

Pursuant to Article 23 of the Higher Education Act (Official Gazette of the Republic of Slovenia, Nos. 32/12, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ and 65/17), Article 287 of the Statute of the University of Maribor (UM Statute – UPB12, OG RS, No. 29/2017, 32/2019), the Rector of the University of Maribor, prof. dr. Zdravko Kačič, issued on 7 October 2019 the following

INSTRUCTIONS ON RECRUITMENT AT THE UNIVERSITY OF MARIBOR

I INTRODUCTION

Instructions on Recruitment at the UM (“the Instructions”) apply for recruitment at the University of Maribor, regardless of career level. Certain provisions in the Instructions apply exclusively to specific job profiles. The Instructions are intended for the implementation of the principles of open, transparent and merit-based recruitment as defined by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which have been recommended to the member states of the European Union by the European Commission with a Recommendation for implementation of 11 March 2005¹. All the provisions of these Instructions shall therefore be interpreted in the light of the objectives and principles of the Charter and Code. The Instructions apply also to the recruitment of professional staff at the UM, in addition to researchers, higher-education teachers and faculty assistants. This is in order to recruit the most qualified person to the vacant position, to ensure equal opportunities and accessibility of vacancies for all, to increase international integration of the UM as well as the attractiveness of employment at the UM for all professional profiles.

II VACANCY NOTICE

1. Decision regarding a vacancy

After establishing the need to fill a vacancy at the UM, a person responsible at the UM or its member issues a decision on vacancy notice.

2. Preparation of public vacancy notice

A vacancy notice shall be prepared in the following manner:

- a) it shall contain open and transparent information on the entire selection process, including selection criteria and indicative timetable,
- b) it shall be clear and concise, with links to detailed information, such as the required competencies and duties, working conditions, entitlements, training opportunities, career development, gender equality policies, etc.,
- c) it shall ensure that all the required skill levels and competencies are in line with the needs of the workplace and that they are not set as a barrier to entry, e.g., too restrictive and/or requiring unnecessary qualifications, taking into account the national regulations and regulations of the UM (Job systematization at the UM),
- d) it shall include explicit pro-active elements for underrepresented groups,

¹ Commission’s Recommendation of 11 March 2005 on the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (2005/251/ES), Official Journal L 75, 22 March 2005, pp. 67-77).

- e) it shall not impose unnecessary administrative work on the candidates (unnecessary qualification proofs, translations, required number of copies, etc.),²
- f) if necessary, it shall include institutional policy on languages³,
- g) it shall guarantee equal treatment of applied candidates, regardless of their ethnicity, national or social origin, religion, sexual orientation, language, disability, political beliefs, geographic location, social and economic status as well as gender,
- h) it shall guarantee the selection of the best candidate applied.

It is recommended that the vacancy notice also contain information on training opportunities and career development.

Vacancy advertisement shall specify the manner of submitting the vacancy application (e.g. by registered mail, by e-mail) and the deadline for submitting the application.

To ensure the implementation of the principles of open, transparent and merit-based recruitment of researchers and higher-education teachers and taking into account the derogations set out in continuation, the possibility of applying for a vacant position shall be provided for at least two months from the vacancy notice publication date. The time required for recruitment in accordance with these Instructions shall be taken into account by applicants, where possible, at the time of their application.

The vacancy advertisement shall also specify a contact person for the provision of information relating to the vacancy concerned.

3. Vacancy advertisement

Vacancy advertisement shall be publicly available at the Employment Service of Slovenia (Zavod RS za zaposlovanje), on the UM websites and websites of its members in Slovene. When looking for best researchers internationally, the text will additionally be published in English and on the EURAXESS portal (<https://www.euraxess.si>).

Websites of the UM and its members hold information for foreign candidates regarding recruitment and working conditions at the UM as well as guidance on matters to be taken care of beforehand in order to facilitate the smoothest possible transition to a new living and working environment. To this end, the sites also contain web links to relevant institutions (obtaining work permits, visas, insurance, health care, housing, education and childcare, etc.). It is further recommended that they also visit the national EURAXESS portal <https://www.euraxess.si/>, which offers key information as well as the EURAXESS network of associates in over thirty countries to support researchers and their families when changing their working and living environment.

