

## TEMPLATE 3 – OTM-R Checklist

Case number: **2022RO782646**

Name Organisation under review: Universitatea de Vest din Timișoara (West University of Timișoara)

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SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

### 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, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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. A specific OTM-R policy will be developed and published, pending approval by the WUT Senate, following the start of the process implementation. The policy will be in both Romanian and in English.

					<a href="http://www.uvt.ro/hrs4r-human-resourcesstrategy-for-researchers.html">www.uvt.ro/hrs4r-human-resourcesstrategy-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	<b>+/-Yes, substantially</b>	The methodology on filling the teaching and research vacant positions, made in accordance with national legislation is available online: <a href="https://www.uvt.ro/wp-content/uploads/2022/10/Anexa-2.-Metodologia-privind-org.-concururilor-de-ocupare-a-posturilor-did-si-de-cercetare-vacante-din-UVT.pdf">https://www.uvt.ro/wp-content/uploads/2022/10/Anexa-2.-Metodologia-privind-org.-concururilor-de-ocupare-a-posturilor-did-si-de-cercetare-vacante-din-UVT.pdf</a>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<b>-/+ Yes, partially</b>	Two recruitment sessions are organized yearly, prior to which, HR personnel is required to conduct specific training sessions in order to comply with required regulations. Furthermore, at the faculty level, each vice-dean for research and all department heads are required to participate in refresher trainings to ensure compliance with legal requirement. OTM-R specific requirements can only be introduced once the implementation process is underway.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>++ Yes, completely</b>	All recruitment sessions are public, and all vacant positions are publicly available online on WUT's website. Furthermore, national legislation requires all teaching/research positions to be published on the government (Ministry of Education and Ministry of Research) website. <ul style="list-style-type: none"> <li>- <a href="https://resurseumane.uvt.ro/">https://resurseumane.uvt.ro/</a></li> <li>- <a href="http://www.jobs.edu.ro">www.jobs.edu.ro</a></li> <li>- <a href="https://jobs.research.gov.ro/">https://jobs.research.gov.ro/</a></li> </ul> For research positions, especially those for international research projects, WUT uses the 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> WUT also uses social media, as required: <ul style="list-style-type: none"> <li>- <a href="https://www.linkedin.com/school/west-university-of-timisoara/">https://www.linkedin.com/school/west-university-of-timisoara/</a></li> <li>-</li> </ul>

5. Do we have a quality control system for OTM-R in place?	x	x	x	<b>-/+ Yes, partially</b>	Institutional Quality Assurance control and procedures are in place and are implemented/supervised by the Department for Quality Management. OTM-R specific quality assurance procedures will be introduced during implementation.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>-/+ Yes, partially</b>	For WUT, attracting external candidates is one of its strategic aims. As such, in 2022, a specific program was implemented, aiming to recruit post-doctoral researchers. Further academic paths are currently being developed specifically towards foreign students, while at the same time being geared towards foreign/external researchers/teachers which WUT aims to attract.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>-/+ Yes, partially</b>	In the last decade, WUT has organized several conferences at which researchers for the Romanian diaspora were also invited, alongside foreign researchers. The aim was to involve the diaspora to enlarge WUT's contact base among foreign research and to allow future partnerships to be initiated, while also setting the groundwork to allow future recruitment of foreign researchers and teachers. Currently, there is an insufficient number of applicants, mainly due to the language barrier and the benefits currently allowed under national legislation.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>+/-Yes, substantially</b>	The methodology on filling the teaching and research vacant positions, in accordance with national legislation, mandates equal opportunity and meritocratic recruitment, and disallows any type of discrimination (regardless of gender, race, religion, etc): <a href="https://www.uvt.ro/wp-content/uploads/2022/10/Anexa-2.-Metodologia-privind-org.-concururilor-de-ocupare-a-posturilor-did-si-de-cercetare-vacante-din-UVT.pdf">https://www.uvt.ro/wp-content/uploads/2022/10/Anexa-2.-Metodologia-privind-org.-concururilor-de-ocupare-a-posturilor-did-si-de-cercetare-vacante-din-UVT.pdf</a>

