Open, Transparent and Merit-based Recruitment of Researchers

OTM-R Checklist for institutions *– Universitat de Barcelona (as of November, 15, 2017)*					
	Open	**Transparent**	**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	Upon having completed this checklist, we have identified several strong points and some weaknesses. We are working on the development of a written OTM-R Institutional Policy, which will include the requirements covered in the Checklist, most of them as can be seen, are already in place completely or substantially. Our objective, in this respect, is to make the official OTM-R Institutional Policy formally approved by the UB Governing Bodies by the beginning of 2019.
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	http://www.ub.edu/organitzacio/sub/processosweb/index.html - Only in the national language
3. Is everyone involved in the process sufficiently trained in the area of OTM-R	X	X	X	Yes, partially	*Vice-Rector for Research, Vice-Rector for Teaching and Research Staff* and the research Committee are specially trained. HR and Quality team are still being trained.
4. Do we make (sufficient) use of e-recruitment tools?	X	X		Yes, substantially	Our own web site (www.seu.ub.edu, www.ub.edu)

Question				Answer	Comments
5. Do we have a quality control system for OTM-R in place?	X	X	X	Yes, substantially	All members of the Selection Committee had full access rights to all the information at all stages to that end we used a shared Google Drive Folder.
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes, partially	At present, all TRS appointments/vacancies within one of the most preeminent programmes to access the University (ie. the Serra Hunter Programme, from the Catalan Government) are available in English both, at the Electronic Portal of the University of Barcelona (https://seu.ub.edu/ofertaPublicaCategoriaPublic/categories) and, also, in EURAXESS. Other types of Calls are currently publicly available only in Catalan at the Electronic UB Portal. Applications were received from many different countries for the Ads posted in Euraxess.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes, partially	The Ads are posted in Euraxess. Applications were received from many different countries.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes, partially	*Vicerectora d'Igualtat i Acció Soci*al and the LERU team report information regarding the selection process. Advertising for all Positions did not restrict in any way the access of underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes, substantially	http://portaldogc.gencat.cat/utilsEADOP/PDF/4821/892233.pdf
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, partially	From the HR Dpt we do not monitor this. The selection is done by the Selection Committees according to the criteria that their members have decided.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		Yes, completely	Euroaxess - https://euraxess.ec.europa.eu/jobs/253307
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a) of the OTM-R expert report2]	X	X		Yes, partially	Euroaxess - https://euraxess.ec.europa.eu/jobs/253307
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		Yes, completely	
14. Do we make use of other job advertising tools?	X	X		Yes, substantially	Our own web site (www.seu.ub.edu, www.ub.edu)
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)	X			Yes, substantially	

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)		X	X	Yes, completely	Each Ad includes the process and the selection Committee composition according to the current regulations.
17. Do we have clear rules concerning the composition of selection committees?		X	X	Yes, completely	Each Ad includes the process and the selection Committee composition according to the current regulations.
18. Are the committees sufficiently gender-balanced?		X	X	Yes, completely	
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	http://serrahunter.gencat.cat/es/informacio_per_als_candidats/proces_de_seleccio/
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		X		Yes, completely	
21. Do we provide adequate feedback to interviewees?		X		Yes, completely	
22. Do we have an appropriate complaints mechanism in place?		X		Yes, completely	
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, partially.	*Vice-Rector for Research, Vice-Rector for Teaching and Research Staff* and the research Committee have started to work with the HR and Quality team.