



**NOVA
UNIVERZA**

**GUIDELINES ON OPEN, TRANSPARENT, AND MERIT-BASED
RECRUITMENT AT THE NEW UNIVERSITY AND ITS MEMBERS**

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Table of contents

- 1 INTRODUCTION 3
- 2 VACANCY ANNOUNCEMENTS 3
 - 2.1. Decision about the vacancy 3
 - 2.2. Preparation of the vacancy announcement 3
 - 2.3. The publication of the vacancy announcement 4
- 3 SELECTION PROCEDURE 5
 - 3.1. Selection Committee 5
 - 3.2. The selection of the candidates and interviews 5
 - 3.3. The evaluation of achievements 6
 - 3.4. The selection of candidates after the interview 7
- 4 The appeal mechanism 7
- 5 Additional information 7

1 INTRODUCTION

The Guidelines on open, transparent, and merit-based recruitment at the New University and its members (hereinafter the Guidelines) apply to the employment of researchers, university teachers, and university colleagues at the New University (hereinafter the NU), regardless of the career level. Individual provisions in the Guidelines apply exclusively to a specific job profile. The instructions are intended to implement 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 (hereinafter: the Charter and the Code).

All provisions of the Guidelines are interpreted in the light of the objectives and principles of the Charter and the Code. When possible, the Guidelines are also used for the recruitment of other staff at NU. The aim is to recruit the best-qualified person for the vacant position, ensure equal opportunities and job accessibility for all, and increase the international involvement of NU and the attractiveness of employment at NU for all professional profiles.

2 VACANCY ANNOUNCEMENT

2.1. Decision about the vacancy

Upon determining the need for employment at NU, the Board of Directors issues a decision on the announcement of a vacant position.

2.2. Preparation of the vacancy announcement

The vacancy announcement must be prepared in such a way that:

- a) it contains open and transparent information about the entire selection procedure, including the selection criteria;
- b) is clear and concise with links to more detailed information, e.g. on required competencies and duties, working conditions, rights, training opportunities, career development, gender equality policies, etc.;
- c) ensures that all required levels of training and competence are in line with the needs of the position and are not defined in such a way as to hinder applications, i.e. too restrictive or unnecessary;
- d) includes explicitly proactive elements for underrepresented groups;
- e) does not represent unnecessary administrative work for candidates (unnecessary proof of qualifications, translations, required number of copies, etc.);
- f) includes, where necessary, an institutional policy on the use of languages;
- g) ensures equal treatment of applied candidates regardless of ethnicity, nationality, social origin, religion, sexual orientation, language, disability, political belief, geographic location, social, economic position, and gender;
- h) ensures the selection of the best-applied candidate.

It is recommended that the vacancy announcement also contains information on career development opportunities.

The announcement specifies the method of applying for the advertised vacancy (recommended by mail, or e-mail) and the deadline for applying.

To ensure the implementation of the principles of open, transparent, and merit-based recruitment of researchers and university teachers, the possibility of applying for a position must be given at least two months from the date of publication, so that even the most geographically remote candidates can apply. Vacation periods and holiday periods must be taken into account and the time to apply extended accordingly.

The announcement also specifies a contact person for providing information regarding the advertised vacancy.

The announcement documentation must clearly state who covers the travel and accommodation costs for the interview phase with registered candidates who are not residents of the Republic of Slovenia if an in-person interview is required.

2.3. The publication of the vacancy announcement

The vacancy announcement is published publicly, it must be published on the websites of NU and its members in the Slovenian language. In the case of searching for researchers on the international market, additionally in English and on the EURAXESS portal (<https://www.euraxess.si/>).

For foreign candidates, the website of NU and its members also publishes information on employment conditions or work at NU and instructions on what needs to be arranged in advance to make the transition to the new living and working environment as easy as possible for the selected candidates. For this purpose, online links to relevant institutions (obtaining work permits, visas, insurance, health care, accommodation, education, childcare, etc.) are published. At the same time, it is also recommended for them to visit the national EURAXESS portal (<https://www.euraxess.si/>), where, along with key information, teams of colleagues from the EURAXESS network in more than thirty countries can be reached to support researchers and their family members when changing work and living environment.

Candidates must have the following information:

- the organization and department that advertises the position;
- the job title, specifications, and start date;
- the profiles of researchers (R1-R4) with a description of "required" and "desired" competencies;
- the selection criteria, including knowledge and professional experience (the distinction between required and desired competencies);
- the number of vacancies;
- the opportunities for professional development;

- the application procedure and application deadline;
- the policy of open and transparent and merit-based recruitment policy;
- the policies of equal opportunities (e.g. positive discrimination, dual career paths, etc.);
- contact information.

