

TEMPLATE 3 – OTM-R Checklist

Case number: 2019RO400569

Name Organisation under review: University POLITEHNICA of Bucharest

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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.

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and English)?	x	x	x	-/+	<i>Not yet. The OTM-R Policy is going to be developed in the first 2 years of Action Plan [https://upb.ro/hr-award-hrs4r/]</i>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	<i>An internal procedure addressing the OTM-R issues is in place. The Quality Management Manual (QMM) & System and Operational Procedures (updated annually), current edition, includes such a</i>

					<p>procedure. All staff have access to it and use it in current practices</p> <p>https://upb.ro/en/quality-management/</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	<p>Training in the field of staff recruitment and selection is regularly organized. Special training courses will be included in the annual Continuing Professional Development (CPD) Program to emphasize the OTM-R policy provisions. Statistics of OTM-R training courses attendance will be separately.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	<p>All job vacancies are openly and transparently published on the institutional website: academic & research job vacancies</p> <p>https://upb.ro/didactice-si-de-cercetare/ and non-academic job vacancies</p> <p>https://upb.ro/nedidactice-si-auxiliare/</p> <p>During the first AP implementation, EURAXESS will be used to publish all job vacancies.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	<p>An institutional quality control exists and is running in all fields of activity. Special provisions will be included after the OTM-R policy will be designed and approved (revised AP 2022-2023)</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	no	<p>OTM-R policy is currently under development and one of our strategic objectives is about enhancing the UPB 's attractiveness among external potential candidates (revised AP 2022-2023)</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Not yet	<p>Internal statistics show minor interest in candidates from abroad. Unfortunately, Romania is less attractive as a country destination for EU researchers.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Not yet	<p>Our current methodology for recruitment & selection of academic staff includes specifications about attracting underrepresented groups. Gender statistics are available in our annual report.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	<p>UPB's current development strategy mention the commitment to ensure the excellent working conditions for employees, no matter what category</p>

					<i>(academic or non-academic staff) (revised AP 2022-2023)</i>
10. Do we have means to monitor whether the most suitable researchers apply?				Not yet	<i>The application includes specific conditions for potential candidates which means that only suitable researchers can meet the recruitment conditions.</i>
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+	<i>All advertisements ref. research & academic job vacancies must be drafted according to the Romanian legal provisions in place.</i>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	<i>The job advertisement mentions the following:</i> <ul style="list-style-type: none"> - job position in the organizational chart - job description and application required documents - legal conditions to fulfill to be eligible for an academic/research position - selection & appointment criteria - the calendar of the recruitment & selection procedures <i>An online application toolkit – will be developed as part of AP</i>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Not yet	<i>Once HRS4R logo awarded we will post on EURAXESS all job vacancies.</i>
14. Do we make use of other job advertising tools?	x	x		+/-	<i>Yes, we are using our institutional website https://upb.ro/didactice-si-de-cercetare/ and https://upb.ro/nedidactice-si-auxiliare/ and Official Gazette of Romania– where is compulsory to publish all academic job vacancies</i>
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	<i>The candidate is assisted in all stages of the application and selection process by the institution Chancellor and UPB's Personnel Department (the application file is standardized, a checklist is provided, call – number for any additional queries, etc.)</i>

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	<i>Yes, clear rules are in place. The methodology for recruitment & selection of academic staff includes the eligibility criteria to be applied in the process of appointing the members of the selection committee. The criteria are the following: recognized scientific merit in the field of the vacant position, attract external members, from other Romanian and foreign universities, members coming from the business environment. To be appointed as a member of a selection committee one needs to be eligible according to criteria as is specified in the procedures linked to the above-mentioned methodology.</i>
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	<i>Yes, legal provisions are functioning in this area, all Romanian academic and research performing institutions should respect these legal aspects. Also, our methodology refers to these national rules and regulations.</i>
18. Are the committees sufficiently gender-balanced?		X	x	++	<i>Yes, our methodology for staff recruitment & selection mentions the need of ensuring the gender balance. Although, some technical fields of research are traditionally male-dominated due to the specificity of work.</i>
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	++	<i>Yes, all members of the selection committee should hold at least the same position as the job vacancies. The recruitment & selection methodology includes the guidelines for all selection committee members</i>
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	<i>Yes, all candidates receive written feedback at the end of the selection process.</i>
21. Do we provide adequate feedback to interviewees?		x		++	<i>Yes, after the interview ends, all candidates receive official feedback from the selection committee.</i>
22. Do we have an appropriate complaints mechanism in place?		x		++	<i>Yes, Quality Management ensures that any staff member can complaint (eg. ethics, appointment,</i>

					<i>management decisions related to their job, etc.)</i> <i>Also, the methodology for recruitment & selection of academic staff includes provisions regarding the complaint procedure.</i>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				no	Not yet