OTM-R Checklist

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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 ofachievement by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no.** Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, asdetailed 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 boxwill 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.

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 in English)?	x	x	x	*-/+Yes, partially*	UNIVPM fully complies with the national law which details the requirements that Italian universities must respect in the recruitment procedures to guarantee openness, transparency, and merit-based selection. However, the University lacks a published version of its OTM-R policy. UNIVPM internal regulations for the procedures for all types of positions are published on the UNIVPM's website https://www.univpm.it/Entra/Ateneo/Statuto_regolamenti_normativa/L/0, but they are available only in the national language (Italian). The Action Plan foresees: - preparation and publication on the institution's website of a document describing the UNIVPM recruitment strategy based on the principles of Open, Transparent and Merit-Based Recruitment. The web link will be part of the Action Plan template. - translation in English of the regulations of all procedures.
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*	UNIVPM's internal regulations clearly illustrate OTM-R procedures and practices for all types of academic positions. The regulations related to the

					various types of personnel, based on current Italian legislation, are published in the UNIVPM's website:
					Regulation for Recruiting Full Professors and Associate Professors https://www.univpm.it/Entra/Modifiche_statutarie_e_regolamentari/Statuto_regolamenti_normativa/Regolamenti/Regolamento_chiamate_dei_professori_di_prima_e_seconda_fascia_ai_sensi_degli_art_18_e_24_della_Legge_n2402010
					Regulation for Recruiting of Fixed-term Researchers https://www.univpm.it/Entra/Modifiche_statutarie_e_regolamentari/Statuto_regolamenti_normativa/Regolamenti/Regolamento_per_lassunzione_di_ricercatori_a_tempo_determinato
					Regulation for the recruitment of tenure track fixed-term researchers (RTT) https://www.univpm.it/Entra/Modifiche_statutarie_e_regolamentari/Statuto_regolamenti_normativa/Regolamenti/Regolamento_assunzione_ricercatori_a_tempo_determinato_tenure_track_RTT
					Regulation for Research Fellowships https://www.univpm.it/Entra/Modifiche_statutarie_e_regolamentari/Statuto_regolamenti_normativa/Regolamenti/Regolamento_Assegni_di_ricerca
					Regulation for Post-graduate Fellowship https://www.univpm.it/Entra/Modifiche_statutari

					e_e_regolamentari/Statuto_regolamenti_normativa/Regolamenti/Regolamento_borse_di_studio_per_per_attivita_di_ricerca **Doctoral Course Regulation** https://www.univpm.it/Entra/Modifiche_statutarie_e_regolamentari/Statuto_regolamenti_normativa/Regolamenti/Regolamento_Dottorato_di_Ricerca_in_vigore_dal_38_ciclo The Action Plan foresees: - Preparation of a comprehensive guide to OTM-R practices related to the selection calls to be published on the UNIVPM website.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	***++ Yes, completely***	All involved personnel are informed and skilled in OTM-R. Training courses are periodically organized for the administrative personnel.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		***++ Yes, completely***	All recruitment announcements can be found on-line on the UNIVPM website and the Italian Official Gazette. All applications and related documents are submitted through a dedicated on-line application system. All information on the process (e.g., composition of the Evaluation Committee and evaluation criteria) and results are published on the UNIVPM website.
5. Do we have a quality control system for OTM-R in place?	x	x	x	***++ Yes, completely***	National rules and ministry regulations are applied. A Responsible for the Procedure in the Human Resources Area verifies and guarantees that all criteria are satisfied by the eligible

					candidates and monitors the fairness of the entire procedure. The regularity of the whole procedure is finally approved with a provision from the Rector.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*+/- Yes, substantially*	All recruitment procedures are public, open and merit based. Moreover, according to the National Law 240/2010 at least 20% of recruited researchers should be external candidates. The Action Plane foresees: - Actions to increase the visibility of the calls (e.g., use of Job Advertising tools as LinkedIn) - Recommendation to the selection committees to give relevant weight of mobility for evaluation of candidates. form of measurement: *Trend in the share of external applicants*)
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*-/+ Yes, partially*	All recruitment procedures are public, open and merit based. Moreover, according to National Law 240/2010 at least 20% of recruited researchers should be external candidates. No special attention has been devoted to attracting researchers from abroad by UNIVPM (*e.g.,* job advertisements, except for PhD recruitment, are only in Italian). On the contrary, UNIVPM reserves some positions for candidates from abroad in the PhD calls. The Action Plan foresees: - All recruitment calls will be published on the Euraxess portal paying particular attention to

