement provisions. Performance Management At the Ege University, the Council of Higher Education Academic Incentive Payment is being implemented, and related to this, applications for the Academic Incentive Payment and process management are monitored with the Academic Incentive Management System (ATYS) as of 2022. Researchers receive additional payment based on their scientific research performance. In order to increase productivity by objectively evaluating the academic staff's teaching performance and rewarding it, "Ege University Academic Staff Teaching Performance Reward Directive" has been implemented at Ege University, and processes have been defined (Evidence B.4.3-1_Ege University Teaching Performance Reward Directive). In addition to this, academic staff's teaching performance can also be monitored through the Ege University Criteria Directive for Promotion and Appointment to Academic Membership (Evidence B.4.3-2_Ege University Academic Appointment and Promotion Directive). It was accepted by the Ege University Senate on September 14, 2021, with decision number 20/2 (Evidence B.4.3-3_Ege University Senate Decision_Academic Staff Teaching Performance Reward). Career Development and Training Ege University employees have access to training opportunities that can contribute to their career development. These trainings are conducted within the Career Planning and Success Coordination, Human Resources Coordination, and Ege University Continuous Education Center (EGESEM). Reward System In addition to the research performance of units, the performance and achievements of academic staff and students are also appreciated and rewarded. The practice of monitoring research performance by subunits through the departmental report card system at the Faculty of Medicine continue to incentivize and appreciate successful units. Additionally, the Faculty of Economics and Administrative Sciences (FEAS) has the "Prof. Dr. Nuri BİLGİN Young Academics Incentive (GAT) Program." At Ege University, plaques are awarded to the most successful and top-performing units based on the YOK University Monitoring and Evaluation criteria under the EGE-VİDO framework. (Evidence: C.3.1-4_2021 EGE-VİDO Year-End Evaluation Meeting). Meal Support Under the Nutrition Services Department of the Health, Culture, and Sports Directorate, both students and staff receive affordable, healthy, and satisfying meal support. Meals, including breakfast, lunch, and dinner, are provided, while only lunch service is available for academic staff and researchers. Child Care Support Ege University Kindergarten has been established for over 40 years to provide self-care and educational services to the children of university staff working on campus. Healthcare Support Ege University, which includes the Faculty of Medicine Hospital and the Faculty of Dentistry Hospital, provides health support not only to its employees but also to their first-degree relatives. In addition to the Campus Polyclinic, which houses specific clinics, there is also the B Polyclinic where they can receive treatment by appointment at any time. Social Facilities Ege University provides its employees and their families with many social services and opportunities, including discounts on sports, vacations, entertainment, organic food, and products. (Ozdere Summer Camp, Fitness Center, Olympic Swimming Pool, etc...) Nutrition Support In addition to cafeteria support, Ege University provides its employees with access to organic and healthy food. Products developed and produced by research and application centers within the Faculty of Agriculture using scientific techniques are made available for both staff and students at on-campus sales points, as well as for visitors to the hospital campus. (Menemen Farm, Agricultural Faculty Sales Stops, Ege University Fisheries Faculty fish and seafood products.etc...)

