

TEMPLATE 3 – OTM-R Checklist

Case number: 2020AM531432

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SUBMISSION DATE: 11 JULY, 2021

DATE ENDORSEMENT CHARTER AND CODE: 11 JUNE, 2020

OTM-R Checklist

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.

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	--	Planned
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	--	Planned

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	--	Planned
4. Do we make (sufficient) use of e-recruitment tools?	x	x		- +	PhD study admission announcement is posted in the University dedicated webpage https://ysmu.am/hy/page_list/iradardzutyunner/#sthash.1YwW7DYW.dpbs
5. Do we have a quality control system for OTM-R in place?	x	x	x	--	Planned
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	--	Planned
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	--	Planned
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	--	Planned
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	--	Planned
10. Do we have means to monitor whether the most suitable researchers apply?				+ -	Admission policy (https://www.arlis.am/DocumentView.aspx?DocID=104366)
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		--	Planned
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		--	Planned
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		- +	YSMU is subscribed to EURAXESS but research vacancies are not announced in the YSMU EURAXESS portal. We plan to give a start to this process as soon as internal procedures are updated for this purpose.
14. Do we make use of other job advertising tools?	x	x		+ -	According to the procedure the doctoral study admission announcement is published in the newspaper 'Hayastani Hanrapetutyun' ('The Republic of Armenia') and on the next day the latter is submitted to the RA Ministry of Education and Science.

15. Do we keep the administrative burden to a minimum for the candidate?	x			--	Planned
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+-	The RA Supreme Certifying Committee regulations on the admission and education in the PhD program, enrollment of doctoral researchers and PhD applicants in the Republic of Armenia https://www.bok.am/sites/default/files/inline-files/aspir_karg_0_0.pdf
17. Do we have clear rules concerning the composition of selection committees?		x	x	+-	The RA Supreme Certifying Committee regulations on the admission and education in the PhD program, enrollment of doctoral researchers and PhD applicants in the Republic of Armenia https://www.bok.am/sites/default/files/inline-files/aspir_karg_0_0.pdf
18. Are the committees sufficiently gender-balanced?		x	x	++	Due to professional peculiarities it is sometimes impossible to ensure gender balance in committees. The imbalance is rather a matter of availability of experts than gender discrimination.
19. 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	--	Planned
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Applicants receive an official e-mail informing them on the results of the selection.
21. Do we provide adequate feedback to interviewees?		x		+-	Feedback is provided upon individual requests. But this process needs to be improved and implemented as a regular procedure.
22. Do we have an appropriate complaints mechanism in place?		x		++	Disciplinary Committee statistics
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	Planned