

## HR Excellence in Research

# OTM-R Checklist

### OTM-R Checklist

**Case number**

2024RO187457

**Name Organisation under review**

George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureş

**Organisation's contact details**

Gheorghe Marinescu, 38, Targu Mures, Mureş, 540142, Romania

**Date endorsement charter and code**

22/01/2024

**Submission date to the European Commission**

21/01/2025

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 substantially	Yes, we use internal regulations and legal acts that contain elements of this policy. ( <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05.pdf</a> ) ( <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf</a> )
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	The UMFST GE Palade has regulation that governs the competition for recruitments and promotion position in the teaching (didactic) and research career. ( <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf</a> ) A procedure for organization of competitions for auxiliary and contractual teaching staff ( <a href="https://umfst.ro/e-umfst/documente/proceduri-operationale/">https://umfst.ro/e-umfst/documente/proceduri-operationale/</a> ) Institutional regulation for the organisation and conduct of doctoral degree programmes ( <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-06_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-06_EN.pdf</a> ) Regulation for Organization and Functioning of the Scientific Research and Technological Development Unit – UCSDT <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-116.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-116.pdf</a> Regulation of the organisation and functioning of the Junior Researcher Academy – JRA <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-104_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-104_EN.pdf</a> Methodology regarding access and promotion within the Junior Researcher Academy <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-105_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-105_EN.pdf</a>
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	The members of the recruitment and selection committees, as well as the staff of the Human Resources Office, are appropriately trained and familiar with qualification requirements, legal procedures applicable to the recruitment process, employment policies, and labor law. Additionally, all individuals involved in the competition, including members of the legal department in the advisory committee and members of the competition committee, must comply with the specific methodology and regulations in accordance with national legislation, the University Charter, and internal regulations of G.E. Palade UMPHST of Targu Mures.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Academic positions are advertised by HR on the main page of the university website <a href="https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-didactice/">https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-didactice/</a> , and also on the official platform <a href="http://jobs.edu.ro/">http://jobs.edu.ro/</a> (specialized website managed by the Ministry of National Education ) and in other ways (the Official Monitor of Romania, part III). Researcher positions are advertised by IHUMPh on the university website: <a href="https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-de-cercetare/">https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-de-cercetare/</a> , and on the Euraxess portal: both permanent and temporary research positions are advertised and follow the EU regulation, allowing all interested professionals to enrol in the competition if their background is appropriate. Vacant positions in the administrative area and auxiliary teaching positions are also published online ( <a href="https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-personal-administrativ/">https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-personal-administrativ/</a> ). All data and documents (that include applicant packages, committee members, results, and complaint judgements) are available online.
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	<a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/MC_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/MC_EN.pdf</a> An institutional quality control system is in place and operates across all areas of activity, including recruitment, promotion, and selection ( <a href="https://umfst.ro/en/university/quality-management/the-board-for-assessment-and-quality-assurance/">https://umfst.ro/en/university/quality-management/the-board-for-assessment-and-quality-assurance/</a> ). In any academic or research position competition, a complaints committee is available to address any disputes raised by candidates following the internal regulations <a href="https://www.umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf">https://www.umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf</a>
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Any individual who meets the competition entry requirements is eligible to participate, without discrimination, whether they are internal or external candidates. See the methodology for the contests for teaching/didactic and research positions ( <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf</a> )
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Yes, our university's policy is in line with efforts to attract researchers from abroad, primarily through international research projects conducted at the university and the support provided by the Scientific Research and Technological Development Unit ( <a href="https://umfst.ro/en/university/research/scientific-research-technological-development-unit/">https://umfst.ro/en/university/research/scientific-research-technological-development-unit/</a> ) The current limitations are a result of national legislation and financial obstacles, such as the underfunding of research.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Following the G.E. Palade UMPHST of Targu Mures Charter, the university community is open to all individuals, without discrimination, except where restricted by law. Adequate provisions regarding non-discrimination are in place, and recruitment practices are generally neutral. There have been no complaints related to discrimination in the hiring process. However, there are no specific policies aimed at attracting underrepresented groups, apart from the commitment outlined in the Gender Equality Plan. ( <a href="https://www.umfst.ro/fileadmin/documente_oficiale/2022/PLANUL_PENTRU_EGALITATEA_DE_GEN_2022-2025_UMFST.pdf">https://www.umfst.ro/fileadmin/documente_oficiale/2022/PLANUL_PENTRU_EGALITATEA_DE_GEN_2022-2025_UMFST.pdf</a> )

