



Anexa 2 la Hotărârea Senatului nr. 14 din 13 februarie 2024
Președintele Senatului UDJG,
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“Dunarea de Jos” University of Galati policy on open, transparent and merit-based recruitment of researchers

Introduction

In 2022, “Dunarea de Jos” University of Galati (UDJG) adhered to the principles of the European Charter for Researchers and to those of the Code of Conduct for the Recruitment of Researchers. UDJG assumed the implementation of “HR Strategy for Researchers - HRS4R” – an approach based on the permanent assessment of the implementation of the 40 principles of the European Charter and Code for Researchers.

“Dunarea de Jos” University of Galati policy regarding open, transparent and merit-based recruitment of researchers (OTM-R: Open, Transparent and Merit-based Recruitment of Researchers) has the role to create the institutional framework for efficient implementation of the processes for the recruitment, selection and integration of researchers. Recruitment is the process to attract the most appropriate candidates for the vacant positions, while the selection aims to pick the best candidate, ensuring equal chances and a fair treatment for those registered in the competition.

The integration process of the new employees aims to accommodate researchers with the new team, with the formal or informal values, principles and rules specific to the institution.

The recruitment and selection process of this policy will comply with the following principles:

“Open” recruitment refers to ensuring the visibility of the recruitment message internally, as well as externally, and to communicate the information regarding the vacant position through communication channels frequently used by researchers (for example, the online platform Euraxess).

The principle of equal opportunities and non-discrimination – the university’s recruitment and selection process will not allow/encourage discrimination by nationality (accepting the participation of foreign citizens, according to the legal regulations), ethnic or religious affiliation, language, beliefs, gender, sexual orientation, age. The only applicable criteria in the selection process will be the professional skills and performance required to carry out the activities in which the expert will be involved in the implementation process of the project.

The principle of confidentiality – the documents submitted by candidates, as well as the information offered by them will comply with the principle of confidentiality.

The principle of compliance with legality and protection of personal data in accordance with the provisions of Regulation (EU) 2016/679 and the relevant legislation.

The principle of objectivity and equal treatment – ensured by specific methods. Every decision will be based on an existent, clear and demonstrable reason, the recruitment and selection criteria being applied equally and objectively to all candidates.

The principle of transparency – all the relevant information regarding the recruitment and selection process is public and accessible to those who are interested.

“Dunarea de Jos” University of Galati is a public institution and the occupation of vacant research positions is done by competition, according to the national legislation and according to the own regulations, methodologies and procedures in accordance to the national legislative requirements and internal regulations. This document consolidates the institutional framework necessary to apply the principles of the Code of Conduct for the Recruitment of Researchers in defining process sequences:

- a) establishing the Recruitment and selection committee and the Appealing committee;
- b) publishing the recruitment and selection notice;
- c) submitting the applications;
- d) evaluating the received applications;
- e) conducting the interviews;
- f) settling the appeals;
- g) displaying the final results.

Announcement of the vacant positions and submitting the applications

In accordance to the national legislation and own methodology, the vacant research positions in “Dunarea de Jos” University of Galati are occupied by competition. The advertisements for the occupation of vacant research positions are published using various communication channels: the university’s web page, Romania’s Official Gazette, national dedicated platforms (e.g., <http://jobs.edu.ro>; <https://jobs.research.gov.ro>), national newspapers, Euraxess platform, etc.

The recruitment advertisements contain at least the following information:

- a) the name of the employer and the structure in which the vacant position exists;
- b) period of employment as well as information on the working hours (part-time, equal/unequal distribution of hours/month, etc.);
- c) description of the activities and responsibilities corresponding to the position;
- d) the criteria and conditions related to each position which the candidate must fulfil;
- e) documents required for registering to the recruitment and selection process: model forms required (e.g. application form, model supporting memorandum, etc.)
- f) information regarding the submission method of the documents;
- g) the calendar for the recruitment and selection process;
- h) the deadline and procedure for appealing against the decision of the selection committee.

The following information will be integrated in the recruitment announcements:

- 1) working conditions and other benefits;
- 2) professional development opportunities and career development opportunities;
- 3) indication of the university’s policy on open, transparent and merit-based recruitment of researchers;
- 4) indication of the university’s policy on equal opportunities (e.g. Gender Equality Plan).

Evaluation and selection

The committees are established transparently, according to the applicable legal framework and according to the type and level of the vacant position (e.g. fixed-term posts financed from grant/research project budgets, indefinite posts financed from the state budget, research assistant or senior researcher posts, etc.).

The following guiding principles underpin the composition of the selection committees:

- expertise, qualifications and experience of the committee members;
- independence of evaluators and absence of conflicts of interest;
- ensuring gender equality in establishing the committees, taking into account the specific constraints and limitations of certain areas;
- the inclusion, whenever possible, of experts from outside the university and international experts in particular;
- the inclusion in committees of experts from different sectors: public, private, academic, industry, etc, where it is feasible and appropriate.

Verification of compliance with the legal conditions for participating in the competition is carried out in a transparent manner, with candidates being informed of each stage of the selection process. The following principles guide the evaluation of applications:

- assessment, depending on the level of the post, of both the performance and expertise and the candidates' potential;
- using both quantitative and qualitative criteria;
- using a balanced mix of criteria, in line with the specifics of the post and the roles required which may include: attracting research funding, research performance, coordination and mentoring, technology transfer, research management, international experience, community impact generation and collaboration with industry, teamwork, didactic experience, etc;
- using European tools and framework documents to establish necessary and desirable competences (e.g. European Competence Framework for Researchers - ResearchComp, European Framework for Research Careers).

Employment

The results of the selection process are communicated to the candidates within the deadline set by the competition calendar, usually by posting on the university's website, in compliance with the applicable rules on personal data protection. All the competitions in the university have a management mechanism of appeals, candidates being informed about the deadline to submit appeals, the way they can submit them, and the deadline to display the results of the appeals.

The application of the provisions of the Code of Conduct for the Recruitment of Researchers and the complying with the principles established by the OTM-R Policy is a strategic approach and is assumed by the university management and which commits the entire academic community. "Dunarea de Jos" University of Galati aims to improve research performance, increase internationalization by attracting researchers from abroad, ensure a better balance between quantitative and qualitative criteria in the evaluation of research results and develop a working environment that is both competitive and inclusive.