

HR Excellence in Research

OTM-R Checklist

OTM-R Checklist

Case number

2024RO163694

Name Organisation under review

Stefan cel Mare University of Suceava

Organisation's contact details

Universitatii no. 13, Suceava, Romania

Date endorsement charter and code

16/01/2024

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	-- No	The OTM-R policy will be published online at: https://usv.ro/cercetare/hrs4r/
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	An internal procedure addressing the OTM-R issues is in progress. All staff will have access to use it in current practices

	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 partially	Our organization regularly organize training and selection in the field of staff recruitment . Special training courses will be held
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	After being publish in part III of the Romania Official Monitor, all job vacancies are openly and transparently published on the USV website During the first AP implementation, EURAXESS will be used to publish all job vacancies
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	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 design and aproved
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	OTM-R policy is currently in progress and one of our strategic objectives is to improve USV's image among potential external candidates and also the mandatory minimum standards for teaching and research positions will be revised

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	According to Country Review of the Romanian Research and Innovation System – EU Final Report Romania is less attractive as a country destination for EU researchers. Moreover the brain-drain and Romania weak international position are considered major threats for research development. However, USV has made and continues to make efforts to attract foreign researchers by applying within the NRRP, Investment 8. Nonetheless by OTM-R policy USV will take measures to increase the attractiveness of the university among researchers from abroad by offering training packages and motivating financial benefits
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	Our current methodology for recruitment and selection of academic staff includes specifications about attracting underrepresented groups. Gender statistics are available in our Gender Equality Plan
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	Our current development strategy mention the commitment to ensure excellent working conditions for all employees (academic or non academic staff) (AP 2024-2025)
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	The application process includes specific conditions for potential candidates which means that only suitable researchers can meet the recruitment conditions

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	All advertising for research and academic jobs vacancies must be drafted according to the Romanian legal provisions in place. During the first AP implementation, EURAXESS will be used to publish all job vacancies.
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	The job advertisement mentions the following: - 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 criteria - The calendar for the recruitment and selection procedures
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	Not yet. Once HRS4R logo will be awarded we will post on EURAXESS all job vacancies
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	We are using our institutional website: https://usv.ro/resurse/angajari/posturi-didactice/ https://usv.ro/resurse/angajari/posturi-cercetare-si-proiecte/ https://usv.ro/resurse/angajari/locuri-de-munca-in-usv/

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Candidates are assisted on demand throughout the application and selection process by the person designated for this purpose in the Human Resources Department in order to obtain any information regarding the targeted position
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	The methodology for recruitment and selection academic staff includes the eligibility criteria to be applied in the process of appointing the members of the selection committee. To be appointed as a member of a selection committee one need to be eligible according to criteria as is specified in the procedures linked to the methodology
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	All Romanian academic and research institutions should respect legal provisions in this area. Our methodology already is in accordance with these national rules and regulations
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Our methodology for staff recruitment and 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

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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 substantially	All members of the selection committee should hold at least the same position as the job in question. Also they must have the competence in the field of the job vacancies and not be in a situation of conflict of interest with the candidates
Appointment phase					
Do we inform all applicants at the end of the selection process?		X		-/+ Yes partially	The results are published on USV dedicated website https://usv.ro/resurse/angajari/ according to the competition calendar. The results are also displayed on the university notice board.
Do we provide adequate feedback to interviewees?		X		-/+ Yes partially	After the interview ends the candidates can find out the results consulting the USV dedicated website https://usv.ro/resurse/angajari/ according to the competition calendar.
Do we have an appropriate complaints mechanism in place?		X		+/- Yes substantially	The methodology for recruitment and selection includes provision regarding the complaint procedure
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Not yet