

# Medical University of Vienna

## OTM-R Policy

Open, transparent and merit-based recruitment

# Table of Contents

1	Introduction	3
2	Advertisement of positions and appointment of scientific staff	4
2.1	Job announcement	4
2.2	Application and selection	5
2.3	Appeals	6
2.4	Equal treatment	6
2.5	PhD positions	6
2.6	Career models	7
2.7	Professorships	7

# 1 Introduction

The Medical University of Vienna is a long-standing, international top university for medicine, as well as a research center and innovation driver for medical sciences - in the triad of the triple pack of research, education and patient care. As one of the biggest medical universities in Europe, MedUni Vienna consistently strives to attract the brightest minds in order to further medical research, impart forward-thinking knowledge and ensure the best possible and most advanced care for patients.

Therefore, the MedUni Vienna places great importance on staff selection procedures that ensure that excellent and highly talented scientists can be recruited for the university.

The Medical University of Vienna was the 8<sup>th</sup> institution in Austria to receive the HR Excellence in Research Award on the 15<sup>th</sup> of March, 2022.

The HR Excellence in Research Award is a visible sign of the MedUni Vienna's commitment to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The Charter and Code were introduced by the European Commission in 2005 and include 40 principles which set out general criteria on the roles, responsibilities and duties of researchers, employers and funding organizations. Together, Charter and Code are aimed at fostering the further development of the European Research Area and an attractive, open and transparent European labour market for researchers. A central pillar of a general strategy oriented towards the principles of Charter and Code is OTM-R (open, transparent and merit-based recruitment).

The following OTM-R Policy of the Medical University of Vienna gives an overview over the process of recruitment of scientific staff at the university.

## 2 Advertisement of positions and appointment of scientific staff

The following paragraphs describe the standard procedure for recruitment of scientific staff financed from the global budget.

### 2.1 Job announcement

According to § 107 Universities Act, all vacant posts shall be advertised by the rectorate. Positions for scientific and artistic university staff under § 94 para 1 subpara 4 shall be advertised internationally, at least in the EU.

According to § 107 para 2 Universities Act, advertisement of posts shall not be mandatory in the following cases:

- posts solely involving teaching duties, and with low teaching loads (part-time temporary lectureships)
- posts relating to limited term projects funded by third parties which have been preceded by a properly conducted selection procedure, provided that this does not conflict with the conditions imposed by the financier;
- posts to be filled under § 99a („Opportunity Hiring“): The appointment procedure according to § 99a Universities Act – in addition to the appointment procedures according to § 98 Universities Act and § 99 Universities Act - allows for the possibility to increasingly attract highly qualified researchers to the Medical University of Vienna (“opportunity hiring”). In order to be able to act fast in the international competition for the best scientists, an advertisement and prior allocation of these positions is not required. The stipulations for the appointment of professorships according to § 99a Universities Act can be found in the [statute](#) (LINK).

Job advertisements for staff financed from the global budget are published by the Human Resources and Human Resources Development Department on the website (<https://www.meduniwien.ac.at/web/karriere/offene-stellen/>) and in the university bulletin of the Medical University of Vienna. On Euraxess (<https://www.euraxess.at/austria/jobs-funding/jobs-public-and-private-organisations/jobs-public-organisations-engineering>), a link can be found to the job announcements on the website of the Medical University of Vienna (<https://www.meduniwien.ac.at/web/karriere/offene-stellen/>).

According to § 107 para 1 Universities Act, the application deadline shall be set at least three weeks after the publication of an advertisement. The Working Group on Equal Opportunities as well as the Works Council for the scientific university staff are informed prior to advertisement; the text of advertisements is authorized by the Working Group on Equal Opportunities prior to publication.

Job advertisements for positions financed from the global budget are prepared according to standardized templates and contain information about

- tasks;
- the organizational unit;

- the starting date;
- weekly working hours;
- contract type (permanent or fixed-term);
- minimum salary according to collective agreement;
- requirements for appointment;
- desired additional qualifications.

Every job announcement contains the following statements:

“The MedUni Vienna aims to increase the proportion of women in executive positions and therefore expressly encourages qualified female candidates to apply. In case of equivalent qualifications, preference will be given to female applicants for as long as there is less than 50% women in the respective university work field (§ 11 para 2 B-GIBG).”

“We especially encourage applications from people with disabilities and/or chronic diseases. In case of further questions or for support during the application process, please contact the disability representative (Behindertenvertrauensperson) at <https://br-ap.meduniwien.ac.at/en/ueberuns/behindertenvertrauenspersonen/>.”

## 2.2 Application and selection

The administrative requirements for the submission of applications are kept as low as possible. At the point of application submission, there are no particular requirements regarding official documents (as for example certificate of citizenship, diplomas/certificates or notarized translations of such documents). In particular, no original documents are required at application submission. Depending on the position, there can be different requirements for the application documents regarding the presentation or proof of the applicant’s qualification for the advertised position, such as, for example, a publication list, teaching record or others. There is a standardized, bilingual (German/English) application template available that can be used for application.

Applications can be sent via e-mail or mail.

