

## HR Excellence in Research

# OTM-R Checklist

### OTM-R Checklist

**Case number**

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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 HR Excellence in Research 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)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	Currently, the institution relies on regulations, methodologies, internal procedures, and legal acts that already contain elements of this policy. Proposed indicator: The OTM-R policy will be developed within the first two years of the Action Plan implementation and will be published on the USVT website. Link to USVT Regulations/Methodologies/Procedures: <a href="https://www.usab-tm.ro/ro/documente-usvt-80/regulamente-11210">https://www.usab-tm.ro/ro/documente-usvt-80/regulamente-11210</a> Link to USVT Regulations/Methodologies/Procedures: <a href="https://usab-tm.ro/ro/documente-usvt-80/proceduri-11209">https://usab-tm.ro/ro/documente-usvt-80/proceduri-11209</a>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	There is an internal methodology regarding the organization of competitions for occupying academic and research positions at USVT, published on the institution's website in Romanian: Regulation on the employment of university assistant and research assistant positions on a fixed-term basis: <a href="https://www.usab-tm.ro/utilizatori/calitate/file/regulamente/r061/USVT_R061_ed%205%20rev%201_17_03_2025.pdf">https://www.usab-tm.ro/utilizatori/calitate/file/regulamente/r061/USVT_R061_ed%205%20rev%201_17_03_2025.pdf</a> Methodology for the employment of academic and research positions at USVT: <a href="https://www.usab-tm.ro/utilizatori/calitate/file/regulamente/M039.pdf">https://www.usab-tm.ro/utilizatori/calitate/file/regulamente/M039.pdf</a> Regulation on the employment of university assistant and research assistant positions on a fixed-term basis: <a href="https://www.usab-tm.ro/utilizatori/calitate/file/regulamente/r061/USVT_R061_ed%205%20rev%201_17_03_2025.pdf">https://www.usab-tm.ro/utilizatori/calitate/file/regulamente/r061/USVT_R061_ed%205%20rev%201_17_03_2025.pdf</a> Suggested indicator: Internal procedure guides for the recruitment and selection process of academic staff, auxiliary teaching staff, and administrative staff will be developed.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	The members of the recruitment committees receive appropriate training and are familiar with the qualification requirements and legal procedures related to the recruitment process. The staff of the Human Resources Department is also trained and provides specialized expertise in employment policies and labor legislation. Suggested indicator: The internal procedures guide for the recruitment and selection process will include both standardized procedures and documents, as well as the necessary training programs to ensure the efficient and compliant implementation of the process.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	All open positions are published in an open and transparent manner on the institutional website, ensuring equal access to information for all interested candidates: <a href="https://www.usab-tm.ro/ro/burse-si-locuri-de-munca/euraxess">https://www.usab-tm.ro/ro/burse-si-locuri-de-munca/euraxess</a> In addition, both administrative and academic and/or research vacancies are published transparently: <a href="https://usab-tm.ro/ro/ocuparea-posturilor-didactice-si-de-cercetare-11144">https://usab-tm.ro/ro/ocuparea-posturilor-didactice-si-de-cercetare-11144</a> Suggested indicator: USVT will implement advanced e-recruitment tools that will provide candidates, after submitting their application, with detailed information regarding their rights, obligations, employment conditions, offered benefits, as well as the specific stages of the recruitment process.
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	Institutional quality control is already implemented and functional across all areas of activity. The OTM-R policy will include specific provisions dedicated to ensuring and monitoring the quality of recruitment and selection processes. Suggested indicator: The OTM-R policy will include specific provisions regarding the quality control system, aiming to ensure transparency, fairness, and efficiency in recruitment and selection processes.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	One of the strategic objectives of the OTM-R policy is to increase the attractiveness of USVT for potential external candidates by promoting a transparent, fair, and competitive academic environment. Suggested indicator: All relevant documents related to the recruitment and selection process will be translated into English in order to eliminate language barriers and facilitate access for international researchers who do not speak Romanian.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	The limited attractiveness of the national research and development system—compared to universities and research institutes abroad—alongside chronic underfunding and the relatively low prestige of institutions, affects the ability to attract, train, and retain researchers both nationally and internationally. Furthermore, the lack of predictability in funding programs dedicated to attracting foreign researchers—including those from the Romanian diaspora—represents a major obstacle, despite the existence of successful initiatives and good practice examples (National Strategy for Research, Innovation and Smart Specialisation 2022–2027). Suggested indicator: The OTM-R policy will be aligned with institutional policies aimed at attracting researchers from abroad, promoting transparency and accessibility in the recruitment process. In this regard, an English version of the USVT website will be developed to facilitate access to relevant information for international researchers.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	USVT actively supports the equal opportunities policy, with a particular focus on ensuring gender balance at all stages of the recruitment process and within the academic community. <a href="https://www.usab-tm.ro/ro/gender-equality-plan">https://www.usab-tm.ro/ro/gender-equality-plan</a> Suggested indicator: The recruitment and selection methodology for academic staff will include specific provisions aimed at attracting underrepresented groups, with a particular focus on promoting gender balance. Proposed measures will include dedicated policies and actions to support pregnant women and young mothers. Gender statistics will be monitored and published annually in the institutional report.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	Suggested indicator: An annual study on employee satisfaction at USVT (covering both academic and administrative staff) will be conducted, and its results will be used to inform and integrate improvements into the institutional development strategy and the university's annual activity plans.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	The requirements established for academic staff within the recruitment process are aligned with both national regulations and USVT's internal rules, and are thoroughly verified during the application review and selection phase. Suggested indicator: Specific monitoring tools will be developed to assess the extent to which the most suitable candidates — in terms of qualifications and experience — apply for the available positions, thereby contributing to the continuous improvement of the recruitment process.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	All positions are filled through public competition, in accordance with USVT's internal regulations, which are developed based on national legislation. These regulations ensure compliance with the principles of transparency, non-discrimination, equal opportunities, and the quality standards appropriate to the level of the position: <a href="https://usab-tm.ro/utilizatori/calitate/file/regulamente/R046.pdf">https://usab-tm.ro/utilizatori/calitate/file/regulamente/R046.pdf</a> Suggested indicator: The internal procedures guide for the recruitment and selection process will also include standardized and up-to-date templates for job vacancy announcements, in order to ensure consistency, clarity, and transparency in the communication of job offers.
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	The job announcement includes the following essential information: • the position of the open position within the institution's organizational chart; • the job description, application form, and the list of required documents for the application; • the legal eligibility requirements for applying to a university professor or researcher position; • the selection criteria and appointment procedure; • the full schedule of the recruitment and selection process. Suggested indicator: A set of online application tools will be developed and integrated into the Internal Procedures Guide for the recruitment and selection process, with the aim of facilitating the submission of applications and ensuring a modern, accessible, and efficient process for all candidates.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Suggested indicator: Proposed monitoring indicators: • Number of research job announcements published on the EURAXESS platform; • Number of candidates recruited from outside the organization, including from abroad.
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	Open academic positions, such as professor, associate professor, assistant professor, and scientific researcher grade I (CS I) and grade II (CS II), are published both on the USVT institutional website and in the Official Journal of Romania, thereby ensuring transparency and accessibility of information for all interested candidates. <a href="https://www.usab-tm.ro/ro//informatii-de-interes-public">https://www.usab-tm.ro/ro//informatii-de-interes-public</a>
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Only the strictly necessary documents are requested during the recruitment process, in order to avoid excessive administrative burdens. Candidates receive administrative support from the Human Resources Department (HRD), which provides assistance throughout the entire application and selection process.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	The recruitment and selection methodology for academic staff includes clear eligibility criteria that must be met when appointing members of the selection committee, thereby ensuring transparency, impartiality, and professionalism in the evaluation of candidates.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	There are clear legal provisions in this area that must be observed by all academic and research institutions in Romania. The methodology adopted by USVT explicitly references these national rules and regulations, ensuring that internal processes are aligned with the current legislative framework.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Currently, members of the recruitment committees are selected primarily based on their competence and professional experience. The OTM-R policy will include appropriate provisions to ensure gender balance in the appointment of committee members, promoting diversity and fairness in the decision-making process.

