

## **“OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT OF RESEARCHERS” UNICAM (UNIVERSITY OF CAMERINO) Policy**

University of Camerino,

- in line with the general principles contained in the “The European Charter for Researchers and the Code of Conduct for their Recruitment”, issued by the European Commission in March 2005, and adopted for implementation by Italian universities through the signing of the “Declaration of Commitment”, ratified in Camerino on 7 July of the same year, at the end of an initiative supported by the Conference of Italian University Rectors (CRUI, for its acronym in Italian);

- on the basis of its subsequent commitment in implementing the “Human Resources Strategy for Researchers (HRS4R)”<sup>1</sup>, a commitment for which it received the “HR - Excellence in Research” Award from the European Commission in 2010, which was renewed after the verification visit by the same Commission, which took place in December 2014;

- taking into account what was stated in the “CAMERINO DECLARATION on the Commitment of Italian Universities towards the Implementation of the Human Resources Strategy for Researchers”, signed by all Italian universities, gathered on 8 July 2015 at the Conference of Italian University Rectors (CRUI) at the University of Camerino, ten years after the adoption of the “European Charter for Researchers and the Code of Conduct for their Recruitment”;

- considering that one of the pillars of the European Charter for Researchers and the Code of Conduct for their Recruitment concerns the “Open, Transparent and Merit-based Recruitment of Researchers (OTM-R)” and that in July 2015, the EU has produced a report<sup>2</sup> on this issue so as to assist universities in carrying out, on a voluntary basis, a review of their policies related to these areas;

- having established a Committee for “Quality Management of Human Resources for Research”<sup>1</sup>, with the purpose of ensuring effective monitoring and a constant analysis of the level of application, by the University, of good practices relating to the management of Open, Transparent and Merit-based Recruitment procedures

### **adopts the OTM-R policy covering the following points:**

#### *- e-recruitment procedures*

E-recruitment tools are used for the selection of PhD candidates (R1)<sup>1</sup> (online application form for the first selection phase, telematic interviews for the second evaluation phase). Similar procedures are adopted for research grants (R2) awarded by the University.

#### *- submission of applications by external candidates*

The calls for admission to PhD programmes are written in English and the related selection procedures are organised in such a way as to encourage the participation of external candidates through the use of e-recruitment tools. The University is also committed to disseminating externally, and on a regular basis, the notices inviting applications for research grants, research scholarships and coordinated and continuous collaboration contracts. With regards to the recruitment of fixed-term research fellows (R2) and lecturers (R3 and R4), the calls, in addition to what is prescribed by the regulations, are posted on the European Union website “Euraxess”, both in Italian and in English. Access to the positions of fixed-term senior research fellows is, by law, only partially open, because it is limited by the regulatory requirement of previously holding a fixed-term junior research fellow contract, a research grant or a scholarship for at least 3 years (various titles are cumulative across a period of three years). Furthermore, UNICAM has introduced additional evaluation criteria in order to increase the quality of the candidates (having carried out teaching activities for at least 3 years, even if not consecutive, even supplementary, in an amount not less than 120 hours in total; having obtained a positive evaluation by the governing bodies of the institution in which they carried out their

scientific and teaching activity, accompanied by the judgement of three assessors external to that institution, who preferably carry out their activities abroad). To encourage the participation of foreign candidates in associate-professor and full-professor selection procedures, for which it is necessary to obtain the national scientific qualification (ASN), the University is committed to raising awareness, among national authorities, of the need to give maximum publicity, even abroad, to the relevant procedures.

*- measures to attract foreign researchers*

Publishing of the calls for admission to PhD programmes, for research grants, for the recruiting of R2, R3 and R4 on the “Euraxess” website, is an example of compliance with this requirement. In addition to the “Euraxess” tool, the University promotes the use of other methods for publishing the calls, both for admission to PhD programmes and for research grants, such as the professional Social Network for researchers, “ResearchGate”, or specialized databases Science Careers and Nature-jobs, and is committed to covering the costs of the same. UNICAM is committed to promoting the improvement of the Euraxess website at the European Commission, in order to make it more accessible and lighter.

*- measures to attract persons belonging to groups potentially subject to any kind of discrimination*

The University is committed to improving its information policies aimed at favouring the inclusion of persons belonging to groups potentially subject to discrimination and at removing discriminatory barriers, in order to allow for the overcoming stereotypes, in a way similar to what is already the case with the broader inclusion and non-discrimination of students, for example with reference to the removal of architectural barriers and the application of tools for the visually impaired.

*- measures aimed at providing attractive working conditions for researchers*

The University regularly monitors the perception of wellbeing, safety and quality, by administering questionnaires to the staff, and it also plans the actions necessary to achieve improvement. The University is also committed to introducing in the calls (in the form of a link to a web page) a statement on support services that will be provided to new hires, such as, for example, the availability of initial accommodation, a health insurance that guarantees, in addition to hospitalisation, the coverage of basic medical expenses, and the co-financing of the monthly fee payable to nursery schools.

*- tools for monitoring applications from the most suitable candidates for the positions published in the calls*

The University is committed to providing the committees with a chart for monitoring the qualifications of all candidates for various positions. The chart will contain a check-list of the mandatory requirements so as to make it possible to verify, on a timely basis, if the competences of the candidate respond to all or only part of the requirements needed for the open position, including the requirements regarding the “degree of creativity and autonomy”.

*- reduction of the administrative burden for the candidate*

The University is committed to the computerisation of the application compilation phase and to requesting the documentation needed for the selection exclusively in an electronic form, postponing the presentation of the original documentation (where necessary) to the “entry into service” phase.

*- appointment and composition of selection committees*

The University regulations contain the rules for the appointment and composition of the selection committees. A link is included in the calls for candidates to take note of the relevant sections of the regulations. The national legislation for public employment requires that, in the committees, the less represented gender cannot be less than 30% (article 57, paragraph 1, letter a) and paragraph 1a, legislative decree 165/2001 and subsequent amendments). The University undertakes not to allow any exception.

*- communications and feedback to candidates*

In all the recruitment procedures, the candidates are informed of the timing of the various phases (verification of the eligibility, the date of the test(s), communication of the results, the time limit within which appeals may be filed). The candidates are informed, as part of the same procedure, of the means available to access the judgement of the committee.

The Personnel and Organisation Area is responsible for publishing all the reports relating to the selection procedures on the University website. The reports contain specific references to the criteria and the assessment methods, and to the results of the same for each candidate. All candidates can access the records of the procedure. All the candidates admitted to the last assessment phase are sent the opinions concerning them, without the need for a formal request.

*- Quality control system for "OTM-R"*

The University has established several bodies to promote and guarantee the quality assurance of its processes, also in relation to the OTM-R. First of all, a Committee for Quality Management of Human Resources for Research (QMHR) has been established, with the function of monitoring and ascertaining compliance with the OTM-R procedures. Furthermore, the University relies on a Single Guarantee Committee (which has representatives within the QMHR), a Trust Advisor available for problems of all the staff members, and a Student Ombudsman to whom the PhD students can also refer. In addition, the QMHR proposes to assign to the University Transparency Officer the role of the contact person for monitoring and verifying compliance with the OTM-R guidelines in the selection procedures.

The QMHR is actively committed to monitoring and verifying the correct application of the OTM-R guidelines and to indicating any actions for improvement. Monitoring is carried out through an annual review of the recruitment procedures applied by the University. The review and self-assessment process is based on the data and information collected by the QMHR, including through an "audit cycle" with the persons in charge of the procedures and the technical / administrative support structures involved in the procedures.