OTM-R Checklist

Case number: 2024RO190832

Name Organisation under review: Universitatea Politehnica Timisoara

Organisation's contact details: Piața Victoriei, nr 2, Timisoara, Timis, 300006, Romania

SUBMISSION DATE: 31/01/2024

DATE ENDORSEMENT CHARTER AND CODE: 06/02/2024

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.

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, substantially***	1. http://www.upt.ro/Informatii_concurs-de-ocupare-a-posturilor-didactice_2125_ro.html (only in Romanian) 2. http://www.upt.ro/Informatii_anunturi-privind-organizarea-concursului-pentru_487_ro.html (only in Romanian)

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	**++ Yes,** *completely*	The all process and procedures are visible on UPT website: 1. http://www.upt.ro/Informatii_concurs-de-ocupare-a-posturilor-didactice_2125_ro.html(only in Romanian) 2. HS nr.28-21.03.2024.pdf (upt.ro)(only in Romanian) All staff have access to it and use it in current practices, every semester the vacant positions are visible on the university website in the section concerning competitions.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	**++ Yes,** *completely*	Training in the field of staff recruitment and selection is regularly organized. All selection boards are trained to respect the QTM-R. The trainings are carried out through the Teaching Staff Training Department or through the CCOC Counseling Center 3. http://dppd.upt.ro/index.php/acasa?id=216(only in Romanian) 4. https://www.cicoc.upt.ro/anunturi (only in Romanian)
4. Do we make (sufficient) use of e-recruitment tools?	x	x		**++ Yes,** *completely*	All job vacancies are openly and transparently published on the institutional website: academic & research job vacancies 1. http://www.upt.ro/Informatii_concurs-de-ocupare-a-posturilor-didactice_2125_ro.html(only in Romanian) and non-academic job vacancies 1. https://www.upt.ro/Informatii_anunturi-privind-organizarea-concursului-pentru_487_ro.html (only in Romanian) EURAXESS is used also to publish all job vacancies. The announcements with the vacant positions for assistants appear in the local newspapers:

					http://www.upt.ro/img/files/2023-2024/concursuri/as_sem1_2023-2024/RENA%C8%98TEREA_B%C4%82N%C4%82%C8%9AEAN%C4%82_29.11.2023.pdf (only in Romanian) The announcements regarding the vacant positions for lecturer, assoc. prof and professor are visible also in the Official Journal of Romania: http://www.upt.ro/img/files/2023-2024/concursuri/cd_sem1_2023-2024/MONITORUL_OFICIAL_NR.438_DIN_29.11.2023.pdf (only in Romanian)
5. Do we have a quality control system for OTM-R in place?	x	x	x	*+/-Yes, substantially*	An institutional quality control exists and is running in all fields of activity. 1. http://www.upt.ro/Informatii_asigurarea-calitatii-in-upt_12_ro.html (only in Romanian) 2. http://www.upt.ro/Informatii_proceduri-ale-sistemului-de-management-al-calitatii_15_ro.html (only in Romanian)
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*+/-Yes, substantially*	Yes, external applicants are encouraged to apply. On research projects, announcements are posted on *EURAXESS.*
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*-/+ Yes, partially*	Partially in some research projects.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*+/-Yes, substantially*	UPT goes to great measures to maintain this principle and provide equal opportunities to everyone wishing to pursue a career in academia, teaching, or research. UPT has a plan on gender equality: http://www.research.upt.ro/assets/files/PlanEgGen_en.pdf
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*+/-Yes, substantially*	UPT current development strategy mention the commitment to ensure the excellent working conditions for employees, no matter what category.

10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	*+/-Yes, substantially*	The selection is made by competition with selection boards: *http://www.upt.ro/img/files/2023-2024/concursuri/cd_sem1_2023-2024/decizii_per.nedeterminata_sem.I_2023-2024.pdf* (only in Romanian)
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*+/-Yes, substantially*	All employment posts related to research and academic positions must be written in compliance with current Romanian legal regulations.
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, 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 & appointment criteria - the calendar http://jobs.edu.ro/detalii.php?uid=&jid=12925 (only in Romanian)
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*+/-Yes, substantially*	Only for the vacant positions on research.
14. Do we make use of other job advertising tools?	x	x		*+/-Yes, substantially*	Yes, we are using our institutional website: 1. http://www.upt.ro/Informatii_concurs-de-ocupare-a-posturilor-didactice_2125_ro.html(only in Romanian) 2. https://www.upt.ro/Informatii_anunturi-privind-organizarea-concursului-pentru_487_ro.html (only in Romanian) and also the Official Journal of Romania for advertising the jobs: http://www.upt.ro/img/files/2023-2024/concursuri/cd_sem1_2023-2024/MONITORUL_OFICIAL_NR.438_DIN_29.11.2023.pdf (only in Romanian)

15. Do we keep the administrative burden to a minimum for the candidate?	x			*-/+ Yes, partially*	The candidate is assisted in all stages of the application and selection process by the institution Administrative Personnel Department of UPT (the application file is standardized, a checklist is provided, etc.)
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	**++ Yes,** *completely*	Yes, there is a methodology for conducting the competitions: HS nr.28-21.03.2024.pdf (upt.ro) (only in Romanian)
17. Do we have clear rules concerning the composition of selection committees?		x	x	**++ Yes,** *completely*	Yes, it is stipulated in the competition's methodology: HS nr.28-21.03.2024.pdf (upt.ro) (only in Romanian)
18. Are the committees sufficiently gender-balanced?		x	x	**++ Yes,** *completely*	Yes, UPT has a plan on gender equality and the committees are sufficiently gender-balanced: http://www.research.upt.ro/assets/files/PlanEgGen_en.pdf
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*	Yes, all members of the selection committee should hold at least the same position as the job vacancies. The recruitment & selection methodology includes the guidelines for all selection committee members.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		**++ Yes,** *completely*	Yes, all candidates receive feedback : http://www.upt.ro/img/files/2023-2024/concursuri/cd_sem1_2023-2024/REZULATE_FINALE_CALIFICARE_CONCURS_CADRE_DIDACTICE_PERIOADA_NEDETERMINATA_SEM1_2023-24_v1.pdf
21. Do we provide adequate feedback to interviewees?		x		**++ Yes,** *completely*	Yes, after the interview ends, all candidates receive official feedback from the selection committee.

22. Do we have an appropriate complaints mechanism in place?		x			Yes, the methodology for recruitment & selection of academic staff includes provisions regarding the complaint procedure: HS nr.28-21.03.2024.pdf (upt.ro) (only in Romanian)
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*-- No*	Not yet