



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

Number action	Action	Timing (2021-2023)	Responsible Area	Indicators	Output 2021
OTM-R SYSTEM (1-10)					
1. Have we published a version of our OTM-R policy on line (in the national language and in English)					
01.01	Publication on the University website in Italian and English	Previous version: May 2018 New version: July 2021	Communication Area	Y/N	Y
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 the regulations to make them more consistent with the specific principles identified with the OTM-R, compatibly with national legislation	Autumn 2019	Accademic Staff Recruitment Service	Y/N	Y
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?					
03.01	To monitor this activity and, as suggested by the EU assessors, to increase training for the areas involved in the OTM-R process	2021-2022-2023	Transparency, Anticorruption and Training Area	Y/N Presence of training programmes for staff involved in the OTM-R process	2021 Y There is an annual training and updating plan, approved by the academic bodies



				Number of administrative staff participating in the OTM-R - 2021	N 29 people (two training course)
4. Do we make (sufficient) use of the 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 system control for OTM-R through the support of the University bodies such as the Evaluation Committee (“Nucleo di Valutazione” – Research section) which is responsible for evaluating the achievement of objectives, and the HR Unit which, together with the HR Body, is responsible for monitoring the HR strategy.	2021-2022-2023	Evaluation Committee Research Area – Unit HR	Ratio between implemented and planned actions	being processed
6. Does our current OTM-R policy encourage external candidates to apply?					
06.01	To monitor yearly candidate applications.	2021-2022-2023	Service for Recruitment Academic Staff	Number of applications from external candidates (X year)/ Total number of candidates' applications (X year) External candidates (X year)/Total candidates (X year)	All applicants for researcher procedures are external 58,94%
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	Service for Recruitment Academic Staff Higher Education and Advanced Studies Area Doctoral, Scholarship and	Foreign candidates (X year)/Total candidates (X year)	2,6%



			Research grant Service		
07.02	In order to increase participation and recruitment of foreign young researchers, research grants call must be published on the EURAXESS portal also in English language	2021-2022-2023	Service for Recruitment Academic Staff Higher Education and Advanced Studies Area Doctoral, Scholarship and Research grant Service	Y/N	Y
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	Service for Recruitment and Management Academic Staff	Y/N	Y
08.02	To monitor the number of underrepresented candidates in selection procedures..	2021-2022-2023	Service for Recruitment and Management Academic Staff	Number of potentially discriminated candidates (X year)/Total number of candidates (X year)	0
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	Service for Recruitment and Management Academic Staff	Y/N	NO (being implemented on the new site)
09.02	Teaching courses for the new recruited or upgraded researchers	2021-2022-2023		Number of courses activated for year * % of hired researchers who	Information not available



				took part in the training system for year *	
				% of researchers who changed roles who took part in the training system for year *	
10. Do we have means to monitor whether the most suitable researchers apply?					
10.01	Expandi some points to also provide facsimiles to highlight the skills of the candidates, by modifying Regulations no. 922 and n. 923 of 07/14/2016	June 2019	Service for Recruitment and Management Academic Staff Higher Education and Advanced Studies Area Doctoral, Scholarship and Research grant Service Research Area - Unit HR	Y/N	Y Update of the Regulations for the recruitment of fixed-term researchers (D.R.n. 1755/2021) and of the Regulations relating to the procedures for the appointment of first and second level professors (D.R.n.1407/2021)
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? [section 4.4.1 a – Advertising and application phase del Toolkit*]					
12.01	To create a link on the website for the OTM-R toolkit to monitor that all requested elements are guaranteed and present in the calls (i.e. institutional referent for the OTM-R policy; an institutional referent for gender balance policy).	2022	Service for Recruitment and Management Academic Staff	Y/N	NO
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 the other job advertising tools?

Already in place

15. Do we keep the administrative burden to a minimum for the candidate? (section 4.4.1b)

Already in place

SELECTION AND EVALUATION PHASE (16-19)

16. Do we have a clear rules governing the appointment of selection committees? [section 4.4.2 a del Toolkit*]

16.01	To add a link in the call to inform about the recruitment regulations.	September 2018	Service for Recruitment and Management Academic Staff Higher Education Service Doctoral, Scholarship and Research grant Service Research Service and Project Management	Y/N	Y
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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	To include, in the two articles of the Regulations relating to the recruitment of new teaching staff, some guarantee for gender equality, consistent with gender diversity	2021-2022-2023	Service for Recruitment and Management Academic Staff	Statistics on the composition of committees	2021 75%M 25%F
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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.	2022	Service for Recruitment and Management Academic Staff	Y/N	Y
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APPOINTMENT PHASE (20-22)					
20. Do we inform all applicants at the end of the selection process?					
Done according to the national procedures					
21. Are we able to provide adequate feedback for candidates admitted to the last phase of the assessment?					
21.01	To provide a short deadline in the call for such feedback.	Settembre 2018	Service for Recruitment and Management Academic Staff Higher Education Service Doctoral, Scholarship and Research grant Service	Y/N	Y
22. Do we have an appropriate complaints mechanism in place?					
22.01	To elaborate a statistical report about complaints indicated in the register of accesses (update every year)	2021-2022-2023	Transparency, Anticorruption and Training Area	Number of complaints for year	N. 18 requests for access
OVERALL ASSESSMENT (23)					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					
23.01	To monitor the OTM-R process with Unit -HR and the HRS4R working group to decide specific activities to implement and update the assessment system.	2021-2022-2023	Research Area – Unit HR	Y/N	Y



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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.