

**Important message to institutions:**

Due to exceptional circumstances linked to COVID19, processing of HRS4R applications might suffer additional delays. Moreover, in the context of extraordinary measures taken at national level (e.g. universities or other institutions closed), all self-assessment deadlines between 15 March and 30 May can be extended by one or two months, depending on your needs. You only need to apply for an extension electronically in your dashboard or, if you need more than one month extension, send an email to the functional mailbox: [RTD-CHARTER@ec.europa.eu](mailto:RTD-CHARTER@ec.europa.eu).

**Site Visits:** All in house audits planned for April through June (and possibly July and August - depending on how the pandemic situation evolves) are cancelled. HRS4R experts and/or EC will contact you in due course to arrange additional dates. No site visits dates will be set before the situation both at EU and national level stabilises. Meanwhile, you can continue using the HR Excellence in research award.

**Remote assessments:** We will continue processing remote evaluations within the limits of HRS4R experts' availability and the special circumstances of EC staff being on mandatory teleworking. Please note that evaluation and communication of outcome might incur further delays.

**OTM-R Checklist**

**Case number:** 2018TR355789

**Name Organisation under review:** Middle East Technical University

**Organisation's contact details:** ODTÜ Üniversiteler Mah. Dumlupınar Bul. No:1, Ankara, Cankaya, 06800

**Date endorsement charter and code:** 16/11/2018

**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.

	<b>Open</b>	<b>Transparent</b>	<b>Meritbased</b>	<b>Answer:</b>	<b>Suggested indicators (or form of measurement)</b>
<b>OTM-R system</b>					
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="http://pdb.metu.edu.tr/ogretim-uyesiatama-ve-yukselme-kriterleri">http://pdb.metu.edu.tr/ogretim-uyesiatama-ve-yukselme-kriterleri</a> <a href="https://pdb.metu.edu.tr/tr/criteria-promotion-andappointment">https://pdb.metu.edu.tr/tr/criteria-promotion-andappointment</a>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	<a href="http://pdb.metu.edu.tr/ogretim-uyesiatama-ve-yukselme-kriterleri">http://pdb.metu.edu.tr/ogretim-uyesiatama-ve-yukselme-kriterleri</a> <a href="https://pdb.metu.edu.tr/tr/criteria-promotion-andappointment">https://pdb.metu.edu.tr/tr/criteria-promotion-andappointment</a>
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	METU Recruitment Policy embraces open, efficient, transparent, merit-based recruitment and selection process. The selection process ensures equity, fairness, flexibility and equal opportunity principles. In order to ensure the involvement of all parties who trained in the area of OTM-R an action has been developed: Action 5: Raising awareness about the Code of Conduct for the Recruitment of Researchers and OTMR principles

	<b>Open</b>	<b>Transparent</b>	<b>Meritbased</b>	<b>Answer:</b>	<b>Suggested indicators (or form of measurement)</b>
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	This area is regulated through national legislation. METU also uses job advertisement tools such as EURAXESS, Nature Careers, Science MAG, Crowdhelix.
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	Quality control of open, transparent and merit-based recruitment is regulated by national law. The existing national regulations about job announcements, feedbacks to candidates and selection procedures are dictated by the Higher Education Council of Turkey and The Council audits METU on every aspect of university administration.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	All positions are advertised nationally for direct government funded positions and through the EURAXESS portal for externally funded temporary positions.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	METU has been the most preferred university in the research fellowship program provided by TUBITAK. The fellowship aims to attract international leading researchers to Turkish Universities. Please see: <a href="http://www.hurriyedailynews.com/reverse-brain-drain-accelerates-turkeys-technology-minister-56586">http://www.hurriyedailynews.com/reverse-brain-drain-accelerates-turkeys-technology-minister-56586</a> <a href="https://www.aa.com.tr/tr/bilim-teknoloji/tersine-beyin-gocune-en-cok-ilgi-muhendislerden/1442034">https://www.aa.com.tr/tr/bilim-teknoloji/tersine-beyin-gocune-en-cok-ilgi-muhendislerden/1442034</a>
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	Since METU has open, efficient, transparent, merit-based recruitment and selection process. The selection process ensures equity, fairness, flexibility and equal opportunity principles.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	As having the legal status of research university, the recruitment policy aims to attract and recruit the best qualified academic staff nationally and internationally. The working conditions METU offers are internationally competitive. Please see the comment under question 7.