	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 completely	G.E. Palade UMPHST in Târgu Mureş has developed significant infrastructure over the past 10 years through the POSCCE operational-competitiveness program, including the Medical and Pharmaceutical Advanced Research Center (CCAMF) <a href="https://eertis.eu/errf-2300-000g-0999">https://eertis.eu/errf-2300-000g-0999</a> Additionally, the university hosts the Scientific Research and Technological Development Unit, which includes 14 research centers and laboratories, providing a strong foundation for attractive working conditions for researchers ( <a href="https://umfst.ro/en/university/research/scientific-research-technological-development-unit/">https://umfst.ro/en/university/research/scientific-research-technological-development-unit/</a> Efforts have been made to provide appropriate subsidies or scholarships (financial support for internships abroad, publication fees, accommodation, conferences, etc.): - Procedure regarding the method of granting financial support to teachers and researchers within G.E. Palade UMPHST of Targu Mures, for the publication of indexed articles in the Web of Science - Clarivate Analytics database, <a href="https://umfst.ro/e-umfst/documente/proceduri-operationale/">https://umfst.ro/e-umfst/documente/proceduri-operationale/</a> - Operational procedure for granting financial support for mobility of teaching staff and researchers, UMFST-PO-CC-13, <a href="https://documente.umfst.ro/documente/proceduri-operationale/">https://documente.umfst.ro/documente/proceduri-operationale/</a> - Own methodology for the contests for didactic and research positions, UMFST-REG-05 EN, Edition 23, <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamante/UMFST-REG-05_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamante/UMFST-REG-05_EN.pdf</a>
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	Researchers are employed through a competition, with the selection process carried out by the Competition Committee based on the candidate's professional competencies. The selection follows the competition methodology, adhering to the academic principles outlined in the University Charter: open, transparent, and merit-based competition. This process is ensured through eligibility criteria that include predefined standards. The requirements for university teaching staff and researchers, established during the recruitment process, comply with national regulations and the university's internal regulations and are verified during the application review and selection stages.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Our university follows EC regulations for advertising all available positions, both permanent and temporary, on the university's website as well as on the EURAXESS platform and <a href="https://jobs.mcid.gov.ro/">https://jobs.mcid.gov.ro/</a> . The timeline for posting vacancies aligns with the schedule indicated on the EURAXESS website. Through the information provided, EURAXESS supports researcher mobility and offers access to research vacancies, funding opportunities across countries. As a result, university vacancies are open and accessible to all EU professionals.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	Yes, online job advertisements include all the necessary details for applicants, available on the University's website ( <a href="https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/">https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/</a> ) , on the EURAXESS portal ( <a href="https://euraxess.ec.europa.eu/jobs#jobs-and-opportunities">https://euraxess.ec.europa.eu/jobs#jobs-and-opportunities</a> ) and also at <a href="http://jobs.mcid.gov.ro/">mcid.jobs</a> ( <a href="https://jobs.mcid.gov.ro/">https://jobs.mcid.gov.ro/</a> ) and ( <a href="http://jobs.edu.ro/">http://jobs.edu.ro/</a> ).

