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

Number action	Action	Timing (2021-2023)	Responsible Area	Indicators	Output 2023
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	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	2021	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 Number of administrative staff participating in the OTM-R - 2021	N

4. Do we make (sufficient) use of the e-recruitment tools?					
Already implemented					
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 – HR Strategy Unit	Ratio between implemented and planned actions	23/26
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)	50/67 104/122
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 Research grant Service	Foreign candidates (X year)/Total candidates (X year)	Researchers and teaching staff: 3/122 Research grants: 5/45 Grants for research: 6/135 PhD students: 195/466

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.	2021-2022-2023	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) (No sensitive data is required in the application forms except for disability and/or invalidity in order to possibly provide adequate supports and/or tools during the tests)	Not measurable
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	2021-2022-2023	Service for Recruitment and Management Academic Staff	Y/N https://www.unifg.it/it/ugov/organizationunit/65789	Y

09.02	Teaching courses for the new recruited or upgraded researchers	2021-2022-2023		Number of courses activated for year * Workshops face to face – Nov 9 and 23, 2023	10 training modules 2 workshps
				% of hired researchers who took part in the training system for year *	
				% of researchers who changed roles who took part in the training system for year *	93%
				(It was not possible to collect different data of the two groups. The courses were taken between 2022 and 2023)	100%
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	2021-2022-2023 (The two Regulations were updated in year 2021. Regulation for the fixed-term researchers recruitment is .n. 1755/2021, Regulation for the appointment procedures of first and second level professors is n.1407/2021)	Service for Recruitment and Management Academic Staff Higher Education and Advanced Studies Area Doctoral, Scholarship and Research grant Service Research Area – HR Strategy Unit	Y/N	Y
ADVERTISING AND APPLICATION PHASE (11-15)					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions?					
Already implemented in 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	2021-2022-2023	Service for Recruitment and Management Academic Staff	Y/N	The Italian relevant legislation is applied (L. 240/2010). It promotes the OTM-R principles and makes

	institutional referent for gender balance policy).				explicit references to the European Charter for Researchers. The University of Foggia's Statute and Internal Regulations were developed on the basis of the OTM-R principles and ensure their implementation in all recruitment procedures
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 implemented					
15. Do we keep the administrative burden to a minimum for the candidate? (section 4.4.1b)					
Already implemented					
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

	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	60% M 40% F
	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	N
	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.	2021-2022-2023	Service for Recruitment and Management Academic Staff Higher Education Service Doctoral, Scholarship and Research grant Service	Y/N	Y 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 (requests for access)	N. 0

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 HR Strategy Unit and the HRS4R working group to decide specific activities to implement and update the assessment system.	2021-2022-2023	Research Area – HR Strategy Unit	Y/N	Y

*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 holidayperiods

• 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.