TEMPLATE 3 – OTM-R Checklist

Case number: 2019ES379642

Name Organisation under review: Universidade de Vigo

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SUBMISSION DATE: 13/10/2021

DATE ENDORSEMENT CHARTER AND CODE: 05/08/2016

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.

OTM-R checklist for organisations					
	Open	**Trans-parent**	**Merit-based**	**Answer:** ++ Yes, *completely* +/-Yes, *substantially* -/+ Yes, partially -- 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**	**Indicator**: • OTM-R policy will be published at https://www.uvigo.gal/en/research/rd-uvigo/research-strategy/personal-research-strategy-hrs4r

					Remarks: We are working on the development of a formal OTM-R Institutional Policy, which will include the requirements of the new regulations and those covered in these checklist. Our objective, in this respect, is to make the official OTM-R Institutional Policy formally approved by the UVigo Governing Bodies. Until now, there is a very complete norm for recruiting professor (PDI - professors and lecturers with research activity) and https://secretaria.uvigo.gal/uv/web/convocatoria/public/show/268 , both published in regional language.

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	X	*-/+ Yes, partially*	**Indicators:**
					- link to web page:
					  OTM-R Guide will be published in
					  https://www.uvigo.gal/en/research/rd-uvigo/research-strategy/personal-research-strategy-hrs4r
					- Date of latest update
					- [ensure that it is sent to all staff]
					
					Remarks:
					For the recruitment of professors and lecturers there are national and regional regulations with clear rules and procedures.
					New regulations and procedures for hiring researchers (approved on June 2022) were recently approved, including the requirements of the new national legislation. A new unit to contracting research staff was created.
					 https://secretaria.uvigo.gal/uv/web/normativa/public/show/535

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	X	*+/-Yes, substantially*	**Indicators**: - New training programs for OTM-R - Number of staff following training in OTM-R: 25

					Remarks: HR team have to be trained. The vice-rectorate for research organizes training courses in this field. A cycle of conferences on HR was recently carried out in which more than 100 attendees. One of the conferences focused on OTMR principles, which was attended by a total of 24 people, including reserchears and Human resources personel responsible of recruiting.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*+/-Yes, substantially*	**Indicators**: - Electronic headquarters for (all) the stages in the recruitment process **Remarks**: In recent years UVIGO has launched the electronic headquarters for the electronic management of all processes, including recruitment. Recently, this office has been enabled for the access of foreign applicants in the job offers that are published through different platforms, both internal and external (EURAXESS)
5. Do we have a quality control system for OTM-R in place?	x	x	X	*-/+ Yes, partially*	**Indicators:** **Remarks:** For the recruitment of professors and lecturers selection criteria and the composition of selection committees are reviewed and controlled, under a highly rights-based claim system, including specific commissions for that. For the recruitment of researchers a previous control of the selection criteria and the composition of selection committees is performed by Human Resources and Research Services before the launch of the call. For hiring researchers through R&D&I Project Funding and through UVigo´s R&D Plan, the new regulation establishes the procedures

					adjusted to OTMR. In addition, the Contracting Unit ensures compliance with the OTMR principles
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*-/+ Yes, partially*	**Indicators:** - Trend in the share of applicants from outside the organisation **Remarks:** For the recruitment of professors and lecturers, there is a high rate of external candidates. Calls are shared and disseminated among all Universities in Spain -advertising in national and regional public means (BOE, DOG)-. The new contracting regulations require the publication of job offers on the EURAXESS platform. All offers are published in three languages (Galician, Spanish and English).
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*-/+ Yes, partially*	**Indicators:** - Trend in the share of applicants from abroad. **Remarks:** Within the 2021-2026 strategic plan, several objectives (5, 6, 7, 18, , 21, 22) is the internationalization of UVIGO, so one of the main interests is the attraction of foreign talent. Some changes in the contracting regulations and in access to the electronic office have been made with this objective.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*-/+ Yes, partially*	**Indicators:** - Trend in the share of applicants among underrepresented groups (frequently women) **Remarks:** Advertising for all positions does not restrict in any way the access of underrepresented groups.

