

TEMPLATE 3 – OTM-R Checklist

Case number: 2019IT406251

Name Organisation under review: Sapienza University of Rome

Organisation's contact details:

Legal Address: Piazzale Aldo Moro 5, 00185 Rome

Contact Address: Research and Technology Transfer Division - Email: grantoffice@uniroma1.it, ciro.franco@unirma1.it,
emanuele.gennuso@uniroma1.it, daniele.bruschi@uniroma1.it, fausta.zurlo@uniroma1.it

SUBMISSION DATE: 10/04/2020

DATE ENDORSEMENT CHARTER AND CODE: 14/05/2019

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, <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	+/- Yes, <i>substantially</i>	The internal Regulations concerning OTM-R policy are published on Sapienza's website: https://www.uniroma1.it/it/pagina/normativa-

					<p><u>e-documenti</u> All Regulations are published in Italian language and some of them have already been translated into English: https://www.uniroma1.it/en/pagina/regulation-and-documents According to the HRS4R Action Plan, all OTM-R Regulations will be translated into English and an English-language Fact Sheet will be made available for recruitment calls</p>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>++ Yes, completely</i>	<p>Sapienza's internal regulations clearly illustrate OTM-R procedures and practices for all types of positions. The regulations are published on Sapienza's website:</p> <ul style="list-style-type: none"> • Regulation for Recruiting Full Professors and Associated Professors https://www.uniroma1.it/it/documento/regolamento-la-chiamata-dei-professori-di-i-e-ii-fascia • Regulation for Recruiting Type "B" Fixed-term Researchers (tenure-track positions), D.R. N. 1821/2019 – 13/06/2019 https://www.uniroma1.it/it/documento/regolamento-il-reclutamento-di-ricercatori-tempo-determinato-tipologia-b • Regulation for Recruiting Type "A" Fixed-term Researchers, D.R. N.2578/2017 – 11/10/2017 https://www.uniroma1.it/it/documento/regolamento-il-reclutamento-di-ricercatori-tempo-determinato-tipologia • Regulation for Research Fellowships (D.R. N.1776/2019 - 07/06/2019)

					https://www.uniroma1.it/it/ateneo/regolamenti/conferimento-degli-assegni-di-ricerca-dr-n-1030/2017-del-07/04/2017 <ul style="list-style-type: none"> • Regulation for PhD Research, DR N.1123/2019 - 03/04/2019 https://www.uniroma1.it/it/documento/regolamento-dottorati-di-ricerca
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>++ Yes, completely</i>	All personnel are adequately trained and skilled in the area of OTM-R. Everyone has the opportunity to periodically participate in many professional updating courses relevant to their activities and competences, organised during the year.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>++ Yes, completely</i>	All recruitment procedures are fully digitized and the applications are submitted via PEC (certified e-mail).
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>++ Yes, completely</i>	<ul style="list-style-type: none"> • National regulations are applied. A Unique Responsible of the Procedure (RUP) is appointed for each procedure in order to verify and guarantee that all criteria have been satisfied, as well as to monitor the fairness of the entire procedure. • The University Evaluation Committee assesses the quality and efficacy of academic programmes and research activities carried out by departments, as well as it evaluates the effectiveness and the efficiency of the administration services. • The Quality and Assurance Presidium, called Team Quality, is in charge of the implementation of Sapienza QA Policy adopted by the Governance, by means of

					the promotion of QA culture, the development of new instruments and methodologies, the supervision of the adequate and uniform execution of the QA procedures.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>++ Yes, completely</i>	<ul style="list-style-type: none"> • All recruitment procedures are public, open and merit-based. • In order to attract a greater number of foreign applicants, the HRS4R Action plan foresees that the future calls will be published along with an English-language Fact Sheet.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>++ Yes, completely</i>	Sapienza issues every year a Research Doctorate Call reserved for foreign candidates. The call is also available in English language at: https://www.uniroma1.it/it/pagina/dottorati-di-ricerca
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>++ Yes, completely</i>	<ul style="list-style-type: none"> • Sapienza Ethical Code rejects any form of discrimination, specifying that all members of the academic community have the right to be treated with equal respect and consideration without be discriminated against because of their religion, gender, skin colour, ethnic or social origin, citizenship, etc. https://www.uniroma1.it/it/documento/codice-etico-di-ateneo • Recruitment procedures include selection criteria based on scientific competences and publications.
9. Is our current OTM-R policy in line with policies to provide attractive working	x	x	x	<i>++ Yes, completely</i>	Sapienza guarantees its researchers attractive working conditions, providing access to

