Important message to institutions:

Onsite visits are resumed starting 1 September 2022

The broad lifting of the COVID-19 related travel limitations, allow us to cautiously resume the onsite visits. All site visits scheduled to take place after 1 September, will be organized under the normal onsite configuration.

Please note that after 1 September the virtual formula for "remote" site visits, will not be in place anymore.

OTM-R Checklist

Case number: 2021TR600778
Name Organisation under review: IZMIR YUKSEK TEKNOLOJI ENSTITUSU
Organisation's contact details: Gulbahce Campus, Izmir, 35430
Date endorsement charter and code: 03/02/2021

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.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x		IZTECH has published its own OTM-R policy online. https://personel.iyte.edu.tr/iyte-minimum-akademik-yukseltme-ve-atama-olcutleri-ile-ilgili-esaslar-2/ https://personel.iyte.edu.tr/en/minimum-academic-promotion-and-appointment-criteria/ https://personel.iyte.edu.tr/en/application-procedures/ https://personel.iyte.edu.tr/mevzuat/
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x		IZTECH has internal regulations for clearly demonstrating OTM-R procedures and practices for all types of positions. These regulations are accessible through the web page of the Directorate of Personel Affairs of IZTECH. https://personel.iyte.edu.tr/iyte-minimum-akademik-yukseltme-ve-atama-olcutleri-ile-ilgili-esaslar-2/ https://personel.iyte.edu.tr/en/minimum-academic-promotion-and-appointment-criteria/ https://personel.iyte.edu.tr/en/application-procedures/ https://personel.iyte.edu.tr/mevzuat/
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x		IZTECH implements an open, transparent and merit-based selection and recruitment process. However, to ensure the sustainability of OTM-R, an action has been envisaged for the training of all people involved in the process: Action 11: Improving Selection, Appointment and Promotion Processes

