

HR Excellence in Research

OTM-R Checklist

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Case number 2025LT320077

Name Organisation under review

Lietuvos muzikos ir teatro akademija

Organisation's contact details Gedimino Ave. 42, Vilnius, 01110, Lithuania

Date endorsement charter and code 28/02/2025

OTM-R Checklist

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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					

<p>1. Have we published a version of our OTM-R policy online (in the national language and in English)?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>+/-Yes substantially</p>	<p>Documents are published only in Lithuanian on the website of the Lithuanian Academy of Music and Theatre (LMTA):</p> <p>1. LMTA Procedure for Organizing Competitions for Academic and Research Positions - https://lmta.sharepoint.com/Bendrai%20naudojami%20dokumentai/Forms/AllItems.aspx?id=%2FBendrai%20naudojami%20dokumentai%2FLMTA%20DOKUMENT%C5%B2%20S%C4%84VADAS%2FLMTA%20PERSONALO%20VALDYMO%20DOKUMENTAI%2FLMTA%5Fdestyt%5Fmoks%20darb%5Fkonkurs%5Forg%5Fapras%5F2024&p=true&ga=1</p> <p>2. Description of the Minimum Qualification Requirements for Lecturer-Researcher Positions at the Lithuanian Academy of Music and Theatre - https://lmta.sharepoint.com/Bendrai%20naudojami%20dokumentai/Forms/AllItems.aspx?viewid=38c3ba88%2D3873%2D4d07%2Da471%2Ded19d649a426&id=%2FBendrai%20naudojami%20dokumentai%2FLMTA%20DOKUMENT%C5%B2%20S%C4%84V</p>
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					no single internal guide covering OTM-R procedures and practices for all types of positions.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-Yes substantially	There are no formal OTM-R training sessions. However, all persons involved in the process are provided with the relevant documents and procedures for review and familiarization prior to their participation in the process.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+Yes partially	Vacancies for lecturer-researcher and research staff positions are published on the websites of the Lithuanian Academy of Music and Theatre and the Research Council of Lithuania. Application documents are submitted electronically by email.
5. Do we have a quality control system for OTM-R in place?	x	x	x	--No	The establishment of a monitoring mechanism for OTM-R is planned (e.g. annual audit).
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++Yes completely	Vacancies are publicly advertised on external platforms, which ensures that external candidates can access and apply for open positions.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+Yes partially	Our current OTM-R practices allow international researchers to apply, as vacancies are published on publicly accessible external platforms. However, the existing OTM-R policy does not yet include specific measures aimed at attracting researchers from abroad, such

					as international advertising or English-language recruitment guidelines.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	--No	While the current policy upholds the principles of equal treatment and non-discrimination, it does not yet include specific measures or targeted actions aimed at attracting underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	--No	LMTA currently lacks a formalised OTM-R policy. In addition, the practice of advertising job vacancies exclusively in Lithuanian limits accessibility for international candidates.
10. Do we have means to monitor whether the most suitable researchers apply?				+/-Yes substantially	An administrative check of application documents is carried out for each competition, ensuring that only candidates who meet the formal eligibility requirements are forwarded to the expert evaluation stage. Applicants who receive a negative assessment from the expert group do not progress to the next stage of the competition, which involves delivering an open lecture at the organisational unit.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-Yes substantially	Templates provided by the Research Council of Lithuania and EURAXESS are used when advertising positions. Although LMTA does not have a formally approved internal template for vacancy

					announcements on its website, the mandatory information to be included in each advertisement is regulated.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+Yes partially	The job advertisement includes links to the Minimum Qualification Requirements and to the required document templates.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+Yes partially	The first vacancy was published on EURAXESS in 2026 (https://euraxess.ec.europa.eu/jobs/405179). The Academy intends to continue using the EURAXESS platform for forthcoming vacancy announcements to increase international visibility.
14. Do we make use of other job advertising tools?	x	x		++Yes completely	Job advertisements are published in the “Career” section of the Academy’s website and on the platform of the Research Council of Lithuania.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++Yes completely	LMTA employees who participate in internal competitions are not required to resubmit documents that were already provided at the time of their initial employment. This helps to minimise the administrative burden for internal candidates.
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?		x	x	++Yes completely	The composition of the Admission and Attestation Commission is regulated by the Law on Higher Education and Research of the Republic of Lithuania. The establishment of expert groups in the relevant academic fields is regulated by the LMTA Procedure for Organising Public Competitions for Academic and Research Positions.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++Yes completely	The composition of the Admission and Attestation Commission is regulated by the Law on Higher Education and Research of the Republic of Lithuania. The composition of expert groups in the relevant academic fields is regulated by the LMTA Procedure for Organising Public Competitions for Academic and Research Positions.
18. Are the committees sufficiently gender-balanced?		x	x	--No	An additional challenge at LMTA is that some academic fields are predominantly male while others are predominantly female, which complicates efforts to ensure both gender balance and the necessary expertise for objective candidate evaluation. At present, there is no specific rule requiring each selection committee to achieve gender balance.

19. 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	++Yes completely	Guidelines for selection committees on how to assess merit are set out in the Description of the Minimum Qualification Requirements for Lecturer–Researcher Positions at the Lithuanian Academy of Music and Theatre and in the Description of the Minimum Qualification Requirements for Research Staff Positions. These documents define the criteria used to evaluate candidates' qualifications and competencies.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++Yes completely	All applicants are informed of the selection results by email at the end of the process.
21. Do we provide adequate feedback to interviewees?		x		++Yes completely	Candidates who participate in the interview are provided with feedback on the outcome by email.
22. Do we have an appropriate complaints mechanism in place?		x		++Yes completely	The procedure for submitting and reviewing complaints is regulated in the LMTA Procedure for Organising Public Competitions for Academic and Research Positions. No complaints have been received to date.
Overall assessment					

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--No	Since LMTA does not yet have a formalised OTM-R policy, there is currently no mechanism in place to monitor the fulfilment of OTM-R objectives. A detailed description of the monitoring mechanism will be included in the OTM-R policy that is currently being developed.
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