conditions for researchers?					research funds, instruments and infrastructures, social security benefits, health insurance and opportunities for training and career advancement, including tools and services to learn about funding opportunities.
10. Do we have means to monitor whether the most suitable researchers apply?				<i>++ Yes, completely</i>	Sapienza adopts reporting systems and databases aimed at verifying the coherence between the applicant competencies and the call requirements
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	<i>++ Yes, completely</i>	<ul style="list-style-type: none"> Sapienza has, for each position, clear templates of recruitment calls that are available on its Transparency Portal; All the recruitment calls and selection procedures are published on Sapienza website at: https://web.uniroma1.it/trasparenza/albo-pretorio The calls are also published on the web-site of the Ministry of Education, University and Research and on EURAXESS website, using the available templates.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x	x	<i>++ Yes, completely</i>	Calls explicitly refer to national legislation and university regulations.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<i>+/- Yes, partially</i>	All recruitment calls are published on EURAXESS
14. Do we make use of other job advertising tools?	x	x		<i>++ Yes, completely</i>	According to the national legislation, all the recruitment calls are published on the website of the Ministry of Education, University and

					Research.
15. Do we keep the administrative burden to a minimum for the candidate?	x			<i>++ Yes, completely</i>	Administrative requirements for the candidates are minimal. The applications must be submitted on-line via PEC (certified e-mail) and the candidates self-certify the compliance with the eligibility requirements.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>++ Yes, completely</i>	Commissions are appointed according to recruitment calls, university regulations and the guidelines of ANAC – the National Anti-corruption Authority.
17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>++ Yes, completely</i>	Commissions are composed as per recruitment calls, university regulations and the guidelines of ANAC – the national Anti-corruption Authority.
18. Are the committees sufficiently gender-balanced?		x	x	<i>+/- Yes, partially</i>	<ul style="list-style-type: none"> Regulations for the Selection of RTD Types A and B (Fixed-term Researchers) require that the selection committee has to be appointed, if applicable, according to the principle of gender equilibrium; The Action Plan will extend this principle to all OTM-R university regulations.
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	<i>++ Yes, completely</i>	<ul style="list-style-type: none"> Selection committees evaluate the candidates on the basis of the merit criteria (i.e. publications, experience, etc.) clearly established by the recruitment call. Selection committees are nominated as per regulation and call descriptions;
Appointment phase					

20. Do we inform all applicants at the end of the selection process?	x	x	x	<i>++ Yes, completely</i>	All candidates are informed via Sapienza Transparency Portal, where all the documents concerning the selection procedure are published.
21. Do we provide adequate feedback to interviewees?		x		<i>+/- Yes, substantially</i>	The selection process minutes are published on the university website following each selection procedure. They report the individual and collective assessment of each candidate. Furthermore, the committee expresses an overall comparative assessment, based on the evaluation of each candidates.
22. Do we have an appropriate complaints mechanism in place?		x		<i>++Yes, completely</i>	Two types of complaint procedures are in place: <ul style="list-style-type: none"> • Complaints to the Rector and to the Unique Responsible of the Procedure (RUP); • Jurisdictional and administrative appeals.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<i>++ Yes, completely</i>	Italian legislation and internal regulations foresee the appointment of the Unique Responsible of the Procedure (RUP) for each recruitment call, an external role clearly identified. The RUP guarantees and constantly monitors that all the procedures and the entire process are in line with the related regulations and with the call.