

## TEMPLATE 3 – OTM-R Checklist

Case number: 2021RO668627

Name Organisation under review: Universitatea Transilvania din Brasov

Organisation's contact details: B-dul Eroilor nr.29, 500036 Brasov, Romania

DATE ENDORSEMENT CHARTER AND CODE: 07/08/2021

### 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, completely +/-Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/- No	Not yet. Some sections have been drafted, the approved version of the OTM-R policy will be published (in Romanian and English) by the end of the first year of the Implementation Phase. <a href="https://unitbv.ro/en/hrs4r-human-resources-strategy-for-researchers.html">https://unitbv.ro/en/hrs4r-human-resources-strategy-for-researchers.html</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-Yes, substantially	The internal Methodology on recruitment and selection of candidates for teaching and research positions was updated in 2022 and is available to all candidates (internal and external): <a href="https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_25_02.2022_engleza.pdf">https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_25_02.2022_engleza.pdf</a>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-Yes, substantially	Members of selection committees, HR professionals and other academic staff are trained twice a year on procedures and areas of OTM-R and the hiring process.

4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>+/-Yes, substantially</b>	According to the type of the available position the following advertising channels are used: - the university's website <a href="https://www.unitbv.ro/despre-unitbv/cariera-si-posturi-vacante.html">https://www.unitbv.ro/despre-unitbv/cariera-si-posturi-vacante.html</a> - dedicated national platforms: <a href="http://jobs.edu.ro/">http://jobs.edu.ro/</a> and <a href="https://jobs.research.gov.ro/">https://jobs.research.gov.ro/</a> - Euraxess platform: <a href="https://euraxess.ec.europa.eu/jobs/search/country/romania-1062?page=1">https://euraxess.ec.europa.eu/jobs/search/country/romania-1062?page=1</a> - LinkedIn institutional account: <a href="https://www.linkedin.com/school/transilvania-university-of-brasov/mycompany/">https://www.linkedin.com/school/transilvania-university-of-brasov/mycompany/</a>
5. Do we have a quality control system for OTM-R in place?	x	x	x	<b>+/-Yes, substantially</b>	Institutional Quality Assurance control and procedures are in place. Dedicated quality assurance will be developed after the OTM-R policy approval.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>+/-Yes, substantially</b>	The current OTM-R practices encourage external Romanian candidates to apply. One of UNITBV's strategic objectives is raising attractiveness among potential external candidates.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>-/+ Yes, partially</b>	Only a small number of international candidates apply, due to language barriers (most of the internal documentation is in Romanian and most of the jobs advertorials are in Romanian) and due to low attractiveness of the Romanian research environment.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>-/+ Yes, partially</b>	UNITBV's Methodology on recruitment and selection of candidates for teaching and research positions promotes gender equality. However, no specific recruitment and selection measures are in place to attract underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<b>+/-Yes, substantially</b>	The OTM-R practice, the competitive infrastructure and the reward system based on performance provide attractive working conditions and environment for internal and external candidates.
10. Do we have means to monitor whether the most suitable researchers apply?				<b>-/+ Yes, partially</b>	Only candidates who fulfil all recruitment requirements are eligible for the selection process.

					Currently there is no formal process for assessing if the most suitable candidates have applied.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<b>+/-Yes, substantially</b>	All advertisements regarding research and academic job vacancies are published at least on the university website and on a national online platform using clear guidelines and templates. Research open jobs are advertised on Euraxess for all project-based positions (funded by The Executive Agency for Higher Education, Research, and Innovation Funding - UEFISCDI, as mandatory contractual obligation) and occasionally for vacant positions funded by UNITBV or by other bodies.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<b>-/+ Yes, partially</b>	Job advertisements have relevant references/links for candidates, but not an integrated toolkit in line with the OTM-R policy.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>-/+ Yes, partially</b>	All project-based positions (funded by UEFISCDI) are advertised on Euraxess and occasionally vacant positions funded by UNITBV or by other funding bodies.
14. Do we make use of other job advertising tools?	x	x		<b>+/-Yes, substantially</b>	The following advertising tools are used: - the university's website <a href="https://www.unitbv.ro/despre-unitbv/cariera-si-posturi-vacante/posturi-pentru-personalul-de-cercetare.html">https://www.unitbv.ro/despre-unitbv/cariera-si-posturi-vacante/posturi-pentru-personalul-de-cercetare.html</a> - dedicated national platforms: <a href="http://jobs.edu.ro/">http://jobs.edu.ro/</a> and <a href="https://jobs.research.gov.ro/">https://jobs.research.gov.ro/</a> - Euraxess platform: <a href="https://euraxess.ec.europa.eu/jobs/search/country/romania-1062?page=1">https://euraxess.ec.europa.eu/jobs/search/country/romania-1062?page=1</a> - LinkedIn institutional account: <a href="https://www.linkedin.com/school/transilvania-university-of-brasov/mycompany/">https://www.linkedin.com/school/transilvania-university-of-brasov/mycompany/</a> - Official Gazette of Romania - national newspapers - UNITBV Facebook account: <a href="https://www.facebook.com/unitbv">https://www.facebook.com/unitbv</a>

15. Do we keep the administrative burden to a minimum for the candidate?	x			<b>-/+ Yes, partially</b>	All required documents and administrative procedures are mandatory according to national regulations and there is no possibility to exclude some in order to reduce the administrative burden. UNITBV provides support in all stages of recruitment and selection, to make the process easier for the candidates.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<b>++ Yes, completely</b>	Yes, according to UNITBV's Methodology on recruitment and selection of candidates for teaching and research positions clear rules are in place for the appointment of selection committees: <a href="https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_25.02.2022_engleza.pdf">https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_25.02.2022_engleza.pdf</a>
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>++ Yes, completely</b>	Yes, according to UNITBV's Methodology on recruitment and selection of candidates for teaching and research positions clear rules regarding the composition of committees are in place: <a href="https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_25.02.2022_engleza.pdf">https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_25.02.2022_engleza.pdf</a>
18. Are the committees sufficiently gender-balanced?		x	x	<b>+/-Yes, substantially</b>	According to UNITBV's Methodology on recruitment and selection of candidates for teaching and research positions the committees are usually gender balanced. Although, in some technical fields there are more men than women, while in social sciences and humanities there are more women than men, reflecting the general gender distribution in the fields.
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	<b>++ Yes, completely</b>	The UNITBV's selection criteria are based on merit, both bibliometric indices and qualitative criteria are used by the selection committee, according to the Methodology on recruitment and selection of candidates for teaching and research positions: <a href="https://www.unitbv.ro/documente/about/regulati">https://www.unitbv.ro/documente/about/regulati</a>

					ons/General_Regulations/Metodologia_posturi_25.02.2022_engleza.pdf
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<b>++ Yes, completely</b>	Yes, all results are published on the university websites, and for fellowship positions, all candidates are notified also by email.
21. Do we provide adequate feedback to interviewees?		x		<b>+/-Yes, substantially</b>	Yes, all candidates receive feedback from the selection committee if the interview is used as a selection technique.
22. Do we have an appropriate complaints mechanism in place?		x		<b>++ Yes, completely</b>	There are clear regulations on submitting complaints regarding the recruitment and selection process and clear deadlines for resolutions (see the Methodology on recruitment and selection of candidates for teaching and research positions: <a href="https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_25.02.2022_engleza.pdf">https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_25.02.2022_engleza.pdf</a> )
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	There is not yet a system in place.