Open   Transparent   Meritbased   Answer:	Suggested indicators (or form of measurement)			
Do we have means to monitor whether the most suitable researchers apply?	++ Yes completely	METU appointment and promotion system sets the standards for the recruitment of most suitable candidates. The candidates should satisfy appointment criteria and, qualitative evaluation by a jury of faculty members, from both METU and other respectable universities. The appointment criteria include all kind of merits at quantitative and qualitative levels such as indexed publications, publications with international collaborations, citation, awards, patents, transfer of knowledge, potential contribution to university-industry; university-policy making and university-society collaboration which represent diverse array of achievements and qualifications appropriate to the position. International mobility and international research experience are paid special attention.		
Advertising and application phase	Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?  Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	++ Yes completely	The Higher Education Council has mandatory templates for job advertising and METU has the EURAXESS template for advertising portions through the EURAXESS portal. <a href="https://pdb.metu.edu.tr/system/files/formlar/akademikozluk/AOM-SA01-F05-Ogretim%20Uyesi%20Disindaki%20Kadrolar%20Icin%20ilan%20Formu_REV03.xlsx">https://pdb.metu.edu.tr/system/files/formlar/akademikozluk/AOM-SA01-F05-Ogretim%20Uyesi%20Disindaki%20Kadrolar%20Icin%20ilan%20Formu_REV03.xlsx</a>
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	++ Yes completely	The job advertisement templates contain information about required qualifications, number of positions, duration, expected start date, salary, application procedures etc.	
Do we make use of other job advertising tools?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	+/- Yes substantially	As state-owned university externally funded research vacancies can be advertised on EURAXESS. METU is taking steps to increase the number of posts published on EURAXESS. An action (Action 1) is prepared for ensuring the maximum use of EURAXESS to this end.	
		++ Yes completely	Employment offers are published on the webpages of YÖK, related departments and the Official Gazette of Turkish Republic. METU also use private job advertisement tools such as "Nature Careers", " <a href="https://www.sciencemag.org/">https://www.sciencemag.org/</a> ", "Crowdherix".	

	<b>Open</b>	<b>Transparent</b>	<b>Meritbased</b>	<b>Answer:</b>	<b>Suggested indicators (or form of measurement)</b>
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Successful candidates for permanent faculty positions who are Turkish citizens are appointed as civil servants of the Turkish Republic. The administrative procedure of this process has been set by the national laws (Public Officials Law, No. 657; Labour Law, No. 4857; Higher Education Law, No.2547; Personnel Law of Higher Education No. 2914) Other vacancies have more flexibility and quicker administrative process.
<b>Selection and evaluation phase</b>					
Do we have clear rules governing the appointment of selection committees?	x	x		++ Yes completely	A selection committee has been set up in accordance with the requirements of the position. The committee must involve not only METU researchers but also external evaluators. The appointment of selection committee is carried on as dictated by the Higher Education Law, No.2547. <a href="https://www.yok.gov.tr/Documents/Yayinlar/Yayinlarimiz/the-law-on-higher-education.pdf">https://www.yok.gov.tr/Documents/Yayinlar/Yayinlarimiz/the-law-on-higher-education.pdf</a>
Do we have clear rules concerning the composition of selection committees?	x	x		++ Yes completely	The composition of selection committee determined in accordance with the Higher Education Law, No.2547. The Rector assigns three to five professors dependent upon the academic title (assistant prof., assoc. prof., prof), one of them from outside the university and one of them the administrator of the related unit if there is one, to examine the candidates. These professors relay their views to the Rector on each candidate separately. Based on these views and those of the University Administrative Board, the Rector makes the appointment. <a href="https://www.yok.gov.tr/Documents/Yayinlar/Yayinlarimiz/the-law-on-higher-education.pdf">https://www.yok.gov.tr/Documents/Yayinlar/Yayinlarimiz/the-law-on-higher-education.pdf</a>
Are the committees sufficiently gender-balanced?	x	x		+/- Yes substantially	Although there is no specific guideline in the Higher Education Law with regards to gender-balance, METU pays attention to gender-balance as much as possible in selection committees.
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	Applications are short listed against the selection criteria / competencies as defined in the job descriptions and candidates are objectively assessed. Additionally a qualitative evaluation is carried on by a jury of faculty members, from both METU and other respectable universities as set by the Higher Education Law, No.2547.

	<b>Open</b>	<b>Transparent</b>	<b>Meritbased</b>	<b>Answer:</b>	<b>Suggested indicators (or form of measurement)</b>
<b>Appointment phase</b>					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants are informed at the end of the process through official letters and departmental webpages.
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	The existing national regulations about feedbacks to candidates are determined by the Higher Education Council. METU provides adequate feedback to candidates.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	At METU candidates can file a complaint to the related academic unit regarding appointment decisions. The selection committee is obliged to re-evaluate the application and provide a report to the candidate.
<b>Overall assessment</b>					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	There is a room for improvement to collect necessary data in terms of OTM-R implementation process.