



Università di Foggia

ACTIONS AND INDICATORS FOR OPEN, TRANSPARENT AND MERIT BASED RECRUITMENT OF RESEARCHERS (OTM-R) 2021-2023

Number action	Action	Timing (2021-2023)	Responsible Area	Indicator	Status
OTM-R System (1-10)					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?					
01.01	To publish OTM-R policy on the University website, in Italian and in English	Previous version: May 2018 New version: July 2021	Communication Area	Y/N	COMPLETED
					ONGOING
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?					
02.01	Publication also in English and updating of regulations to make them more consistent with the specific principles identified in the OTM-R, according to the national legislation	Autumn 2019	Service for Recruitment and Management of Academic Staff	Y/N	COMPLETED

3. Is everyone involved in the process sufficiently trained in the area of OTM -R?					
03.01	Monitor training activity and, as suggested by the EU assessors, to increase training for the areas involved in the OTM-R process	2021-2022-2023	Transparency, Anti-corruption and Training Area	Y/N existence of training programmes for OTM-R Number of administrative staff who participated in training activities in the field OTM_R per year	ONGOING
4. Do we make (sufficient) use of e-recruitment tools?					
Already in place					
5. Do we have a quality control system for OTM-R in place?					
05.01	Annual qualitative monitoring of the control of the system through the support of the Evaluation Board (Nucleo di Valutazione), which is in charge of assessing the achievement of objectives, and the HR Unit which, together with the HR Body, is in charge of monitoring the HR strategy	2021-2022-2023	Evaluation Board Research Area - HR Unit	Ratio between actions implemented and scheduled actions.	ONGOING
6. Does our current OTM - R policy encourage external candidates to apply?					
06.01	To monitor yearly external candidate applications.	2021-2022-2023	Teaching Staff Recruitment Service	Number of applications from external candidates (X year)/ Total procedures (X year) External candidates (X year)/Total candidates (X year)	ONGOING
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?					

07.01	To monitor yearly external candidate applications.	2021-2022-2023	Teaching Staff Recruitment Service Higher Education and Advanced Studies Area Doctorates, Scholarships and Research Grants Service	Foreign candidates (X year)/Total candidates (X year)	ONGOING
07.02	In order to increase the participation and recruitment of foreign researchers, calls for research grants should also be published in English on the EURAXESS portal.	2021-2022-2023	Teaching Staff Recruitment Service Higher Education and Advanced Studies Area Doctorates, Scholarships and Research Grants Service	Y/N	ONGOING
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?					
08.01	Introduction of a specific article in the calls for selection to inform, as already in place for disabled and DSA students, that non-discrimination is guaranteed in accordance with the Unique Guarantee Committee (CUG) actions.	September 2018	Teaching Staff Recruitment Service	Y/N	COMPLETED
08.02	Monitoring the number of applicants from groups potentially subject to any type of discrimination.	2021-2022-2023	Teaching Staff Recruitment Service	Number of potentially discriminated candidates (X year)/Total number of candidates (X year)	ONGOING
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?					
09.01	To publish on the University's website all the information related to the tax conditions for researchers in their dedicated section, for maximum transparency. In addition, always on the website, a link could be added with uploading tables reporting the economic treatments expected for the newly recruited	June 2018	Teaching Staff Recruitment Service	Y/N	COMPLETED

09.02	Teaching courses for the new recruited or upgraded researchers	2021-2022-2023		<p>Number of courses held per year*</p> <p>% of researchers hired who took part in the training system per year*.</p> <p>% of researchers who have changed role who have taken part in the training system per year*.</p>	ONGOING
10. Do we have means to monitor whether the most suitable researchers apply?					
10.01	Expand some points to also provide facsimiles to highlight what the candidates' skills are, by amending Regulations No. and 922 No. dated 92314/07/2016	June 2019	<p>Teaching Staff Recruitment Service</p> <p>Higher Education and Advanced Studies Area</p> <p>Doctorates, Scholarships and Research Grants Service</p> <p>Research Area - HR Unit</p>	Y/N	ONGOING
ADVERTISING AND APPLICATION PHASE (11-15)					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?					
Already in place since March 2010					
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]					
12.01	Publication on the website of a link to the "toolkit" defined by the European document OTM- R, in order to monitor that all the elements foreseen are guaranteed and which are missing in the notice of	2022	Teaching Staff Recruitment Service	Y/N	ONGOING