Incoming applications for positions financed from the global budget are checked, sorted and prepared for the respective organizational unit by the Human Resources and Human Resources Development Department. The applications are then forwarded to the head of the organizational unit. The head of the organizational unit, or a person mandated by him:her; selects the candidates and conducts the interviews. The head of the organizational unit proposes a candidate for the appointment. The final decision on the selection of the new staff member is taken by the rector or a person authorized by the rector (Head of the Human Resources and Human Resources Development Department).

It is mandatory to inform the Working Group on Equal Opportunities about the choice of candidate. The Working Group on Equal Opportunities has the right to appeal to the Arbitration Committee within three weeks if it suspects discrimination or violation of the duty of career advancement for women.

All applicants are informed about the outcome of the selection process.

All work contracts are signed by the rector as the highest executive of the university staff or by a person authorized by him:her.

## 2.3 Appeals

According to the Universities Act, the Working Group on Equal Opportunities is responsible for combating gender discrimination as well as discrimination on the basis of ethnicity, religion or belief, age, or sexual orientation by university governing bodies and for advising and supporting the university's members and governing bodies in connection with these issues (§ 42 para 1 UG). In case of an appeal regarding a selection procedure and in connection with the discrimination grounds mentioned above, the applicant has the possibility to turn to the Working Group on Equal Opportunities. The Working Group on Equal Opportunities can invoke the Arbitration Board with the matter. The Federal Equal Opportunities Act (*Bundes-Gleichbehandlungsgesetz*) foresees the possibility to address the Equal Treatment Officer (*Gleichbehandlungsbeauftragte:r*) or the Federal Equal Treatment Committee (*Bundes-Gleichbehandlungskommission*).

## 2.4 Equal treatment

The Gender Equality Plan contains measures to counteract discrimination on grounds of sex, ethnicity, religion or belief, age, sexual orientation or disability. Furthermore it contains measures to promote the compatibility of studies or work with care obligations for children or relatives. Women are to be given preferential treatment in job applications, career progression and professional training if they have qualifications equal to those of the best-suited male candidate for as long as there is less than 50% women in the respective university work field (§ 11 para 2 B-GIBG). A corresponding statement is included in each job advertisement. All members of the university and particularly heads of staff are obliged to act according to the duty of career advancement for women within their sphere of action.

## 2.5 PhD positions

Generally, PhD students at the MedUni Vienna are employees. Work contracts for PhD positions are concluded with those applicants who have successfully participated in a PhD call or have been accepted by a PhD supervisor.

Information about application and admission for PhD and doctoral studies at the MedUni Vienna can be found here: <https://www.meduniwien.ac.at/web/studium-weiterbildung/anmeldung-zulassung/phd-und-doktoratsstudien/>

## 2.6 Career models

It is of great importance for the MedUni Vienna to promote talents in research and teaching as early as possible and to offer long-term perspectives to staff with a continuous, appropriate performance. Therefore, the university has developed a differentiated career model for young scientists.

The following career models are offered at the university:

- „Qualifizierungsvereinbarung neu“ (New qualification agreement) pursuant to § 99 para 5 Universities Act in conjunction with the Collective Agreement for University Employees: Tenure track professorships according to § 99 para 5 Universities Act have been created to increasingly recruit excellent researchers with potential for an ERC/START grant, particularly also from abroad. One goal is the further internationalization of the faculty. According to § 99 para 5 Universities Act, the completion of a selection procedure according to internationally competitive standards and in particular the international advertisement of the position as **Assistant Professorship (tenure track)** by the rectorate prior to the conclusion of a Qualification Agreement is required. The full requirements and procedure of the process of the new qualification agreement can be found here:

<https://www.meduniwien.ac.at/web/karriere/karriere-an-der-medizinischen-universitaet-wien/wissenschaftliche-karriere-an-der-meduni-wien/>

- „Verkürztes Berufungsverfahren“ (shortened appointment procedure) according to § 99 para 4 Universities Act: For associated professors and associate professors (“Außerordentliche Universitätsprofessor:innen”) there is the possibility to gain a professorship through the shortened appointment procedure.

The full requirements and procedure of the process of the simplified appointment procedure according to § 99 para 4 Universities Act can be found here:

<https://www.meduniwien.ac.at/web/karriere/karriere-an-der-medizinischen-universitaet-wien/wissenschaftliche-karriere-an-der-meduni-wien/>

- Internal career model (IKV): This additional career model is performance-oriented and gives clarity to scientific staff – prior to the expiry of their fixed-term contracts – about the conditions under which the extension of their work contract is possible and if they can be accepted into the internal career model. In addition, the IKV model is open to staff who already have a permanent contract. The full requirements and procedure of the process of the internal career model can be found here: <https://www.meduniwien.ac.at/web/karriere/karriere-an-der-medizinischen-universitaet-wien/wissenschaftliche-karriere-an-der-meduni-wien/>

## 2.7 Professorships

Work contracts with university professors are to be concluded by the rector after completion of an appointment procedure according to §§ 98 or 99.1 Universities Act or according to § 99a Universities Act (“Opportunity Hiring”).