3 SELECTION PROCEDURE

3.1. Selection Committee

The candidate selection committee is appointed by the NU Board of Directors each time a decision is issued on a vacant position.

NU and its members are obliged to refer members of the selection committee to appropriate training or enable them to participate in training. If applications from candidates for the position are expected in a foreign language, the members of the commission must be adequately trained to be able to process applications and conduct interviews in English.

Selection committees are independent. Its members must not have a conflict of interest, and their decisions must be objective and based on evidence.

The size and composition of the committee may vary depending on the profile of the advertised vacancy and the type of contract, taking into account the following elements:

- the commission should consist of at least three members;
- the composition should ensure at least 30% representation of each gender, if possible;
- involving experts from different sectors (public, private, academic, non-academic), if this is appropriate and feasible;
- the commission as a whole must have relevant experience, qualifications, and competencies to assess the suitability of candidates.

In the case where the committee member is:

- related to the candidate;
- married or in a relationship with the candidate, even if the marriage has ended;
- lives or has lived in cohabitation with the candidate;
- guardian, adoptive or foster parent of the candidate;
- and in case of conflict of interests;

they may not be a member of the selection committee. The selection committee is then supplemented by a neutral additional member.

3.2. The selection of the candidates and interviews

The entire selection process is based on the principle of equal opportunities for all candidates who must be evaluated. The procedure involves several steps depending on the number of applied candidates (review of applications, completeness, invitations to an interview (live or online), and their organization...). Remote interviews are appropriate especially at the initial stage of selection, but if possible, they should not replace face-to-face interviews.

When organizing interviews, candidates who are not residents of Slovenia must take into account the time they need to arrange everything necessary to participate in the interview (travel, preparation for the interview).

Depending on the needs of the advertised vacancy and the number of applicants, the selection committee is independent in its selection methods (e.g. personal interviews, evaluation by an external expert, etc.).

3.3. The evaluation of achievements

The selection committee qualitatively and quantitatively evaluates all demonstrated professional, research, and pedagogical achievements of an individual candidate, focusing on the candidate's overall potential for the work of a researcher, while also taking into account his creativity and level of independence. Possible career interruptions or the building of a multidimensional career should not represent a negative consequence for the candidate but should be viewed as a developmental stage in the career and consequently as a potentially valuable contribution to the professional development of the researcher in the direction of a multidimensional career path (chronological deviations in the CV).

By the principles of "Evaluation criteria", "Chronological deviations in the CV", "Recognition of mobility experience" and "Working period" defined in the Code of Conduct for the recruitment of researchers, the evaluation criteria must be aligned with the requirements of the position regarding research, mentoring or pedagogical skills.

The evaluation criteria must be clearly defined in advance and coordinated with the requirements of the advertised vacancy. The following can be used as guidelines for determining evaluation criteria:

work experience;

–pedagogical competence;

–international portfolio (including mobility);

–transfer and exchange of knowledge;

–management of research and innovation;

–organizational skills/experience;

–activities to raise public awareness;

–research achievements.

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

3.4. The selection of candidates after the interview

The selection committee ranks candidates for employment in a research or teaching position who meet all the conditions for filling the position, and candidates who meet all the conditions, except for the condition of appropriate habilitation, according to references.

For a candidate for employment in a research or teaching position who, in the opinion of the committee, would be the most suitable for the announced vacancy and does not have the condition of being elected to a title at NU, the committee proposes to the responsible person at NU or the introduction of the procedure for election to the title or the procedure for recognition of the title on the member. After the completed procedure, when the committee finds that the candidate meets all the formal conditions, the committee recommends the candidate for employment.

All non-selected candidates will be notified of their non-selection within eight days after the completion of the selection process.

4 The appeal mechanism

Candidates who believe that they have been treated superficially, unfairly, or inadequately, must be provided with an appropriate appeal procedure. The procedure must be transparent and public, it must define how the candidate can file a complaint, and include the time frame in which the complaint will be considered. The appeal procedure must be completed within one month.

5 Additional information

If the preparation and publication of the vacancy for the employment of researchers and the process of selecting candidates at NU and its members for justified reasons cannot be carried out by these Guidelines and the principles of open, transparent, merit-based recruitment of researchers and the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, it is necessary to keep current records and inform the management of the university about them.