OTM-R Checklist

Application number: 2022RO796807
Organization name: University of Medicine and Pharmacy "Carol Davila" in 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 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	Suggested indicators (or form of measurement)

				(completely / +- 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. Suggested indicator: The OTM-R policy will be developed within the first 2 years of the Action Plan and published on the UMFCD site.
2.Do we have an internal guidesetting out clear OTM-R procedures and practices forall types of positions?	x	x	x	**-+ Yes partially**	There is an internal Competition Methodology for UMFCD 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-UMFCD.pdf There is also an Operational Procedure for the recruitment and promotion of auxiliary and administrative teaching staff. Suggested indicator: Guide with internal procedures for the Recruitment and Selection Process will be developed (IPG)
3.Is everyone involved in the process sufficiently trained inthe 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 trained and provide expert knowledge of employment policy and labour law. Suggested indicator: Internal Procedures 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 ofe-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-didactic-auxiliare/

					Suggested indicator: UMFCD 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 within OTM-R policy. Suggested indicator**:** Specific quality control system provisions will be included within OTM-R policy
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. Suggested indicator**:** All relevant documents relating to the recruitment and selection process will be translated in 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) Suggested 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**	UMFCD supports the policy of equal opportunities, primarily in terms of gender balance. Suggested 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**	Suggested 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 UMFCD and are checked during the application analysis and selection stage. Suggested indicator: Developing tools to monitor whether the most suitable researchers apply
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 UMFCD 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. Suggested indicator: Internal procedures 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 Suggested indicator: A set of online application tools will be developed as part of the Guide with internal procedures for the Recruitment and Selection Process
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		**-+ Yes partially**	Suggested indicator: - Number of research 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-didactic-auxiliare/ UMFCD 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**	Internal procedures Guide for the Recruitment and Selection Process will includes procedure for the selection committee members.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x			**-+ Yes partially**	All applicants are informed at the end of the selection process. Suggested indicator: Developing 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. Suggested indicator: Modalities for providing feedback to candidates will be described in the Internal procedures Guide for the Recruitment and Selection Process
22. Do we have an appropriate complaints mechanism in place?	x			**-+ Yes partially**	Suggested indicator: The applicable procedure for appeals, complaints and grievances will be included in the Internal procedures Guide for the Recruitment and Selection Process
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				**-+ Yes partially**	Suggested indicator: System in place to assess OTM-R objectives

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