

HR Excellence in Research

OTM-R Checklist

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Name Organisation under review

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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				OTM-R system
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Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Have we published a version of our OTM-R policy online (in the national language and in English)?

x

x

x

-/+ Yes partially

All current and previous vacancies are published in Romanian, given that this is the main working language (<https://www.uaic.ro/angajariauaic/>). HR policy contains the following main documents: 1) Law no. 1 /2011 of national education, CHAPTER II: Status of teaching and research staff in higher education; 2) Law no. 319 /2003 - Status of research and development personnel; 3) Government Decision no. 457/2011 - Competition Framework -Methodology for filling positions teaching and research vacancies in higher education; 4) Government Decision no. 902 /2018 for the approval of the Framework Methodology regarding the organization and conduct of the promotion exam in the teaching career, for higher education; 5) The Selection Competition Methodology for filling vacant teaching positions at UAIC Iasi – permanent contract, Senate Decision no. 8/2014, updated; 6) The Selection Competition Methodology for filling vacant research positions at UAIC Iasi - permanent contract, Senate Decision no. 35 / 22.11.2018, updated; 7) The Selection Competition Methodology for filling vacant teaching and research positions – fixed-term contract, Senate Decision no.6/2014, updated; In the case of foreign researchers employed at the university, the relevant documents are made available in English.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	There are clear OTM-R procedures and practices for all types of positions described in National legislation and University documents. The latest update on institutional HR procedures is on 09.2022
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	HR Staff members participating and organizing recruitment process are trained on a periodic basis. UAIC provides written guidelines to all selection committees.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Web-based tool for (all) the stages in the recruitment process: All positions are advertised on the university website (http://www.uaic.ro/angajariauaic/) and on Ministry of National Education (http://jobs.edu.ro/) In addition the research positions are advertised on EURAXES Any interested researcher can subscribe to the university's website to receive related information to open positions.
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Each selection and each application is reviewed by the Human Resources Department, by a specialized faculty committee, by the legal office, by the vice-rector and by the selection committee

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	All university recruitment and selection procedures and practices in university do not discriminate between internal or external candidates.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	All university recruitment and selection procedures and practices in university do not discriminate abroad candidates However, due to the working language (Romanian) and relatively lower wages than the rest of the countries, the number of researchers from abroad that apply is very small
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	All university recruitment and selection procedures and practices in university do not discriminate between man or women candidates, minorities or disabled people. Trend in the share of applicants among underrepresented groups (frequently women) show that around 45% of candidates are woman.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	All positions are advertised on the university website (http://www.uaic.ro/angajariauaic/) and on Ministry of National Education (http://jobs.edu.ro/). All university recruitment and selection procedures and practices in university do not discriminate between any candidates. The number of applicants is relatively high (at least one / position)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	National legislation and university procedures and practices guarantee that the most suitable researchers are selected according to specific standards for positions and merit based.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	The University have clear guidelines or templates for advertising positions https://www.uaic.ro/angajariauaic/ All information and documents are listed on the recruitment university webpage section
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	All information and documents are listed on the recruitment university webpage section: National legislation, university procedures, positions, selection committees, results, other information.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	All research position (contracts) are published on EURAXESS. The teaching positions are not published on EURAXESS at this moment.
Do we make use of other job advertising tools?	x	x		++ Yes completely	All positions are advertised on university website and are published in the Romanian Official Monitor and in a national newspaper

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Bureaucracy is kept to the minimum required by the legal framework.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The university has clear and transparent rules on how to select members of the selection committee: 5 members per committee; 3 members outside the institution; international members are welcome; members are experts in the field of the position. There are no specific requirements regarding the gender balance of the committees
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The university has clear and transparent rules on how to select members of the selection committee: 5 members per committee; 3 members outside the institution; international members are welcome; members are experts in the field of the position; joint interests or kinship relations between candidates and members of the committee are not accepted
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	There are no specific requirements regarding the gender balance of the committees.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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	For every position a clear and transparent set of scientific criteria is established. Based on this criteria and on the relevance of the arguments put forward by the candidates the selection committees judge the 'merit' in a way that leads to the best candidate being selected
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants, regardless of outcome, are announced at all stages, including at the end of the selection process. The selection results are public and are published on the university website.
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	All applicants, regardless of outcome, receive feedback. Muchmore, UAIC answer inquires for specific feedback on a personal basis.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Each post in the contest has an advertised calendar. This calendar provides for a minimum of 48 hours for complaints. Each complaint is recorded. Candidates must receive a response within 48 hours
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	A system to assess whether OTM-R delivers on its objectives is in debate at the HSR4R steering committee level