					ensure that they are correct and complete. - An English translation of the regulations of the recruitment procedures will be published. - A comprehensive guide to OTM-R practices related to the selection calls will be published in English. (form of measurement: *Trend in the share of applicants from abroad*)
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*+/+ Yes, completely*	All recruitment procedures are public, open and merit based. Because of national regulations, UNIVPM cannot open calls restricted to underrepresented groups. Nevertheless, University regulations are consistent to minimize the risk of discrimination of any kind. In particular, the gender balance is annually monitored by the Guarantee Committee for Equal Opportunities through the Gender Equality Plan.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*+/- Yes, substantially*	UNIVPM ensures that researchers access to Department laboratories, research funds, instruments, and infrastructures. Moreover, every hired researcher gets a welcome fund of 2,000 euros to start his/her research activity. All researchers enjoy the expected social security provisions and UNIVPM ensures compliance with national regulations in term of health and safety. However, to ensure a more efficient support to researchers, the management of procedures at the Departments level needs to be standardized. The Action Plan foresees: - Standardization of the procedures that support

					research activity (i.e., ordering timing, shipping…).
10. Do we have means to monitor whether the most suitable researchers apply?				++ Yes, completely	The personnel of the Human Resources Office verify the eligibility of applicants. The evaluation commissions use specific templates that are prepared according to the current legislation, thereby ensuring compliance with requirements.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes, partially	UNIVPM adopts standard templates that are available within the selection calls on the University website to advertise available positions. The calls are also advertised on the UNIVPM Department website and they are publicized on Euraxess. The Action Plan foresees: - All recruitment calls will be published on the Euraxess portal paying particular attention to ensure that they are correct and complete.
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, completely	Calls explicitly refer to national legislation and university regulations; those references and links are included in the job advertisements.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes, substantially	The research vacancies are published on Euraxess; however often they lack clarity and/or are not correct. The Action Plan foresees: - All recruitment calls will be published on the Euraxess portal paying particular attention to ensure that they are correct and complete.

14. Do we make use of other job advertising tools?	x	x		*No*	Recruitment calls will be summarized in job advertising websites, like LinkedIn. The link to the recruitment calls at UNIVPM website will be provided.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ *Yes, completely*	UNIVPM asks to candidates only what is strictly needed to comply with the current Italian legislation. The candidates upload in an electronic format their CV, qualifications, documents, and scientific publications deemed useful for the competition procedure and self-certify the compliance with the eligibility requirements.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++ *Yes, completely*	According to the National Law, all UNIVPM regulations for the recruitment of academic positions have a section regarding the appointment of the selection committees.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ *Yes, completely*	According to the National Law, all UNIVPM regulations for the recruitment of academic positions have a section regarding the composition of the selection committees. Once the committee has been appointed, its composition is published online.
18. Are the committees sufficiently gender-balanced?		x	x	-/+ *Yes, partially*	The criterion of gender balance in the composition of the selection boards is expressly mentioned only in the regulations for some researcher figures. The Action Plan foresees: The request for a balanced gender composition of

					the selection committees will be indicated in the recruitment regulations for all academic positions. *(form of measurement: Trend in the number of women in the selection panels)*
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***	UNIVPM has written guidelines included in all recruitment Regulations. Guidelines indicate the evaluation criteria established for each type of academic position according to National Regulations. Selection criteria are based on merit, they are the same for all candidates and help the Committee to objectively identify scientific excellence.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		**++ *Yes, completely***	All candidates are informed via the UNIVPM website, where all the documents concerning the selection procedure are published: evaluation grid of the commission, ranking shortlist, and publication of the Rector's decree with the name of the winner. The selection's winner is informed via email.
21. Do we provide adequate feedback to interviewees?		x		**++ *Yes, completely***	In addition to the documents available on the website, candidates can access the whole Committee's documents on request, according to the procedures stated by the legislation on the right of access to administrative documents (L.241/90).
22. Do we have an appropriate complaints mechanism in place?		x		**++ *Yes, completely***	The procedure for the complaint is clearly described in the selection notices and the final approval statement. Two types of appeal

					procedures are possible: i) appeal to the Rector and the Responsible for the Procedure; ii) jurisdictional and administrative appeal.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*No*	For each recruitment call, according to Italian legislation, UNIVPM regulations foresee the appointment of the Responsible for the Procedure, who constantly monitors the whole process and guarantees that it is in line with the call regulations. Nevertheless, the adoption of a periodic monitoring system will be taken into consideration. As detailed in section 4 of the Action Plan, the Action Plan Implementation Committee will monitor the implementation of the OTM-R policy, while the UNIVPM Evaluation Body will assess the implementation of the OTM-R policy.