	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 completely	Yes, the G.E. Palade UMPHST of Târgu Mureş uses EURAXESS for researcher positions, and we are making full use of the EURAXESS platform to ensure that our research vacancies reach a wider audience. <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a>
Do we make use of other job advertising tools?	x	x		++ Yes completely	Yes, we make use of other job advertising tools. For research positions, we use the University's website and <a href="https://jobs.mcid.gov.ro/">mcdi.jobs (https://jobs.mcid.gov.ro/)</a> . For academic (teaching and research) positions, we advertise on the Ministry of National Education's portal ( <a href="http://jobs.edu.ro/">http://jobs.edu.ro/</a> ).
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	We keep the administrative burden to a minimum for candidates by requesting only essential documents. The HR Department provides a standardized application file, a checklist, and a contact number for any additional questions. All relevant information, including templates and standards, is available online, and the entire recruitment process has been streamlined to reduce bureaucracy but in romanian. It is necessary to translate.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Yes, the enrollment process outlines all the requirements. The methodology includes eligibility criteria that must be followed in the appointment of selection committee members. These rules are established by general laws and the G.E. Palade UMPHST framework methodology. ( <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf</a> ) Operational procedure for the recruitment and selection of staff employed in positions outside the organizational chart within projects funded by non-repayable European Union funds. Code UMFST-PO-PEC-08, first edition, 3rd revision (2023) <a href="https://umfst.ro/e-umfst/documente/proceduri-operationale/">https://umfst.ro/e-umfst/documente/proceduri-operationale/</a>
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Yes, the rules regarding the composition of selection committees are clearly defined in the internal regulations, which include the contests for teaching/didactic and research positions methodologies. These rules are based on general laws as well as the G.E. Palade UMPHST framework methodology. See the methodology for the contests for teaching/didactic and research positions ( <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf</a> ) IOSUD regulation for organizing and conducting doctoral studies at George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureş, UMFST-REG-06 EN Edition 08, <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-06_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-06_EN.pdf</a> Operational procedure for the recruitment and selection of staff employed in positions outside the organizational chart within projects funded by non-repayable European Union funds. Code UMFST-PO-PEC-08, first edition, 3rd revision (2023) <a href="https://umfst.ro/e-umfst/documente/proceduri-operationale/">https://umfst.ro/e-umfst/documente/proceduri-operationale/</a> .

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Yes, the members of the recruitment committees are primarily chosen based on their competence and experience. Gender balance is considered. The committee's organizational framework is in line with University's gender equality strategy plan. The Gender Equality Strategy was developed based on the provisions of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (HSR4R) the European Strategy for Gender Equality and the Horizon Europe guidelines on gender equality plans. <a href="https://www.umfst.ro/fileadmin/documente_oficiale/2022/PLANUL_PENTRU_EGALITATEA_DE_GEN_2022-2025_UMFST.pdf">https://www.umfst.ro/fileadmin/documente_oficiale/2022/PLANUL_PENTRU_EGALITATEA_DE_GEN_2022-2025_UMFST.pdf</a>
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 completely	Yes, the guidelines for selection committees are clear and detailed. The methodologies provide specific criteria for evaluating candidates, ensuring that merit is judged accurately. Committee members are selected from a relevant pool of experts to guarantee a fair and effective selection process. Committee members must hold at least the same position as the vacant post. See methodology for the contests for teaching/didactic and research positions ( <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf</a> ) Operational procedure for the recruitment and selection of staff employed in positions outside the organizational chart within projects funded by non-repayable European Union funds. <a href="https://documente.umfst.ro/wp-content/uploads/proceduri/UMFST-PO-PEC-08.pdf">https://documente.umfst.ro/wp-content/uploads/proceduri/UMFST-PO-PEC-08.pdf</a>
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Yes, all applicants are informed about the outcome of the recruitment process. The results obtained by all candidates are posted on the university's website. The candidates receive information regarding their qualifications for the next stage and the final results. Additionally, all candidate files, decisions, and rankings are posted online in compliance with GDPR (protection of personal data, according to the law). <a href="https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-didactice/">https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-didactice/</a> <a href="https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-de-cercetare/">https://umfst.ro/universitate/informare-si-relatii-publice/concursuri-pe-post/posturi-de-cercetare/</a>
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Yes, in accordance with the regulations laying down the competition methodologies ( <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-05_EN.pdf</a> ) IOSUD regulation for organizing and conducting doctoral studies at George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureş, UMFST-REG-06 EN Edition 08, <a href="https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-06_EN.pdf">https://umfst.ro/fileadmin/documente_oficiale/regulamente/UMFST-REG-06_EN.pdf</a>
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Yes, an appropriate complaints mechanism is in place. Complaints committees, along with other ethics committees, are established to handle such matters. The competition regulations clearly outline the procedures for submitting and resolving complaints. These include the possibility for any candidate or member of the academic community to challenge the competition process.
Overall assessment					

**Open   Transparent   Meritbased   Answer:**

**Suggested indicators (or form of measurement)**

---

Do we have a system in place to assess whether OTM-R delivers on its objectives?

+/- Yes substantially

The Quality Assurance Department continuously evaluates and monitors the effectiveness of processes. It ensures the ongoing assessment and quality assurance of teaching and research activities while overseeing the implementation of standards in compliance with updated legislative requirements.