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 current practice and existing infrastructure, alongside the benefits allowed under the existing national legislation, make WUT a competitively attractive option for researchers, both internal and external.
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	<b>-/+ Yes, partially</b>	Current national legislation imposes a minimal set of requirements for each teaching/research position. As such, only candidates that fulfill these requirements are accepted. As such, all candidates that fulfill said requirements are accepted, if they choose to apply.
<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>	Research and academic job vacancies are advertised in accordance with national legislation and guidelines, as such all vacancies are publicly announced on WUT's website and the government mandated websites <a href="http://www.jobs.edu.ro">www.jobs.edu.ro</a> and <a href="https://jobs.research.gov.ro/">https://jobs.research.gov.ro/</a> . Furthermore, research positions, are posted on the EURAXESS platform, in accordance with contractual obligations mandated in any UEFISCDI (The Executive Agency for Higher Education, Research, and Innovation Funding) funded project or funded through it.
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>	As OTM-R is not currently implemented, there is no specific toolkit available. However, all relevant references and/or links are included in all vacancy advertisements.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>-/+ Yes, partially</b>	All research job vacancies, in accordance with contractual obligations mandated in any UEFISCDI (The Executive Agency for Higher Education, Research, and Innovation Funding) funded project or funded through it, as well as European funded projects, are mandatorily posted on the EURAXESS platform.
14. Do we make use of other job advertising tools?	x	x		<b>+/-Yes, substantiall</b>	The main advertising tools used is the university's website <a href="https://resurseumane.uvt.ro/">https://resurseumane.uvt.ro/</a> .

					<p>In addition, WUT uses the national platforms: <a href="http://jobs.edu.ro/">http://jobs.edu.ro/</a>, <a href="https://jobs.research.gov.ro/">https://jobs.research.gov.ro/</a>, as well as the EURAXESS platform.</p> <p>Social media is also used in order to maximize impact: <a href="https://www.linkedin.com/school/west-university-of-timisoara/">https://www.linkedin.com/school/west-university-of-timisoara/</a> and national media outlets.</p>
15. Do we keep the administrative burden to a minimum for the candidate?	x			<b>-/+ Yes, partially</b>	National legislation regulates all administrative procedures regarding hirings, as such the administrative burden cannot be impacted by any measure WUT can take. However, WUT does provide guidance and support throughout the entire recruitment and selection process for all 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>	<p>The WUT methodology on filling the teaching and research vacant positions was made in accordance with national methodology, this includes methodology regarding the composition of selection committees. The main criteria of these committees are academic ranks and vacancies for higher status positions require external members for each committee.</p> <p><a href="https://www.uvt.ro/wp-content/uploads/2022/10/Anexa-2.-Metodologia-privind-org.-concuratorilor-de-ocupare-a-posturilor-did-si-de-cercetare-vacante-din-UVT.pdf">https://www.uvt.ro/wp-content/uploads/2022/10/Anexa-2.-Metodologia-privind-org.-concuratorilor-de-ocupare-a-posturilor-did-si-de-cercetare-vacante-din-UVT.pdf</a></p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>++ Yes, completely</b>	<p>The WUT methodology contains clear rules regarding the committees, in accordance with national requirements. Lower academic positions do not require external members from outside WUT.</p> <p><a href="https://www.uvt.ro/wp-content/uploads/2022/10/Anexa-2.-Metodologia-privind-org.-concuratorilor-de-ocupare-a-posturilor-did-si-de-cercetare-vacante-din-UVT.pdf">https://www.uvt.ro/wp-content/uploads/2022/10/Anexa-2.-Metodologia-privind-org.-concuratorilor-de-ocupare-a-posturilor-did-si-de-cercetare-vacante-din-UVT.pdf</a></p>
18. Are the committees sufficiently gender-balanced?		x	x	<b>+/-Yes, substantially</b>	The WUT methodology, as well as national legislation forbids discrimination of any kind. As such, committees are generally balanced. However, it mostly depends on scientific areas (technical fields

					generally have more men, while social sciences generally have more women) and availability of members for a particular period vacancies are due to be filled.
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 WUT methodology is based, in accordance to the national legislation, based on merit and if candidates meet required criteria (field and vacancy specific).
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<b>++ Yes, completely</b>	All results are published on the WUT website.
21. Do we provide adequate feedback to interviewees?		x		<b>+/-Yes, substantially</b>	Candidates who are reaching the interview stage in the process might receive feedback upon request or spontaneously, but it is not mandatory to provide feedback.
22. Do we have an appropriate complaints mechanism in place?		x		<b>++ Yes, completely</b>	The WUT methodology provides clear mechanisms for complaints and their solution process.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>-- No</b>	The system is not currently implemented.