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x			Being a public research university, we should comply with the national legislation. As such, online recruitment tools or Applicant Tracking Systems (ATS) are not used. However, IZTECH uses job advertisement tools such as EURAXESS, Research Gate, Academic Gates, etc. However, the use of EURAXESS is intended to be enhanced through an action. Action 11: Improving Selection, Appointment and Promotion Processes
Do we have a quality control system for OTM-R in place?	x	x	x		The quality control of our open, transparent and merit-based selection and recruitment process is secured by national legislation. The Council of Higher Education (CoHE) of Turkey governs and monitors the current national regulations about open position/job announcements, feedbacks and recruitment procedures.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x		All public-funded positions should be nationally advertised. Such advertisements are closely monitored. Positions funded through other external means, such as EU grants, are advertised through EURAXESS portal. Additionally, the appointment and promotion policy of IZTECH restricts the practices of "in-breeding". (https://personel.iyte.edu.tr/en/minimum-academic-promotion-and-appointment-criteria/) More than 90% of all recruited Assistant Professors in the last 5 years have their PhD degrees obtained from organizations other than IZTECH.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x		One of the main strategic priorities of IZTECH is "internationalization" (https://uio.iyte.edu.tr/uluslararasilasma-politika-belgesi/ and https://uio.iyte.edu.tr/en/internationalization-policy-document/). Thus, a brand new recruitment policy has been implemented during the last 3 years to recruit researchers from abroad. As a consequence, the number of international faculty increased by 266%. Additionally, approx. 65% of all academicians at IZTECH have PhD degrees from abroad. IZTECH received fellows from the Co-funded Brain Circulation Scheme and the International Leading Researchers Program of The Scientific and Technological Research Council of Turkey. These fellowships aim to attract international leading researchers to universities in Turkey.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x		IZTECH's recruitment and selection processes ensure compliance with OTM-R principles. IZTECH implements "Principles and Strategies Regarding Gender Equality" document that adopts and maintains a merit-based egalitarian approach in gender participation, representation, appointment and promotion as one of its institutional targets. (https://en.iyte.edu.tr/about/principles-and-strategies-regarding-gender-equality) Currently, the percentage of female academic personnel at IZTECH is 38 %.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x		Being a public university, IZTECH is bound by the national legislations concerning salaries, superannuation and health coverage. The Law on Higher Education, No: 2547 (https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2547.pdf) Civil Servants' Act, No: 657 (https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=657&MevzuatTur=1&MevzuatTertip=5) The Higher Education Personnel Law, No: 2914 (https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2914.pdf) However, being the only Institute of Technology in Turkey and having the legal status of a research university, IZTECH has attracted and recruited the best researchers nationally and internationally in a sustained manner. IZTECH provides attractive working conditions and research infrastructure such as state-of-the-art research infrastructure and facilities, laboratory spaces, internal research funding opportunities for researchers at all levels from R1 to R4. Consequently, IZTECH has grown 12% by attracting applicants from outside the institute within the last 3 years.
Do we have means to monitor whether the most suitable researchers apply?					IZTECH has set well-defined appointment and promotion criteria for all researchers at all levels. The criteria are accessible through the IZTECH website, ensuring applications from the most suitable candidates. (https://personel.iyte.edu.tr/en/minimum-academic-promotion-and-appointment-criteria/) (https://personel.iyte.edu.tr/en/application-procedures/) The candidates should satisfy the relevant criteria, followed by an evaluation by a jury of faculty members from both IZTECH and other respectable universities. The evaluation is based on quantitative and qualitative criteria such as indexed publications, citations, awards, patents, collaborations, qualifications required for the position and international research experience.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x			Being a public university, IZTECH is bound by the regulations governed by The Council of Higher Education (CoHE) of Turkey for advertising research positions for all levels. These regulations strictly frame and clearly describe how to advertise positions. Additionally, IZTECH also uses EURAXESS portal for advertising positions.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x			Being a public university, IZTECH should comply with the national regulations and legislation for the selection process of all the researchers, including job advertisements. Although these regulations could differ for Turkish citizens and international applicants, IZTECH job advertisements include elements such as organisation and recruiting unit, job title, starting date, level of the researcher (R1-R4), required qualifications and competencies, number of available positions, workplace, salary and application procedures. However, professional development opportunities and career development prospects are not included in the job advertisements. Action 11 addresses these gaps in the job advertisements.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			All public-funded academic positions should be nationally advertised. All international positions and positions funded through international funding agencies, such as EU grants, are advertised through EURAXESS portal. Consequently, the number of international faculty increased by 266% within the last 3 years. To ensure the use of EURAXESS as much as possible, an action has been envisaged for a certain percentage or, ideally, all the nationally advertised academic positions to be announced on the EURAXESS portal. It is also envisaged to advertise all vacancies for R1 and R2 level researchers funded by The Scientific and Technological Research Council of Turkey through EURAXESS. Action 11 aims to increase the number of positions advertised on EURAXESS portal by making the portal more visible on the institution's web page and inform potential users effectively to ensure research vacancies reach a wider audience.
