

OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT OF  
RESEARCHERS –POLICY (OTM-R)

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JYVÄSKYLÄN YLIOPISTO



Development of researcher career and position – HR Excellence in Research

### **Practices related to the recruitment of researchers**

(Open, Transparent and Merit-based Recruitment – OTM-R)

**The majority of the researchers at the University of Jyväskylä work in an employment relationship. Research is also conducted with grants.**

The University of Jyväskylä recruits researchers in accordance with the strategy, the Personnel Policy and the Rector's Decision on Personnel Matters. The aim of the research career model is to recruit the best researchers and teachers to the University of Jyväskylä and promote researchers' career progress. International mobility is encouraged for those on the researcher career path. In compliance with the research, innovation and infrastructure programme of the University, the aim is that a doctoral graduate from the University of Jyväskylä has also worked outside the University of Jyväskylä before receiving a permanent position at the University of Jyväskylä.

In addition to recruiting researchers for a researcher's career, the University of Jyväskylä may recruit them to fixed-term and permanent positions in accordance with the Employment Contracts Act.

This document describes the researcher recruitment practices, which are based on openness, transparency and merits.

### **Calls for application and the application process**

The University of Jyväskylä recruits researchers primarily through international application procedures. Calls for application are published in Finnish and English in various Finnish and international channels. In the calls for application, attention is paid to non-discrimination.

A call for application includes the presentation of the recruiting unit, the job description, duration of the employment and the required qualification criteria and language skills requirements as well as matters considered as merits for applicants. In addition, the application advertisement includes information on salary, possible trial period, contact details for more information and attachments related to the application as well as the application period.



The electronic recruitment system used in the application procedure enables applying for a position all over the world.

Representatives of the discipline, subject or project from the University participate in the recruitment process. Applicants are actively informed of the progress of the recruitment process in different phases of the process.

The University of Jyväskylä offers possibilities to develop in your work and proceed in your career. The University offers various opportunities for competence development, including internal staff training, and takes care of employees' occupational wellbeing, including comprehensive occupational health care services.

### **Selection and evaluation of applicants**

Selection is based on the requirements mentioned in the application advertisement and a careful and non-biased comparison of applicants, of which a selection memorandum is created. The selection criteria and application data of other applicants are public for certain parts in compliance with the Act on the Openness of Government Activities. The selection process at the University of Jyväskylä is described in internal instructions, which also define the persons authorised to make selection-related decisions depending on the researcher position. At the University of Jyväskylä, employment agreements are made in writing and the University's signer varies based on the level of the Tenure Track or otherwise depending on the researcher position in accordance with the University's internal instructions.

According to the internal instructions, the authorised decision-maker can define the selection procedure of doctoral students and postdoctoral researchers, however, considering the principles of recruitment at the University of Jyväskylä.

For other positions than the abovementioned researcher positions, the University uses an expert evaluation procedure, in which the best experts in their fields are invited as assessors. The procedure promotes openness, for example, by submitting the experts' statements for information to evaluated applicants.

The University of Jyväskylä also uses preparatory groups in separately defined situations when researchers are recruited for a tenure track. In this case, the members of the preparatory group are defined in compliance with the University's internal guidelines. Preparatory working groups can also be used for other duties, but in such cases there is no University-level definition for the composition of the group.

### **Appointment of a tenure track researcher**

Qualification requirements of positions and other matters taken into account when assessing merits are defined in the University of Jyväskylä Regulations. The purpose of a possible trial



period is to clarify suitability from both the employee's and the employer's perspectives.

<Part of duties in the researcher's career are fixed-term. In this case, the duties are placed at the beginning of the tenure track path. When proceeding on the tenure track, positions may be valid until further notice.

### **Proceeding on the researcher's career**

The purpose of the research career model at the University of Jyväskylä is to describe the researcher's opportunities for proceeding on the career. The model also describes the prerequisites and evaluation criteria that enable moving from one phase of the researcher's career to another.

A research career starts from the position of a doctoral student and may proceed step by step to a professorship. The progress is described in a separate document in accordance with the tenure track model.

It is the duty of the supervisor to support the employee's research career progress in all of the positions. This can be promoted, for example, by monitoring the implementation of work plans and regular development discussions.