

OTM-R Checklist

Application number: 2022RO796807

Organization name: University of Medicine and Pharmacy "Carol Davila" in Bucharest

Contact details of the organisation: Universitatea de Medicina și Farmacie "Carol Davila" din București, strada Dionisie Lupu Street, no. 37, Sector 2, Bucharest, Romania, Zip code: 020021, Phone: +40213180719; +40213180721; +40213180722; Email: simona.ruta@umfcd.ro; cristina.petcu@umfcd.ro;

Date of approval of the Charter and Code: 18.05.2022

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 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, 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	Merit-Based	Answer: (++)Yes completely /	Suggested indicators (or form of measurement)
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				+ - Yes substantially / - + Yes partially / -- no)	
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	We currently use internal regulations and legal acts that contain elements of this policy. Indicator: The OTM-R policy will be developed within the first 2 years of the Action Plan and published on the UMFCF site.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	- + Yes partially	There is an internal Competition Methodology for UMFCF teaching and research positions published on the website in Romanian and English. https://umfcd.ro/en/wp-content/uploads/2023/QUALITY_MANAGEMENT/SUMMARY_REGULATIONS/Personal-Competition-Methodology-for-didactic-and-research-positions-in-UMFCF.pdf There is also an Operational Procedure for the recruitment and promotion of auxiliary and administrative teaching staff. Indicator: Good Practice Guide for the Recruitment and Selection Process
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	- + Yes partially	Members of recruitment committees are adequately trained; they are familiar with the qualification requirements and legal procedures regarding the recruitment process. Employees of the Human Resources Office are adequately trained and provide expert knowledge of employment policy and labour law. Indicator: Good Practice Guide for the Recruitment and Selection Process will include procedures and document templates as well as a schedule of needed trainings.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		- + Yes partially	All vacancies are published openly and transparently on the institutional website: https://umfcd.ro/despre-umfcd/resurse-umane/cariere-cadre-didactice/ Vacancies in the administrative area as well as teaching assistantships are also published. https://umfcd.ro/despre-umfcd/resurse-umane/cariere-administrative-si-didactice-auxiliare/ Indicator: UMFCF will implement advanced e-recruitment tools with information on rights, obligations, employment conditions and employee benefits to the candidate after application submission, information on specific recruitment

					steps
5. Do we have a quality controlsystem for OTM-R in place?	x	x	x	--+ Yes partially	Institutional quality control exists and operates in all areas of activity. Special provisions will be included once the OTM-R policy is designed and approved. Indicator: Specific quality control system provisions will be included once the OTM-R policy is designed and approved
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	--+ Yes partially	One of our strategic objectives in terms of OTM-R policy relates to increasing the attractiveness of UMFCd among potential external applicants. Indicator: All relevant documents relating to the recruitment and selection process will be translated into English to remove any language barriers for non-Romanian speaking researchers.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	--+ Yes partially	The low attractiveness of the R&D system for researchers, especially compared to universities and research institutes outside Romania, with underfunding and low prestige of universities and institutes, limits the ability to attract, train and retain researchers from both Romania and abroad. There is a lack of predictability in funding programmes to attract foreign researchers, including Romanian researchers from the diaspora, although there is experience and success stories. (National Strategy for Research, Innovation and Smart Specialisation 2022-2027) Indicator: OTM-R policy in line with policies to attract researchers from abroad An English version of the revised website https://umfcd.ro/despre-umfcd/resurse-umane/cariere-cadre-didactice/ will be created.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	--+ Yes partially	The UMFCd supports the policy of equal opportunities, primarily in terms of gender balance. Indicator: The methodology for the recruitment and selection of academic staff will include specifications on attracting underrepresented groups primarily in terms of gender balance, for example by implementing measures to support pregnant women and young mothers. Gender statistics will be available in our annual report.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	--+ Yes partially	Indicator: Carrying out an annual study on the satisfaction of UMFCd employees in Bucharest (teaching and administrative staff) and capitalizing and integrating its results into the institutional development plan/strategy and into the university's

					annual activity plans
10. Do we have means to monitor whether the most suitable researchers apply?				-- Yes partially	The requirements for university teaching staff, established in the recruitment process, are in accordance with national regulations, with the internal regulations of the UMFCF and are checked during the application analysis and selection stage. Indicator: Specific conditions for potential candidates which means that only suitable researchers can meet the recruitment conditions
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-- Yes partially	All positions are filled by public competition, applying the UMFCF internal regulations, developed in accordance with national legislation that respects the principles of transparency, non-discrimination, equal opportunities and quality standards specific to the level of the position. Indicator: Good Practice Guide for the Recruitment and Selection Process will also include updated templates of vacant job offers
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 partially	The job advertisement states the following: - the position of the position in the organizational chart - job description and job application, the necessary documents - the legal conditions that must be met to be eligible for a university professor/researcher position - selection and appointment criteria - the calendar of recruitment & selection procedures Indicator: A set of online application tools will be developed as part of the Good Practice Guide
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- Yes partially	Indicator: - Number of job adverts posted on EURAXESS - Number of applicants recruited from outside the organisation/abroad
14. Do we make use of other job advertising tools?	x	x		+ Yes substantially	https://umfcd.ro/despre-umfcd/resurse-umane/cariere-cadre-didactice/ https://umfcd.ro/despre-umfcd/resurse-umane/cariere-administrative-si-didactice-auxiliare/ UMFCF institutional website and the Official Journal of Romania publish vacancies in academia for the position of professor, university lecturer, CS 1 and CS 2.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+ Yes substantially	In the recruitment process only the necessary documents are requested. There is an administrative support from HR department (RUNOS) for the candidate to be assisted at all stages of the application and selection process

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+ - Yes substantially	The methodology for the recruitment and selection of academic staff includes the eligibility criteria to be applied in the process of appointing selection committee members.
17. Do we have clear rules on the composition of selection committees?		x	x	+ - Yes substantially	There are legal provisions in this area. All academic and research institutions in Romania should respect these legal aspects. Our methodology also refers to these national rules and regulations.
18. Are the committees sufficiently gender-balanced?		x	x	- + Yes partially	Currently, members of recruitment committees are chosen mainly on the basis of their competence and experience. Appropriate provisions for gender balance in the selection process of recruitment committee members.
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 partially	Good Practice Guide for the Recruitment and Selection Process will includes guidelines for all selection committee members.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x			- + Yes partially	Use of e-recruitment tools
21. Do we provide adequate feedback to interviewees?	x			- + Yes partially	After the interview, the university publishes the result of the recruitment procedure. Indicator: The procedure for providing feedback to candidates will be described in the Good Practice Guide for the Recruitment and Hiring Process
22. Do we have an appropriate complaints mechanism in place?	x			- + Yes partially	Indicator: The applicable procedure for appeals, complaints and grievances will be included in the Good Practice Guide for the Recruitment and Hiring Process There will also be a contact box where candidates will be able to leave their comments and opinions on the recruitment process.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				- + Yes partially	Indicator: System in place to assess OTM-R objectives