ACTIONS AND INDICATORS FOR OPEN, TRANSPARENT AND MERIT BASED RECRUITMENT OF RESEARCHERS (OTM-R) 2024 - 2026

Number action	Action	Timing (2024-2026)	Responsible Area	Indicators	Output year
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	Updating publication on the University website in Italian and English	2024-2025-2026	Press office, institutional communication and university events Service	Y/N	
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	2024-2025-2026	Recruitment and Management Academic Staff Service	Y/N	
03.01	Monitoring the training activity and, as suggested by the EU assessors, increasing it for the areas involved in the OTM-R process	2024-2025-2026	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	

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 which is responsible for evaluating the achievement of objectives, and the HR Strategy Unit which, together with the HR Body, is responsible for monitoring the HR strategy.	2024-2025-2026	Evaluation and Quality Assurance Service Research Area – HR Strategy Unit	Ratio between implemented and planned actions	
6. Does our current OTM-R policy encourage external candidates to apply?					
06.01	Annual monitoring of candidate applications. .	2024-2025-2026	Recruitment and Management Academic Staff Service	Number of applications from external candidates (X year)/ Total number of candidates' applications (X year) External candidates (X year)/Total candidates (X year)	
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?					
07.01	Annual monitoring of external candidate applications.	2024-2025-2026	Recruitment and Management Academic Staff Service Doctoral, Scholarship and Research grant Service	Foreign candidates (X year)/Total candidates (X year)	
07.02	In order to increase participation and recruitment of young foreign researchers, research grants call must be published on the EURAXESS portal also in English language	2024-2025-2026	Recruitment and Management Academic Staff Service Doctoral, Scholarship and Research grant Service	Y/N	

07.03	Direct call of researchers recruited abroad, in the same position/qualification, for at least 3 years, through a nominative proposal to the Ministery (Law n.230/2005 art. 1 co.9)	2024-2025-2026	Recruitment and Management Academic Staff Service	Planned number/ Realised number	
07.04	Annual monitoring of international mobility with regard to incoming and outgoing Visiting Professors	2024-2025-2026	International Relation Service	Visiting professors (year x)	
.07.05	Increasing and optimising instrumental and technological resources and creating new research laboratories	2024-2025-2026	UniFG Departments Negotiating business area	No. of new scientific instruments No. of new research laboratories	
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?					
08.01	Introduction of a specific article/reference in the calls for selection to inform that non discrimination is guaranteed in accordance with the Unique Guarantee Committee (CUG) actions.	2024-2025-2026	Recruitment and Management Academic Staff Service	Y/N	
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?					
09.01	Publishing, 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	2024-2025-2026	Economic treatment Service	Y/N https://www.unifg.it/it/ugov/organizationunit/65789	
09.02	Teaching training events for new hires or or upgraded researchers	2024-2025-2026	Faculty Development Unit	Number of training events organised in the year * % 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 *	
10. Do we have means to monitor whether the most suitable researchers apply?					

10.01	Updating regulations and procedures to ensure a selection and evaluation process in line with OTM-R criteria	2024-2025-2026 (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)	Recruitment and Management Academic Staff Service Doctoral, Scholarship and Research grant Service Research Area – HR Strategy Unit	Y/N	
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	Creating a link on the UniFG 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).	2024-2025-2026	Recruitment and Management Academic Staff Service	Y/N	
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	Adding a link in the call to inform about the recruitment regulations.	September 2018	Recruitment and Management Academic Staff Service Higher education and Advanced studies Area	Y/N	
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	Including, in the two articles of the Regulations relating to the recruitment of new teaching staff, some guarantee for gender equality, consistent with gender diversity	2024-2025-2026	Recruitment and Management Academic Staff Service	Statistics on the composition of committees % Male % Female	
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	Recruitment advertisement refers to the legislation in force that sets specific criteria and parameters for assessing the candidates' merit	2024-2025-2026	Recruitment and Management Academic Staff Service	Y/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	Providing a short deadline in the call for such feedback.	2024-2025-2026	Recruitment and Management Academic Staff Service Higher education and	Y/N	

			Advanced studies Area		
22. Do we have an appropriate complaints mechanism in place?					
22.01	Monthly updating of the access register for a constant monitoring of complaints	2024-2025-2026	Transparency, Anticorruption and Training Area	Number of complaints/requests for access for year	
OVERALL ASSESSMENT (23)					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					
23.01	Monitoring the OTM-R process with HR Strategy Unit and the HRS4R working group to decide specific activities to implement and update the assessment system.	2024-2025-2026	Research Area – HR Strategy Unit	Y/N	

***Chapter 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.