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Do we have means to monitor whether the most suitable researchers apply?			++ Yes completely	Academic units conduct needs analyses and twice a year (November-April) submit requests for positions to the Rector's Office via the University's Position Requests. Evaluation of approved candidates for faculty appointment and promotion positions utilizes the "Activities Type and Scoring Table for Ege University Criteria for Assignment and Promotion Criteria for University Staff Membership by Scientific Fields". In the evaluation of candidates for appointment and promotion to teaching positions, Ege University uses Activity Types and Scoring Tables for Scientific Fields for Assignment and Promotion Criteria for University Staff Membership. Application files are reviewed by the Application Review Committee, and for candidates who meet the application criteria by the committee, announcements are made in the Official Gazette. For the initial evaluation of applications submitted to the academic position announcement published in the Official Gazette, an Initial Evaluation Committee is formed under the chairmanship of the relevant dean or director for Associate Professor and Professor positions (a committee of 5 members) and for Assistant Professor positions (a committee of 3 members). It is important to ensure that the committee members are from the candidate's field of application or a closely related field. This committee prepares the Initial Evaluation Report, and for candidates with positive opinion: the appointment procedures required by Law No. 2547 on Higher Education are initiated. The evaluation is based on quantitative and qualitative criteria such as indexed publications, citations, awards, patents, collaborations, qualifications required for the position and international research experience
Advertising and application phase				
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	++ Yes completely	The Higher Education Council has mandatory templates for job advertising. Ege University follows these mandatory templates for job advertisement. Researcher assignments to all positions announced with the permission of the Council of Higher Education are made in accordance with the "Ege University Criteria Directive for Promotion and Assignment to University Academic Staff Membership," which has been implemented as of January 1, 2019, following increasingly stringent criteria (Ege University Criteria Directive for Promotion and Assignment to University Academic Staff Membership,, https://www.yok.gov.tr/Documents/Akademik/AtanmaKriterleri/ege-kriter-02032022.pdf). Recruitment procedures for research assistants and lecturers at our university are carried out in accordance with the "Regulation on the Principles and Procedures for the Central Examination and Entrance Examinations for Assignments to other Academic Positions" by the Council of Higher Education (YOK). To regulate the academic promotion and assignment criteria, our university established the Ege University Retired - Contracted Faculty Employment Criteria and Academic Promotion and Assignment Criteria Determination Commission on January 23, 2018, with the decision of the Ege University Senate (Ege University Retired - Contracted Faculty Employment Criteria and Academic Promotion and Assignment Criteria Determination Commission, https://kurulisleri.ege.edu.tr/tr-3733/eger_universitesi_emekli_-_sozlesmeli_ogretim_uyesi_%C3%87alistirilmasi_kriterleri_ile_akademik_yukselme_ve_atama_kriterleri_belirleme_komisyonu.htm). Updates to the university's appointment and promotion directive were made within the year 2021 by this commission
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 Council of Higher Education has mandatory templates for job postings. Since E.Ü. is a state university, it must comply with national regulations and legislation in the selection process of all researchers, including job postings. Although these regulations differ for Turkish citizens and international applicants, E.U. job advertisement contain all necessary information such as application calendar, position status, organization and recruitment unit, required qualifications and competencies, and number of open position. However, professional development opportunities and career development prospects are not included in the job advertisements. This task will be completed during the Action Plan.

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Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Compliance with national regulations is the highest priority in all publicly sourced academic position announcements. All international positions and positions funded through international funding organisations, such as EU grants, are advertised via the EURAXESS portal. Consistent use of EURAXESS has not become standard policy. In order to ensure that EURAXESS is used as much as possible, an action is envisaged to announce all academic positions announced nationally, or at least a certain proportion of them, on the EURAXESS portal. It is also envisaged that all vacancies for R1 and R2 level researchers funded by the Scientific and Technological Research Council of Turkey through EURAXESS will be announced. During the Action Plan, it is aimed to making the portal EURAXESS more visible on the institution's web page and ensure that open research quotas reach a wider audience by effectively informing potential users.
Do we make use of other job advertising tools?	x	x		++ Yes completely	In Ege University, positions are advertised on the web pages of the related departments and The Council of Higher Education (CoHE) of Turkey, the Official Gazette of the Republic of Turkey, the University Official web page and in public newspapers. Additional job advertising tools such as Researchgate and Academic Gates are also used for international positions. As Ege University as a public university has limited budget for job advertisement and is bound by the national regulations.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Since Ege University is a state university, it must comply with national legislation and regulations. Relevant administrative procedures for all publicly funded positions are subject to national laws (Public Servants Law no. 657; Labor Law no. 4857; Higher Education Law no. 2547; Higher Education Personnel Law no. 2914). According to the Higher Education Personnel Law, candidate who will be appointed to publicly supported positions will act in accordance with the above legislation. The documents required for job applications are clearly defined on online platforms and have dedicated support staff to guide and assist applicants and minimize administrative burden. For positions funded by other external sources such as EU or international grants, Ege University can be more flexible and helpful in terms of administrative processes.