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 partially	Suggested indicator: The internal procedures guide for the recruitment and selection process will include clear procedures regarding the appointment, responsibilities, and conduct of selection committee members, in order to ensure transparency, impartiality, and professionalism in the evaluation of candidates.
Appointment phase				
Do we inform all applicants at the end of the selection process?	X		-/+ Yes partially	All candidates are appropriately informed at the end of the selection process, regardless of the outcome, ensuring transparency and respect for each participant. Suggested indicator: USVT will develop modern e-recruitment tools aimed at digitalizing and streamlining the entire application, selection, and candidate communication process. These tools will support transparency, accessibility, and the standardization of recruitment stages, contributing to the attraction of a greater number of qualified candidates, including from the international environment.
Do we provide adequate feedback to interviewees?	X		-/+ Yes partially	After the interview has taken place, the university publishes the outcome of the recruitment process in a transparent manner, ensuring that all candidates have access to information regarding the final decision. Suggested indicator: The methods for providing feedback to candidates will be detailed in the OTM-R Policy/ the Internal Procedures Guide for the recruitment and selection process, thereby ensuring transparency and the necessary support for improving future applications.
Do we have an appropriate complaints mechanism in place?	X		-/+ Yes partially	Suggested indicator: The procedure for submitting and resolving appeals and complaints will be included in the OTM-R Policy/ the Internal Procedures Guide for the recruitment and selection process, ensuring a clear, fair, and transparent framework for all candidates.
Overall assessment				
Do we have a system in place to assess whether OTM-R delivers on its objectives?			-/+ Yes partially	Suggested indicator: A monitoring and evaluation system for the implementation of OTM-R objectives will be established, including specific performance indicators, periodic reporting, and feedback mechanisms. This system will enable continuous assessment of the effectiveness of policies and procedures, as well as their ongoing adaptation to the needs of the institution and its candidates.