In the vacancy advertisement, applicants should be able to find, either as a part of the advertisement documentation or in the included web links, information on:

- organization and recruiting unit,
- job title,
- selection criteria (and possibly their respective 'weight'), including knowledge and professional experience (distinguishing the 'required' and 'desirable'),

² In accordance with the 28th Article of the Employment Relationship Act, the employer may request from the applied candidates only the information directly related to work

³ There is a series of questions to consider, such as: Is the knowledge of Slovene strictly necessary or does it represent only an additional value for a particular job? Will this kind of knowledge become necessary over time? In this case, is a language course participation envisaged? In the case of applied candidates from abroad, does the staff/members of the selection committees have appropriate competencies, if the interview is conducted in English?

- number of available positions,
- professional development opportunities,
- career development prospects,
- application procedure and deadline,
- an open, transparent and merit-based policy of researcher recruitment; equal opportunities policy (e.g. positive discrimination, dual careers, etc.),
- contact information.

III SELECTION PROCEDURE

1. Selection committee

The application review and selection committee is appointed by the person responsible at the UM or its member. The procedure for appointing the committee is transparent, public and carried out for all employees at the UM. In line with the principle “Selection” of the Code of Conduct for the Recruitment of Researchers, selection committees should be established for all profiles (R1-R4), though the size and composition of the committees may differ according to the profile and type of contract.

The selection committees are independent, their decisions have to be objective and evidence-based.

Committee size and composition may vary according to the vacancy profile, while respecting the following elements:

- a minimum of 4 members,
- balanced gender representation,
- inclusion of experts from different sectors (public, private, academic, non-academic), where appropriate and feasible,
- the committee as a whole has to hold appropriate experience, qualifications and competencies for the adequacy assessment of the candidates.

In accordance with the Code of Conduct for Public Servants, appointed members have to warn the authority which appointed them about a possible conflict of interests.

2. Screening and interviewing

The entire selection process follows the principle of equal opportunities for all applied candidates, who need to be screened. Depending on the number of applicants, the process may involve more steps (e.g. pre-screening to check eligibility, shortlisting of candidates for interviews (which take place by telephone, Skype or in person), organizing the interviews, etc.).

Selection committee is autonomous in its selection methods (such as personal interviews), in respect of the position requirements and number of applied candidates.

All candidates have to be evaluated from the perspective of compliance with the requirements and in accordance with the criteria published in the vacancy advertisement.

3. Assessing merit

Selection committee for higher-education teachers and faculty assistants qualitatively and quantitatively assesses all reported professional, research and teaching merits of each candidate, focusing on the candidates' full potential for the job, whilst also taking into account their creativity and level of independence.

Selection committee for researchers qualitatively and quantitatively assesses all reported professional and research merits of each candidate, focusing on the candidates' full potential for the job, whilst also taking into account their creativity and level of independence.

Selection committee for professional staff qualitatively and quantitatively assesses all reported professional competencies and past work experience of each candidate, focusing on the candidates' full potential for the job, whilst also taking into account their creativity and level of independence.

In line with the principles "Judging merit", "Variations in the order of CVs", "Recognition of mobility" and "Seniority" of the Code of Conduct for the Recruitment of Researchers, the evaluation criteria should be consistent with the requirements of the position as regards research, supervision or, for example, teaching competencies.

Assessment criteria should be clearly defined in the vacancy advertisement and harmonized with the requirements of the position being advertised. Some of the following criteria can be used as guidelines for determining the assessment criteria, considering the profile and the job position of a desired candidate:

- research merits,
- work experience,
- teaching qualifications,
- knowledge transfer and exchange,
- public awareness activities,
- organizational skills/experience,
- management of research and innovation,
- international portfolio (including mobility),
- teamwork.

