

TEMPLATE 2 – OTM-R Checklist

Case number: 2022RO738119

Name Organisation under review: Universitatea "Dunarea de Jos" din Galati

Organisation's contact details: Domeasca nr.47, Galati, Galati, 800008, Romania

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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.

	Open	Transparent	Merit-Based	Answer: (++Yes completely/ +- Yes substantially / -+ Yes partially / --no)	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in	x	x	x	++ Yes completely	1.UDJG OTM-R Policy (ROU): https://cercetare.ugal.ro/files/hrs4r/Politica-OTM-R-UDJG-ro-2024.pdf 2. UDJG OTM-R Policy (ROU): https://cercetare.ugal.ro/files/hrs4r/Politica-OTM-R-UDJG-En-2024.pdf .

English)?					
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	1. Employment procedures for academic/ teaching jobs: https://ugal.ro/files/hotarari/hs/2024/HS_072_2024_Anexa_3-Metod_concurs_cadre_didactice_2024_nedeterm.pdf 2. Employment procedures for projects jobs: https://ugal.ro/files/cercetare/2018/PO__selectie_si_recrutare_personal_FSE.pdf
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	Human resource professionals, academic faculty, and members of selection committees participate in annual training sessions to learn about the protocols and domains of OTM-R as well as the hiring procedure.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	The following advertising channels are utilized depending on the type of the available position: - the university's website: https://ugal.ro/informatii/informatii-publice/opunitati-de-angajare - dedicated national platforms: http://jobs.edu.ro/ and https://jobs.research.gov.ro/ - Euraxess platform: https://euraxess.ec.europa.eu/jobs/search/country/romania-1062?page=1
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	Institutional control and supervision mechanisms have been established. Once the OTM-R policy is approved, specific quality assurance protocols will be formulated.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	One of the strategic goals of UDJG is to enhance its appeal to potential external candidates. The existing practices of OTM-R promote the application of external candidates from Romania.
Is our current OTM-R policy in line with policies to attract researchers from	x	x	x	-/+ Yes partially	Due to the language barriers (with the majority of internal documents being written in Romanian, along with the majority of job advertisements being in Romanian) and the limited appeal of the research setting in Romania, only a restricted number of international applicants submit applications.

abroad?					
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	UDJG's approach to the recruitment and selection of candidates for teaching and research positions upholds the principle of gender equality. Nonetheless, the organization currently lacks targeted strategies aimed at attracting underrepresented groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes substantially	The implementation of OTM-R, the infrastructure that promotes competition, and the performance-based reward system collectively establish an attractive work environment and conditions for both internal and external candidates.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	Individuals who fulfill all the requisite prerequisites for recruitment are deemed qualified for the selection process. At present, there is no existing protocol in position to evaluate whether the most appropriate applicants have presented their applications.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	All notifications pertaining to research and academic employment opportunities are disseminated, as per established protocols and templates, both on the official university website and a nationwide digital platform. Euraxess, a platform dedicated to promoting research, serves as a means to advertise available positions for projects that are financed by the Executive Agency for Higher Education, Research, and Innovation Funding (UEFISCDI), as per obligatory contractual terms, as well as occasionally for vacancies funded by UDJG or other organizations.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	1. UDJG JOBS advertisement: https://www.ugal.ro/anunturi/-proiecte ; 2. UDJG JOBS advertisement: https://www.ugal.ro/informatii/informatii-publice/opportunitati-de-angajare ; 3. UDJG JOBS advertisement: https://www.ugal.ro/proiecte/anunturi-concursuri-proiecte .

Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	All project-based positions (funded by UEFISCDI) are advertised on Euraxess and occasionally vacant positions funded by UDJG or by other funding bodies.
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	The following advertising channels are utilized depending on the type of the available position: - the university's website: https://ugal.ro/informatii/informatii-publice/opportunitati-de-angajare - dedicated national platforms: http://jobs.edu.ro/ and https://jobs.research.gov.ro/ - Euraxess platform: https://euraxess.ec.europa.eu/jobs/search/country/romania-1062?page=1
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	All required documents and administrative procedures are mandatory according to national regulations and there is no possibility to exclude some in order to reduce the administrative burden. UDJG provides support in all stages of recruitment and selection, to make the process easier for the candidates.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	According to UDJG's Methodology on recruitment and selection of candidates for teaching and research positions clear rules are in place for the appointment of selection committees: https://ugal.ro/files/hotarari/hs/2024/HS_072_2024_Anexa_3-Metod_concurs_cadre_didactice_2024_nedeterm.pdf https://ugal.ro/files/cercetare/2018/PO__selectie_si_recrutare_personal_FSE.pdf
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	According to UDJG's Methodology on recruitment and selection of candidates for teaching and research positions clear rules are in regarding the composition of committees are in place: https://ugal.ro/files/hotarari/hs/2024/HS_072_2024_Anexa_3-Metod_concurs_cadre_didactice_2024_nedeterm.pdf https://ugal.ro/files/cercetare/2018/PO__selectie_si_recrutare_personal_FSE.pdf
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	According to UDJG's Methodology on recruitment and selection of candidates for teaching and research positions the committees are usually gender balanced. Although, in some technical fields there are more men than women, while in social sciences and humanities there are more women than men, reflecting the general gender distribution in the fields.

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	The UDJG's selection criteria are based on merit, both bibliometric indices and qualitative criteria are used by the selection committee, according to the Methodology on recruitment and selection of candidates for teaching and research positions: https://ugal.ro/files/hotarari/hs/2024/HS_072_2024_Anexa_3-Metod_concurs_cadre_didactice_2024_nedeterm.pdf https://ugal.ro/files/cercetare/2018/PO__selectie_si_recrutare_personal_FSE.pdf
Appointment phase					
Do we inform all applicants at the end of the selection process?	x	x	x	++ Yes completely	Yes, all results are published on the university websites, all candidates are notified also by email.
Do we provide adequate feedback to interviewees?	x	x	x	++ Yes completely	Yes, all candidates receive feedback from the selection committee if the interview is used as a selection technique.
Do we have an appropriate complaints mechanism in place?	x	x	x	++ Yes completely	There are clear regulations on submitting complaints regarding the recruitment and selection process and clear deadlines for resolutions (see the Methodology on recruitment and selection of candidates for teaching and research positions: https://ugal.ro/files/hotarari/hs/2024/HS_072_2024_Anexa_3-Metod_concurs_cadre_didactice_2024_nedeterm.pdf https://ugal.ro/files/cercetare/2018/PO__selectie_si_recrutare_personal_FSE.pdf
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	There is not yet a system in place.