	issuance (e.g. an institutional referent for OTM-R policies; an institutional referent for equal opportunities policies).				
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?					
Already in place since March 2010					
14. Do we make use of other job advertising tools?					
Already in place					
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]					
Already in place					
SELECTION AND EVALUATION PHASE (16-19)					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]					
16.01	Adding a link in the notice to the recruitment regulations	September 2018	Recruitment and Management of Teaching Staff Service Higher Education Service Doctorates and Research Grants Unit Research Service Project Management	Y/N	COMPLETED
17. Do we have clear rules concerning the composition of selection committees?					
Already in place and defined at national level					
18. Are the committees sufficiently gender-balanced?					
18.01	Include, in the two articles of the Regulations relating to the recruitment of new teaching staff, some sort of guarantee for gender equality, in line with gender diversity	2021-2022-2023	Recruitment and Management of Teaching Staff Service	Statistics on the composition of committees	ONGOING
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?					

19.01	As outlined in point 10, these guidelines will be produced in synergy with the Evaluation Committee and the Quality Presidium	2022	Recruitment and Management of Teaching Staff Service	Y/N	ONGOING
APPOINTMENT PHASE (20-22)					
20. Do we inform all applicants at the end of the selection process?					
Already in place and defined at national level					
21. Do we provide adequate feedback to interviewees?					
21.01	To provide a short deadline in the call for such feedback	September 2018	Recruitment and Management of Teaching Staff Service Higher Education Service PhDs and Research Grants Unit	Y/N	COMPLETED
22. Do we have an appropriate complaints mechanism in place?					
22.01	Produce a statistical report of complaints, indicated in the access register (updated annually).	2021-2022-2023	Transparency, Anti-corruption and Training Area	Number of complaints per year	ONGOING

OVERALL ASSESSMENT (23)

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?

23.01	Monitoring the system OTM_R with the HR Unit and HR Body who will decide on specific implementation and updating activities of the system	2021-2022-2023	Research Area - HR Unit	Y/N	ONGOING
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*Capitolo 4.4.1

a) Advertising the post

In line with the principles "Recruitment" and "Transparency" of the Code of Conduct for the Recruitment of Researchers, it is recommended to keep the job advertisement and description of requirements as concise as possible and include links to more detailed information online. Applicants should be able to find information on:

- organisation and recruiting unit
- job title, specifications and starting date
- researcher career profiles (R1-R4) with the respective 'required' and 'desirable' competencies

- selection criteria (and possibly their respective 'weight'), including knowledge and professional experience (distinguishing the 'required' and 'desirable')
- number of available positions
- working conditions, workplace, entitlements (salary, other benefits, etc.), type of contract
- professional development opportunities
- career development prospects

It should also include:

- the application procedure and deadline, which should, as a general rule, be at least two months from the publication date and take account of holiday periods
- a reference to the institution's OTM-R policy
- a reference to the institution's equal opportunities policy (e.g., positive discrimination, dual careers, etc.)
- contact details

b) Keeping the administrative burden to a minimum

The request for supporting documents should be strictly limited to those which are really needed in order to make a fair, transparent and merit-based selection of the applicants. Moreover, in cases where certain documents are legally required, applicants should be allowed to make a declaration in which they engage to provide the proof after the selection process is concluded. For example, applicants should not have to provide original or translated certificates related to qualifications with their initial application. It is strongly recommended to allow the transmission of supporting documents by electronic means and possibly to develop an e-recruitment tool.