

EURAXESS

OTM-R Checklist

Case number

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Name Organisation under review

UNIVERSITY OF BUCHAREST

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	There is no formal OTM-R policy under that name. But the current recruitment methodologies (see below) are a close equivalent. They are published in Romanian - but not English.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	The UB framework methodologies for recruitment[1] and promotion[2] - as well as the department-level methodologies developed under the latter - are all available online. [1] https://unibuc.ro/wp-content/uploads/2020/07/Metodologia-consolidata-de-concurs-pentru-ocuparea-posturilor-didactice-adoptata-in-sedinta-Senatului-6-iulie-2020.pdf [2] https://drive.google.com/file/d/1uk0SDPzvTJpVw2c3H2Fx0IsP8JlwVOj0/view

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	All members of the screening, selection, and complaints committees, as well as HR staff, are trained in the relevant policies - though maybe not directly under the "OTM-R" brand.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	All open positions are advertised online on the UB website portal[1], on the official jobs.edu.ro platform, and in other ways. All data and documents - including applicant packages, membership of committees, results, complaint judgements - are available online. However, Euraxess is not used as frequently as it should be, while candidates need to be present physically at least once, to sign the application. [1] https://unibuc.ro/cariere/posturi-vacante/
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	The quality control system for recruitment, promotion, selection is in place.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Yes - for external candidates who speak Romanian.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	There are still barriers for foreign candidates. They still have to be present physically at least once during the application process. Many job adverts are published only in Romanian (less so for research-only posts). Financial obstacles (salaries) are serious as well.

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Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	Adequate provisions concerning non-discrimination are in place. Recruitment practices are, as a whole, neutral. There have been no complaints concerning discrimination in hiring. That said, there are no specific policies to attract underrepresented groups beyond the commitment in the Gender Equality Plan[1]. Relevant data are collected systematically. [1] https://gep.unibuc.ro/
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	Spaces remain an issue, at least until several of the main buildings, currently undergoing massive refurbishment, will be again fully available. There have been efforts to provide adequate subsidies or stipends (accommodation, conferences, exchanges, publication fees etc.).
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	This is partly ensured through eligibility conditions, which include predefined academic standards. The UB Research Institute grants and fellowships provide a pool of attractive candidates.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Such guidelines and templates are closely aligned with OTM-R principles and are easily accessible online.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	Almost all elements are included. The few exceptions include working conditions and opportunities for career advancement.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Only some vacancies, mostly those for research-only positions, are currently advertised on Euraxess.
Do we make use of other job advertising tools?	x	x		++ Yes completely	The dedicated UB portal, the official jobs.edu.ro portal, plus mainstream publications or the Official gazette.
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	All needed information, including templates and standards, is provided online. Support is offered by the HR Department. However, candidates still have to be present physically at least once during the application process.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	They are provided under the general laws as well as under the UB framework methodology and department- or research-center-level methodologies.

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Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Same as the above.
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	They generally are, though not by design. There is the additional problem that, at the UB, some fields are male-dominated while others are female-dominated (this is true across the fields of science). There is no specific rule to make each individual committee gender balanced.
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	The methodologies are very specific on these matters, and committee members are drawn from the relevant pool of experts.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants are duly informed. Additionally, all candidate files, decisions and candidate rankings are posted online (in compliance with GDPR rules).
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	All candidates can consult online their assessment (and those of others), but the latter consists mostly of numerical scores per specific criteria. Only the UB Research Institute provides detailed feedback for its grants and fellowships applicants (successful or not).

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Do we have an appropriate complaints mechanism in place?	x		++ Yes completely	There are complaints committees - and several other ethics bodies available. Procedures are clearly set out in the relevant methodologies.
Overall assessment				
Do we have a system in place to assess whether OTM-R delivers on its objectives?			-/+ Yes partially	The university collects a variety of statistics which provide an overall picture of trends in human resources. The quality management system covers relevant issues as well.