					Within the 2021-2026 strategic plan, one of the key objectives (27) is implement an integrated policy of social responsibility that encompasses international cooperation, volunteering, equality, sustainability and attention to diversity. The university has an equality unit that has drawn up equality plans and designs actions aimed at underrepresented groups Following the national legislation in the calls for permanent staff, 3% of the places are established for disabled people
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*-/+ Yes, partially*	**Indicators:** - Trend in the share of applicants from outside the organization. **Remarks:** The working conditions are attractive while the UVIGO offers a research environment with international projection, access to infrastructures, etc. As for remuneration, it complies with the law offering salaries above the minimum interprofessional salary. In the talent recruitment calls, negotiable salaries and a welcome package are offered to facilitate the integration of the new researcher. In addition, in the calls for attracting talent there is a stabilization commitment by the university in 3 or 5 years. Said stabilization will be effective provided that the candidates reach the minimum requirements clearly established in the job offer.
10. Do we have means to monitor whether the most suitable researchers apply?				*-/+ Yes, partially*	**Indicators:** **Remarks:** The new strategy of publishing offers on the EURAXESS platform and in three languages ensures that the offer reaches the largest possible number of candidates who meet the requirements

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*-/+ Yes, partially*	**Indicators:** **Remarks:** The development of the new contracting regulations has also developed standard forms for the publication of offers and for the candidates applications.
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*	**Indicators:** **Remarks:** Yes, substantially for the recruitment of professors and lecturers Although more elements should be included in the job advertisements for the recruitment of researchers. The new regulation for the recruitment of researchers should include this. Clear guidelines for this should be included in the Code of Good Practice for Research. References to the OTM-R Policy and Equal opportunities Policy should be included.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*-/+ Yes, partially*	**Indicators:** - The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad **Remarks:** The new strategy of publishing offers on the EURAXESS platform and in three languages ensures that the offer reaches WIDER AUDIENCE
14. Do we make use of other job advertising tools?	x	x		*+/-Yes, substantially*	**Indicators:**

					Remarks: Internal e-tool for advertising are: - national and regional public means for advertising (BOE, DOG) for professors and lecturers - our own web site https://www.uvigo.gal/investigar/actividade-investigadora/recursos-humanosmobilidade - internal e-mail - research centers http://cinbio.es/en/category/job-opportunities/ - Euraxess
15. Do we keep the administrative burden to a minimum for the candidate?	x			*-/+ Yes, partially*	**Indicators:** **Remarks:** The implementation of the electronic office has significantly improved the administrative burden. In addition, the new regulations explicitly clarify that candidates will not have to justify their merits in the early stages of the application and selection process, which significantly lightens the administrative burden on candidates.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	*+/-Yes, substantially*	**Indicators:** - Statistics on the composition of panels **Remarks:** There are rules on the appointment of selection committees both for the recruitment of professors and lectures and for the recruitment of researchers. According to the recent hiring regulations, each advertising includes specifications about the process and the selection Committee composition according to current regulations. The appointment is always public and the process is clearly regulated.

					It haven't been implemented in all cases of recruitment of researchers within research projects.
17. Do we have clear rules concerning the composition of selection committees?		x	x	*+/-Yes, substantially*	**Indicators:** - Written guidelines **Remarks:** Clear rules for the recruitment of professors and lecturers. Concerning the recruitment of researchers, the recent hiring regulations clearly establish the requirements that the selection committees must meet
18. Are the committees sufficiently gender-balanced?		x	x	**++ Yes,** *completely*	**Indicators:** **Remarks:** Rules about gender equality and non-discrimination govern our University. The hiring regulations require a gender balance on the composition committees
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*	**Indicators:** - Written guidelines **Remarks:** Clear guidelines for the recruitment of professors and lecturers. For the recruitment of researchers, the hiring regulations establish a general scale for the evaluation of the candidatures.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		*+/-Yes, substantially*	**Indicators:** **Remarks:** For the recruitment of professors and lecturers all candidates are informed. For the recruitment of researchers, the award decision will be published by the service or unit responsible for the provision of research staff positions together with the commission's proposal

Question		x		Assessment	Indicators/Remarks
21. Do we provide adequate feedback to interviewees?		x		*-/+Yes, partially*	**Indicators:** **Remarks:** For the recruitment of professors and lecturers all candidates are informed and they are given a report on their results and the results of all candidates, guarantying their access to all the information of the selection file anytime. For the recruitment of researchers, an individual report on the evaluation results is not given to each candidate.
22. Do we have an appropriate complaints mechanism in place?		x		*+/-Yes, substantially*	**Indicators:** - Statistics on complaints **Remarks:** Regulations clearly establish the complaint mechanisms for professors, lecturers and researchers.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*-/+ Yes, partially*	HR team have started to work to implement & standardize the OTM-R guidelines however we have some delay on the initial programming