

OTM-R Checklist

Case number: 2024RO190832

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SUBMISSION DATE: 15/05/2025

DATE ENDORSEMENT CHARTER AND CODE:

OTM-R Checklist

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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	Not yet. UPT published the GAP analysis and the Action Plan for the HRS4R on the home page of its website, both in English (https://www.upt.ro/Upt-Timisoara_hrs4r_346_en.html) and Romanian (https://www.upt.ro/Upt-Timisoara_hrs4r_346_ro.html). UPT will

					benefit from a new website, where the complete OTM-R policy can be hosted. The OTM-R policy will be developed and approved by the UPT Senate. For the moment, UPT recruitment policy and information can be found at http://www.upt.ro/Informatii_concursuri_366_ro.html (only in Romanian).
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-Yes, substantially	<p>All recruitment process and procedures are visible on UPT website, in agreement with the national legislation:</p> <ol style="list-style-type: none"> 1. http://www.upt.ro/Informatii_concurs-de-ocupare-a-posturilor-didactice_2125_ro.html(only in Romanian) 2. HS nr.28-21.03.2024.pdf (upt.ro)(only in Romanian) <p>All staff have access to it and use it in current practices. Every semester the vacant positions are visible on the university website in the section concerning competitions.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-Yes, substantially	<p>Training in the field of academic staff recruitment and selection is regularly organized, for each bi-annual recruitment sessions. Pure researchers' recruitment is based on an ongoing basis whereas the admission of PhD students is usually made before the start of the academic year, in September.</p> <p>All selection boards are trained to respect the recruitment policies.</p> <p>The trainings are carried out through the Teaching Staff Training Department or through the CCOC Counselling Centre</p> <ol style="list-style-type: none"> 1. http://dppd.upt.ro/index.php/acasa?id=216(only in Romanian) 2. https://www.cicoc.upt.ro/anunturi (only in Romanian)

					OTM-R specific requirements will be fully introduced with the start of the implementation process.
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	-/+ Yes, partially	<p>All job vacancies are openly and transparently published on the institutional website:</p> <p>1.Academic & research job vacancies http://www.upt.ro/Informatii_concurs-de-ocupare-a-posturilor-didactice_2125_ro.html (only in Romanian)</p> <p>2.Non-academic job vacancies https://www.upt.ro/Informatii_anunturi-privind-organizarea-concursului-pentru_487_ro.html (only in Romanian)</p> <p>According to the national legislation, the academic open positions are disseminated through national platforms like www.jobs.edu.ro or https://jobs.mcid.gov.ro/.</p> <p>The announcements for research assistants vacant positions appear in the local newspapers: http://www.upt.ro/img/files/2023-2024/concursuri/as_sem1_2023-2024/RENA%C8%98TEREA_B%C4%82N%C4%82%C8%9AEAN%C4%82_29.11.2023.pdf (only in Romanian), or on UPT social networks.</p> <p>Open positions for researchers recruited for a limited duration in research contracts, are also published on EURAXESS (https://www.euraxess.gov.ro/ro/node/13934?f%5B0%5D=job_country%3A751). However, the principal investigators of these research grant had the responsibility of publishing open position using individual accounts. Starting with 2024 UPT decided to use the EURAXESS institutional account only to disseminate such open position. Other e-recruitment tools will be also used with the HRS4R implementation process.</p>

5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>-/+ Yes, partially</i>	<p>An institutional quality control exists and is running in all fields of activity.</p> <ol style="list-style-type: none"> 1. http://www.upt.ro/Informatii_asigurarea-calitatii-in-upt_12_ro.html (only in Romanian) 2. http://www.upt.ro/Informatii_proceduri-ale-sistemului-de-management-al-calitatii_15_ro.html (only in Romanian) <p>OTM-R specific quality procedures will be introduced with the implementation phase.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>-/+ Yes, partially</i>	<p>External applicants are encouraged to apply in UPT. For research projects, announcements are posted on EURAXESS. However, given the particularities of the national legislation and the limited information for external candidates on the UPT website, the number of applicants is reduced.</p> <p>The proposed action to overcome these limitations are:</p> <ul style="list-style-type: none"> -complete translation in English of recruitment procedures and policies -use of international e-recruitment tools -use of EURAXESS institutional account to disseminate the open position for researchers
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>-/+ Yes, partially</i>	<p>Partially, for some research projects imposing the obligation to disseminate the open position on EURAXESS and https://jobs.mcid.gov.ro/.</p> <p>Each academic year UPT organizes scientific conferences with a large participation from abroad. This way young foreign researchers become familiar with UPT research facilities. At the same time, the number of international mobilities increased with 10% per year during the last 5 years. However, given the language barriers, the academic open positions are mainly occupied by Romanians researchers.</p> <p>UPT will set the groundwork for attracting researchers from abroad, by increasing the number</p>

					of PhD students from abroad and by implementing a program for visiting scholars.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-Yes, substantially	<p>UPT goes to great measures to maintain this principle and provide equal opportunities to everyone wishing to pursue a career in academia, teaching, or research.</p> <p>UPT has a plan on gender equality: http://www.research.upt.ro/assets/files/PlanEgGen_en.pdf. UPT also developed a strategy for inclusion and diversity for its internationalisation process (https://international.upt.ro/wp-content/uploads/2024/02/Strategie_diversitate_in_cluziune_240206.pdf). A broader inclusion and diversity strategy will be designed at institutional level, with a specific operational plan.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-Yes, substantially	<p>UPT current development strategy mention the commitment to ensure the excellent working conditions for employees, no matter what category. UPT financially sustain the academic performance of its staff and participation in international conferences. Research laboratories are modernized on a continuously bases, either using EU funds or partnership with the industry. An internal program to financially sustain the excellence in research will be designed and implemented in UPT, to enhance the attractiveness of working conditions for researchers. This performance system will consider indicators as publications in high ranked journals, patents and research grants obtained by competition.</p>
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	+/-Yes, substantially	<p>The selection is made by competition with selection boards: http://www.upt.ro/img/files/2023-2024/concursuri/cd_sem1_2023-2024/decizii_per.nedeterminata_sem.I_2023-2024.pdf (only in Romanian)</p> <p>The national legislation imposes minimal standards for experienced researchers. Therefore, all</p>

