

OTM-R POLICY OF ŠIAULIŲ VALSTYBINĖ KOLEGIJA

SECTION I GENERAL PROVISIONS

1. Open, Transparent, Merit-based Recruitment Policy (hereinafter OTM-R policy) is the key part of the Human Resources Strategy for Researchers (HRS4R) of Šiaulių valstybinė kolegija (hereinafter ŠVK), which aims to create an attractive, supportive, and professional working environment for researchers.

2. ŠVK is committed to open, transparent and merit-based recruitment principles, as defined in the European Charter for Researchers. As a regional higher education institution, ŠVK aims to attract highly qualified employees both nationally and internationally.

3. The OTM-R policy is publicly available in Lithuanian and English on the ŠVK website.

SECTION II OTM-R PRINCIPLES

4. The three key principles at the core of the OTM-R policy drive ŠVK to be open, transparent, and merit-based:

4.1. Open: All positions are publicly advertised to attract a broad and diverse pool of candidates.

4.2. Transparent: Recruitment procedures are straightforward and clearly defined, with external candidates given access to the same information as internal candidates.

4.3. Merit-based: Appointments are made solely on the basis of professional qualification, research achievements, and relevant experience, without discrimination.

SECTION III PRINCIPLES OF EMPLOYEE SELECTION AND ASSESSMENT

5. Candidates are selected for positions and assessed in a manner that avoids nepotism and is guided by the following principles:

5.1. Transparency and publicity – open, clear, and prompt provision of information about existing vacancies and competitions is ensured; each applicant seeking a position is given the opportunity to obtain detailed information on issues of concern.

5.2. Equality – equal and reasonable qualification requirements are applied to all applicants. Applicants are not discriminated against on the basis of gender, sexual orientation, age, race, religion or beliefs, skin colour, nationality or ethnicity, or family status.

5.3. Impartiality – when assessing applicants' knowledge, skills, and experience in performing the duties set out in the job regulations, and their qualifications, the assessment is carried out independently, does not represent any institution, unit, department, or centre, and conflicts of public and private interests are avoided.

5.4. Objectivity – the assessment is based on facts and accurate information, and the objectives are pursued honestly, diligently, and responsibly, without personal prejudice; the aim is to select the most suitable candidate for specific positions fairly.

5.5. Respect – during the assessment, conduct is professional, polite, correct, respectful, and patient, without the use of financial, psychological, or other pressure.

SECTION IV RECRUITMENT

6. The recruitment process at ŠVK is conducted in accordance with the Principles of Employee Selection And Assessment, Work and Internal Rules, the Procedure for Certification and Selection of Teachers and Researchers and the Qualification Requirements for Positions of Teachers and Researchers.

7. Teacher and researcher positions are advertised on the website of ŠVK and on the website of Research Council of Lithuania at least 6 months before the expected position start.

8. Applicants can receive administrative support when preparing for the certification and public competition procedures. Applicants are informed about the current status of their application and the timeline of the attestation and public competition.

9. Teachers and researchers may be appointed to positions:

9.1. Through a public competition. In this case, teachers and researchers are appointed to main positions for a five-year term. Competitions for these positions are organised in accordance with the procedure established by the Academic Council of the ŠVK. The public competition is announced by the Director of the ŠVK.

9.1.1. Applicants seeking to hold teacher and researcher positions at the ŠVK through a public competition must meet the qualification requirements for these positions as approved by the Academic Council.

9.1.2. Applicants for teacher and researcher positions are evaluated by the Commission for the Certification and Admission of Teachers and Researchers (hereinafter Commission).

9.1.3. The Commission is composed of nine members: at least three are not employed by the ŠVK, with at least one of these being a representative delegated by the student representative body. The remaining members are ŠVK employees involved in teaching and/or research.

9.1.4. Merits are assessed using both qualitative and quantitative approaches. Quantitative (bibliometric) indicators are assessed alongside with general criteria for suitability for the position, mandatory competencies for researcher career stages, teaching and practical work experience.

9.1.5. The winner of the public competition is determined by secret ballot with a simple majority of votes.

9.1.6. The applicant shall be informed of the Commission's decision in writing at the Commission meeting or within two working days by the Head of Personnel.

9.1.7. Appeals can be filed with the Academic Council. The decision of the Academic Council is final.

9.2. Through a non-competitive procedure. Teachers and researchers may be hired without a competitive procedure under a fixed-term employment contract for a period not exceeding two years, after objectively assessing the applicants' compliance with their duties, not lower than the qualification requirements for teaching or research positions established in the Law on Science and Studies.

9.2.1. Applicants seeking to hold teacher and researcher positions at the ŠVK without a competitive procedure must meet the qualification requirements for these positions as approved by the Academic Council.

9.2.2. Applicants for teacher and researcher positions are evaluated and recommended to the Director of the ŠVK for employment by the Head of the Department and the Dean of the Faculty.

10. An employee's employment is formalised by an employment contract, which comes into force when the employee starts work. The employee receives a notice of working conditions along with a copy of the employment contract.

SECTION V
FINAL NOTES

11. The OTM-R policy shall be reviewed at least once every three years.
 12. The OTM-R policy or its amendments shall be considered by the ŠVK Directorate and approved by the ŠVK Director.
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Approved by
Directorate meeting
(2026-01-20 Protocol No. DP-3)

Prepared by:
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