

TEMPLATE 3 – OTM-R Checklist

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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	++	The OTM-R Policy is available at https://upb.ro/en/hr-award-hrs4r/
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	OTM-R procedure is in place and it was included in . the Quality Management Manual (QMM) & System and Operational Procedures, current edition 2021,

					<p>includes such a 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. The CPD annual catalog includes training courses to raise awareness about the UPB OTM-R policy Attendance statistics are provided regularly for efficiency analysis.</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>Starting with September 2021, EURAXESS is 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 are included in the OTM-R policy and have been integrated into UPB Quality Assurance System</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>Current OTM-R policy emphasizes equal opportunity and encourage talented candidates to apply no matter gender, race, religion, or country of residence as far as they met all recruitment requirements Vacancy announcements are promoted through traditional channels, to which the Euraxess platform has been added, as well as through social media.</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	<p>Significant efforts have been made to encourage short-term scientific mission to host foreign talented researchers and to attract them knowing the university to apply for a permanent position. Internal statistics show minor interest in candidates from abroad, 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	++	<p>The current methodology for recruitment & selection of academic staff includes specifications about attracting underrepresented groups. A</p>

					<p><i>gender plan was designed and the implementation started in Jan.2022.</i></p> <p>https://upb.ro/wp-content/uploads/2022/07/Plan-de-egalitate-de-gen.pdf 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><i>UPB's current development strategy mentions the commitment to ensure excellent working conditions for employees, part of the academic or non-academic staff</i></p> <p><i>(revised AP 2022-2023)</i></p>
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	<p><i>Monitoring the quality of applicants is important for UPB, attracting talented researchers being a strategic priority(see chapter People& Community in the UPB 2020-2024 Strategy. A OTM-R Policy was elaborated and the application procedure was updated with specific requirements introduced at national and institutional level which means that only suitable researchers can meet all the recruitment conditions.</i></p>
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	<p><i>In the Methodology of publishing job vacancies in EURAXESS, Annex 1 regulates how the advertisement looks like, it is a form that must be completed by the department which has vacant positions</i></p>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	<p><i>The job advertisement mentions the following:</i></p> <p><i>(a) the description of the position being tendered; (b) charges/activities pertinent to the position tendered, including the teaching load and the types of activities included in the teaching load, and research load, respectively; (c) minimum salary for the position upon the moment of employing; (d) competition calendar; (e) themes of the competition tests, including those of lectures, courses or similar, or the themes out of which the competition</i></p>

					commission can select the themes of the tests to be carried out (drafted from the disciplines in the curriculum in the tendered position structure, displayed at the department that organizes the competition, with all the necessary information items, including the representative bibliography; (f) description of the competition procedure; (g) complete list of the documents that the candidates shall have to include in the competition file; (h) address where the competition file has to be sent. The announcements for the positions of associate professor and professor shall be published in English as well. <i>In addition to the Methodology for occupying vacant didactic and research positions, Guidelines for Open, Transparent and Merit-based Recruitment will be made available to all those involved in the recruitment process (to be included in the revised AP 2022-2023).</i>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	<i>100% of UPB research positions(full-time and part time) are advertised on EURAXESS</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 http://jobs.gov.ro/</i>
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	<i>All candidates are assisted in all stages of the application and selection process by the UPB's HR 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	++	<p>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 as follows. The members of the commission can be from within UPB or from outside it, from the country or from abroad, that have a work contract with the respective higher education institutions, on the date when the competition announcement was published. For the case of an associate professor, professor, R3 and R4 researchers at least 3 members of the commission shall be from outside UPB, from the country or abroad. The members of the competition commission shall have the scientific degree of doctor and a didactic or research degree superior or at least equal to the one of the tendered position. The members from abroad shall have to meet the UPB standards corresponding to the tendered position. 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.</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	<p>Yes, legal provisions at national level are in place, all Romanian academic and research performing institutions must comply. The UPB's methodology incorporates these national rules and regulations and also the institutional specifications.</p>
18. Are the committees sufficiently gender-balanced?		X	x	++	<p>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.</p>
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	++	<p>Yes, all members of the selection committee should hold at least the same position as the job vacancies and to meet all the selection criteria being asked to candidates.</p>

					<i>The recruitment & selection methodology includes clear guidelines for all members of the selection committee</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 (e.g. ethics, appointment, management decisions related to their job, etc.) 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?				+/-	<i>Yes, UPB has a OTM-R policy and a monitoring system is in developing stage, indicators to assess if objectives has been achieved or not are foreseen and still in testing phase</i>