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 should apply for the positions provide the required documents. Depending on the requirements of the position, a selection committee is appointed, including Ege University researchers as well as researchers and evaluators from other reputable external universities. However, Selection Committee members do not receive any training other than the official e-mail instructions sent to them at the time of their appointment. For increasing the knowledge and skills of managers, Ege University Human Resources Coordination Office and EU Continuous Education Center organize a management training program online including recruitment process regulations and principles for researchers. https://akademitv.ege.edu.tr/course/view.php?id=170 During the Action Plan, a training tool is planned to committee members for external universities about "judgment of merit".
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. According to the requirements of the position, a selection committee is composed of three five professors, at least one from external institutions and one being the head of the related department, to evaluate the applicants. Then, the Rector appoints the successful applicants according to the results and reports of the evaluations.
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. In addition, Ege University aims to consistently ensure gender equality in its different units. For this purpose, a self-evaluation has been made for the Gender Equality Plan (GEP), and the 2022-2025. It has been prepared following the recommendations of the EU in order to achieve the determined targets. Also GEP follows the directive and strategy regarding gender equality at Ege University, defined and approved by the Ege University Senate's decision dated 07.01.2022 and numbered 1/5. In action plan, Ege University Appointment and Promotion Criteria will be revised to address gender balance at selection committees.

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 substantially	Ege University has clear guidelines for selection committees to assess and evaluate "merit" to select the best candidates for relevant positions. Ege University has a well-defined points-based system for all R2-R4 academic positions. (chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.yok.gov.tr/Documents/Akademik/AtanmaKriterleri/ege-kriter-10102023.pdf). For positions at R1 level, candidates are evaluated by Grade Point Average score, Academic Personnel and Graduate Education Entrance Exam score, English proficiency exam score and written/oral interview. The outlines of this program are defined by a national legislation and an institutional directive (https://www.resmigazete.gov.tr/eskiler/2018/11/20181109-3.htm) (chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://oidb.ege.edu.tr/files/oidb/icerik/lisansustu_yonetmelik_2023.pdf). 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. For increasing the knowledge and skills of managers, Ege University Human Resources Coordination Office and EU Continuous Education Center organize a management training program online including recruitment process regulations and principles for researchers. https://akademitv.ege.edu.tr/course/view.php?id=170 During the Action Plan, a training tool is planned to committee members for external universities about "Judgment of merit".
Appointment phase				
Do we inform all applicants at the end of the selection process?		x	++ Yes completely	R1 level applicants are informed at the end of the selection process through departmental web pages. All R2-R4 level applicants are duly informed at the end of the selection process by official letters. In addition, all applicants are being informed by the new system called "Academic Personnel Assignment System (APAS)" was developed. In 2024, the APAS digital system has been made available for use in new assignments. https://unisis.ege.edu.tr/uniapas/registration
Do we provide adequate feedback to interviewees?		x	+/- Yes substantially	Although there are no clear guidelines in the national regulations, Ege University provides feedback to interviewees/candidates upon their request
Do we have an appropriate complaints mechanism in place?		x	++ Yes completely	Like all higher education institutions in Turkey, Ege University must 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. But the candidates who do not get the position can request jury reports in accordance with the transparency principle. Ege University also has a "Turquoise Desk" (Turkuaz masa in Turkish), which is an electronic service tool used to convey the wishes, suggestions and complaints of academicians to the relevant units, evaluate them and inform them about the results. (https://turkuazmasa.ege.edu.tr/TurkuazSSOyeni/form)
Overall assessment				
Do we have a system in place to assess whether OTM-R delivers on its objectives?			+/- Yes substantially	There are serial control points and approvals such as the Academic Departments Board, Faculty/School Executive Board and Personnel Affairs Directorate, Institutional Development Planning and Monitoring Coordination (https://pik.ege.edu.tr/), University Executive Board and finally the Higher Education Board. . These measures are intended to minimize errors in complying with OTM-principles/policy. An evaluation can be made by collecting existing data regarding the OTM-R application process.