Do we make use of other job advertising tools?	x	x			IZTECH positions are also advertised on the web pages of the related departments and The Council of Higher Education (CoHE) of Turkey, and on the Official Gazette of the Republic of Turkey. Additional job advertising tools such as Researchgate and Academic Gates are also used for international positions. IZTECH as a public university has limited budget for job advertisement and is bound by the national regulations.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x				Being a public university, IZTECH should comply with the national regulations and legislation. For all public-funded positions, the related administrative procedures are governed by the national laws. The Law on Higher Education, No: 2547 (https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2547.pdf) Civil Servants' Act, No: 657 (https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=657&MevzuatTur=1&MevzuatTertip=5) The Higher Education Personnel Law, No: 2914 (https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2914.pdf) Candidates who will be appointed to public-funded positions abide by the above legislations. For positions funded through other external means such as EU or international grants, IZTECH can be more flexible and efficient in terms of administrative processes.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x		IZTECH have clear rules governing the appointment of selection committees for academic positions as announced on IZTECH website. (https://personel.iyte.edu.tr/en/minimum-academic-promotion-and-appointment-criteria/) These rules are in line with the regulations of the Higher Education Law, No: 2547. (https://www.yok.gov.tr/Documents/Yayinlar/Yayinlarimiz/the-law-on-higher-education.pdf) According to the requirements of the position, a selection committee is appointed involving not only IZTECH researchers, but also researchers and evaluators from other respectable universities. For R1 level researcher positions, IZTECH follows the regulations of The Council of Higher Education (CoHE) of Turkey. (https://www.resmigazete.gov.tr/eskiler/2018/11/20181109-3.htm)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x		As a public university, IZTECH has to follow rules dictated by national legislations. Thus, IZTECH has clear rules for all level researchers concerning the composition of selection committees for academic positions as directed by the Higher Education Law, No: 2547. For R3, R4 and academic R2 level: (https://personel.iyte.edu.tr/en/minimum-academic-promotion-and-appointment-criteria/) For non-academic R2: (https://www.resmigazete.gov.tr/eskiler/2018/11/20181109-3.htm) The Higher Education Law, No: 2547 (https://www.yok.gov.tr/Documents/Yayinlar/Yayinlarimiz/the-law-on-higher-education.pdf) According to the requirements of the position, a selection committee is composed of three to five professors, at least one from external institutions and one being the head of the related department, to evaluate the applicants. Then, the Rector appoints the successful applicants according to the results and reports of the evaluations. (https://www.yok.gov.tr/Documents/Yayinlar/Yayinlarimiz/the-law-on-higher-education.pdf) For R1 level researcher positions, IZTECH has to follow the regulations of The Council of Higher Education (CoHE) of Turkey. (https://www.resmigazete.gov.tr/eskiler/2018/11/20181109-3.htm)
Are the committees sufficiently gender-balanced?		x	x		In relation to the gender-balance in the committees, there are no clear rules in the Higher Education Law, No: 2547 and in the Personnel Law of Higher Education, No: 2914. The Law on Higher Education, No: 2547 (https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2547.pdf) The Higher Education Personnel Law, No: 2914 (https://www.mevzuat.gov.tr/MevzuatMetin/1.5.2914.pdf) However, IZTECH Senate has recently accepted "Principles and Strategies Regarding Gender Equality" document which has entered into force on 19.10.2021.(https://en.iyte.edu.tr/about/principles-and-strategies-regarding-gender-equality/) Although IZTECH commits itself to gender balance in general, the results of the HRS4R surveys have revealed that the gender-balance has not been addressed sufficiently during the formation of the selection committees. Therefore, it is also envisaged to take the necessary actions and measures to this end. ACTION 12: IZTECH Appointment and Promotion Criteria will be revised to address gender balance at selection committees.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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		IZTECH has clear guidelines for selection committees to evaluate and judge the "merit" in order to select the best candidates for the relevant positions. For all R2-R4 academic positions, IZTECH has a well-defined point based system. (https://personel.iyte.edu.tr/en/minimum-academic-promotion-and-appointment-criteria/) For R1 level positions, candidates are evaluated, ranked and selected according to a total grade they obtain from a well-defined combination of their Grade Point Average score, the Academic Personnel and Graduate Education Entrance Exam score, an English proficiency test score and a written/oral interview. The outline of this scheme is defined by a national legislation and an institutional directive. (https://www.resmigazete.gov.tr/eskiler/2018/11/20181109-3.htm) (https://lee.iyte.edu.tr/wp-content/uploads/sites/110/2021/06/Lisansüstü-Eğitim-Öğretim-Yönetmeliği.pdf). (https://ogrenciisleri.iyte.edu.tr/wp-content/uploads/sites/7/2018/09/Regulation-of-student-admission-affairs.pdf) For positions funded through other external means such as EU or international grants, the candidates are evaluated and selected by the principal investigators according to the project call/proposal requirements.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x			R1 level applicants are informed at the end of the selection process through departmental web pages. All R2-R4 level applicants are duly informed at the end of the selection process by official letters.
Do we provide adequate feedback to interviewees?		x			Although there are no clear guidelines in the national regulations, IZTECH provides feedback to interviewees/candidates upon their request. Action 11 addresses the institutional gap in the feedback mechanisms on the strength and weakness of applications. Clear guidelines will be prepared to define the feedback mechanisms for interviewees/candidates.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x			IZTECH has a few complaints mechanisms in place. Applicants can always contact the related units/departments to petition for complaint. IZTECH addresses all complaints and provides a written feedback to the candidates. Additionally, a separate "The Information Unit" was established within the body of the General Secretariat of IZTECH in 2004 to enable people to exercise their right to information, based on national laws. (https://iyte.edu.tr/bilgi-edinme/) Finally, there is the "Presidential Communication Center" of Turkey (CİMER in Turkish), which is an electronic public service tool created for the exercise of citizens' right to petition and right to information. (https://www.cimer.gov.tr/) Action 10 aims to include complaints/appeals procedures and mechanisms in recruitment and selection processes.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?					Our OTM-R system can be further improved during the implementation phase of the HRS4R process. A working group will be constituted from the representatives of related units within IZTECH. Action 1 aims to oversee the implementation of the OTM-R process.