					<p>candidates that fulfil these requirements are eligible for being recruited.</p> <p>However, an updated recruitment framework to align with HRS4R Code and Charter is necessary.</p>
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions?	x	x		+/-Yes, substantially	<p>All research and academic open positions must be described and advertised in compliance with current Romanian legal regulations.</p> <p>The Romanian Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI) imposes for researchers open position the dissemination of vacancies on EURAXESS. UPT recently decided to use the institutional account only for advertising these positions. A template developed by the HR department will be disseminated to the principal investigators managing the research teams, to collect the job description and requirements.</p>
12. 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	<p>The job advertisement mentions the following:</p> <ul style="list-style-type: none"> - job position in the organizational chart - job description and application required documents - legal conditions to fulfil to be eligible for an academic/research position - selection & appointment criteria - the calendar <p>http://jobs.edu.ro/detalii.php?uid=&jid=12925 (only in Romanian)</p> <p>UPT has not yet implemented a toolkit for job advertisement. Such a toolkit will be developed starting with the OTM-R implementation. The toolkit will also include the list of e-recruitment platforms to be used.</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes, partially	<p>EURAXESS is used only for the vacant positions on pure research activities. Academic positions are not yet advertised through EURAXESS, because they require Romanian language proficiency.</p>

14. Do we make use of other job advertising tools?	x	x		+/-Yes, substantially	<p>Yes, we are using our institutional website:</p> <ol style="list-style-type: none"> 1. http://www.upt.ro/Informatii_concurs-de-ocupare-a-posturilor-didactice_2125_ro.html(only in Romanian) 2. https://www.upt.ro/Informatii_anunturi-privind-organizarea-concursului-pentru_487_ro.html (only in Romanian) <p>and also the Official Journal of Romania for advertising the jobs: http://www.upt.ro/img/files/2023-2024/concursuri/cd_sem1_2023-2024/MONITORUL_OFICIAL_NR.438_DIN_29.11.2023.pdf (only in Romanian)</p> <p>UPT social media channels are also used for advertising vacancies https://www.linkedin.com/school/politehnica-university-of-timisoara/posts/?feedView=all).</p> <p>For academic position platforms like www.jobs.edu.ro or https://jobs.mcid.gov.ro/ are used on a regularly basis.</p>
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-Yes, substantially	<p>National legislation imposes minimum standards for recruitment. Selection committees monitor the fulfilment of these standards, as well as the performance of candidates.</p> <p>The candidate is assisted in all stages of the application and selection process by the HR department of UPT (the application file is standardized, a checklist is provided, etc.). The Legal department verifies the completeness of application files. UPT reduced the administrative burden to a minimum, in the limits of the legislation.</p>
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	<p>Yes, UPT has in place a methodology for selection, including the way the selection committees are appointed: http://www.upt.ro/img/files/hs/2024/HS%20nr.28-21.03.2024.pdf (only in Romanian)</p>

					The methodology is in line with the national methodology derived from the law of education. For R3 and R4 position, more than a half of the selection committee members should be external. For R4 position, at least 1 member should be from abroad.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	Yes, it is stipulated in the competition's methodology: http://www.upt.ro/img/files/hs/2024/HS%20nr.28-21.03.2024.pdf (only in Romanian) R1 and R2 positions do not require members from outside UPT.
18. Are the committees sufficiently gender-balanced?		x	x	+/-Yes, substantially	Yes, UPT has a plan on gender equality and the committees are sufficiently gender-balanced: http://www.research.upt.ro/assets/files/PlanEgGen_en.pdf However, there are no current statistics regarding the committee composition in terms of gender. Such indicators might be defined in the diversity and inclusion strategy at UPT level.
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?			x	+/-Yes, substantially	Yes, all members of the selection committee should hold at least the same position as the job vacancies. The recruitment & selection methodology includes the guidelines for selection committee members, to be used in the recruitment process. However, additional requirement can be included in the guidelines to avoid a potential bias in the recruitment process.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ Yes, completely	The results of the selection process are available on UPT dedicated webpage: https://www.upt.ro/Informatii_concurs-de-ocupare-a-posturilor-didactice-de-profesor-univer_2808_ro.html

21. Do we provide adequate feedback to interviewees?		x		+/-Yes, substantially	Yes, after the interview ends, all candidates receive official feedback from the selection committee. If the candidates will only participate to the first stages of selection procedure (e.g. an written test in case of R1 and R2 researchers), they only receive feedback upon request.
22. Do we have an appropriate complaints mechanism in place?		x		++ Yes, completely	Yes, the methodology for recruitment & selection of academic staff includes provisions regarding the complaint procedure: http://www.upt.ro/img/files/hs/2024/HS%20nr.28-21.03.2024.pdf (only in Romanian)
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	The system is not currently implemented.