When recruiting researchers, we recommend sensible use of the European Framework for Research Careers, which defines the required and desirable competencies for each of the four competency levels (R1 to R4).

4. Candidate selection

The committee sorts by reference the recruitment candidates for research or teaching position who meet all the position requirements and the candidates who meet all the requirements except the requirement of appropriate faculty rank appointment (habilitation).

If the recruitment candidate for research or teaching position who is, according to the committee, best suited to fill the vacancy does not meet the requirement of the appointment of a faculty rank at the UM, the committee proposes to the person responsible at the UM or its member an initiation of the procedure of appointment of a faculty rank or a rank recognition procedure. After the procedure is completed and the committee establishes that the candidate meets all the formal requirements, it shall propose the candidate for the position.

All unsuccessful applicants should receive their selection notice within eight days after the selection process completion.

IV APPEAL MECHANISM

Unsuccessful candidates who believe that statutory prohibition of discrimination was violated in the selection, may, within 30 days of the receipt of the selection notice, request judicial protection directly before the competent labour court.⁴

V GENERAL RULE DEROGATIONS

Derogations of the general rules of recruitment at the UM can in accordance with the European Union guidelines⁵ include measures such as retention, re-deployment or re-integration, as well as activities relating to positive action/discrimination. If these measures are implemented transparently, reasonably, under the control and in accordance with certain parameters, they can still be merit-based and in themselves do not undermine the principle of transparency.

An example of justified derogation is the selection of applied scientific research projects or programmes with financial support from a funder through a public tender, where a researcher or research group was selected for funding and thus has to implement the applied and selected scientific research project (or programme) under contract with the funder. In such cases, a procedure of professional evaluation or selection by the funder is sufficient.

Among the justified derogations are also researcher positions funded under programmes for reintegration (for instance Marie Skłodowska-Curie Actions - MSCA) and which are aimed at stimulating researchers who live and work abroad to return to their homeland. Although the recruitment process for these positions is not fully open, it still has to be transparent and merit-based.

The employer can, in order to attract key personnel, employ strategic recruitment with a proactive search for suitable candidates (for instance, through recruitment consultants). Also, in this case, the recruitment has to be entirely merit-based, transparent and open to other candidates.

In certain cases of recruiting researchers for a fixed period of time, where time from the receipt of selection notice to the beginning of work is insufficient to implement the recruitment procedure in two months and would thus jeopardize other contractual terms and/or funder's conditions (such as projects, early-stage researchers included in the programme Mladi raziskovalci ARRS, etc.), the application deadline is proportionally shortened by the amount of time strictly necessary to fulfil the contractual obligations.

⁴ The deadline to request judicial protection is in line with Article 200 of the Employment Relationship Act (ZDR-1), Official Gazette of the Republic of Slovenia, Nos. 21/13, 78/13 - corr., 47/15 - ZZSDT, 33/16 - PZ-F, 52/16, 15/17 - decision of the Supreme Court, 22/19 — ZposS.

⁵ REPORT of the WORKING GROUP of the STEERING GROUP OF HUMAN RESOURCES MANAGEMENT under the EUROPEAN RESEARCH AREA on Open, Transparent and Merit-based Recruitment of Researchers, OTM-R, July 2015, page 22, accessible at https://cdn1.euraxess.org/sites/default/files/policy_library/otm-r-finaldoc_0.pdf.

V RECRUITING FOREIGNERS

When recruiting foreigners, it is necessary to comply with the provisions regulating the status and recruitment of foreigners. The conditions and procedure depend on the country of origin of the foreigner and their status. Each case is handled individually.

VII VALIDITY

These Instructions come into effect within six months after issuance and shall be published on the website of the University of Maribor.

The effect of these Instructions expires Instructions on Open, Transparent and Merit-based Recruitment of Researchers at the University of Maribor, adopted at the 26th regular session of the Senate of the University of Maribor of 24 October 2017.

Rector of the University of Maribor

prof. dr. Zdravko Kačič