

OTM-R Checklist

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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 by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- 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 HRS4R 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	Merit-Based	Answer: (++Yes completely / +- Yes substantially / -+ Yes partially / -- no)	Suggested indicators (or form of measurement)
OTM-R system					
Have we published	x	x	x	++ Yes	The internal Regulations concerning OTM-R policy are published on Sapienza's website:

a version of our OTM-R policy online (in the national language and in English)?				completely	https://www.uniroma1.it/sites/default/files/field_file_allegati/3._otm-r_checklist.pdf
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	Sapienza's internal regulations clearly illustrate OTM-R procedures and practices for all types of positions. The regulations are published on Sapienza's website: https://www.uniroma1.it/sites/default/files/field_file_allegati/regolamento_unico_concorsi_po_pa_rtdb_ps.pdf https://www.uniroma1.it/sites/default/files/field_file_allegati/regolamento_rtda_2017_vers.inglese.pdf https://www.uniroma1.it/sites/default/files/field_file_allegati/regolamento_dottorato_2022_web_0.pdf https://dspmi.uniroma1.it/sites/default/files/regolamento_assegni_di_ricerca_11_02_21_n_427_0.pdf
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	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.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	All docs of recruitment procedures are fully digitized and the applications are submitted via PEC (certified e-mail). Furthermore, Sapienza will adopt a new tool in order to dematerialise the administrative process of university recruitment
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	National regulations are fully applied. A Unique Responsible of the Procedure (RUP) is appointed for each procedure in order to verify and guarantee that all criteria have been met, as well as to monitor the fairness of the entire procedure. The person in charge of each selection procedure ensures effective compliance with OTM-R principles. The University Evaluation Committee assesses the quality and efficacy of academic programmes and research activities carried out by departments, and 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.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	In order to attract a greater number of foreign applicants, the HRS4R Action plan 2020/2022 implemented this aspect. The action is concluded with the predisposition and the publication of the English-language fact sheet on the website.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	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
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Sapienza's Code of Ethics and Conduct 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 any discrimination because of their religion, gender, skin colour, ethnic or social origin, citizenship, etc. https://www.uniroma1.it/en/documento/ethical-code Indeed, our final goal is to overcome stereotypes, similar to what we already do through our inclusion and nondiscriminatory policy at large as, for example, in March 2022, the QUID Group provided the Tutorial "Good practices and guidelines for students with SLD". The tutorial informs on the Italian legislative process up to the application in the university field of Law 170/2010 which protects students with SLD in the academic environment, and provides the guidelines of the CNUUD (National Conference of University Delegates for

					Disability); it also describes the programs that Sapienza uses for reception and care of students with SLD. The tutorial is addressed to all university teachers and is repeated 3 times a year. Recruitment procedures include selection criteria based on scientific competences and publications.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Sapienza guarantees for its researchers attractive working conditions, providing access to 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. During the Summer 2022, a new survey was developed and launched among researchers and management staff aimed at monitoring improvements of professional, psychological and social wellbeing of researchers and management staff.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	Sapienza adopts reporting systems and databases aimed at verifying the coherence between the applicant competencies and the call requirements .
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	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
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	Calls explicitly refer to national legislation and university regulations. Sapienza will adopt a new tool in order to dematerialise the administrative process of university recruitment.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	All recruitment calls are published on EURAXESS.
Do we make use of other job advertising tools?	x	x		++ Yes completely	According to the national legislation, all the recruitment calls are published on the website of the Ministry of Education, University and Research.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	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. Sapienza is developing an on-line application system in order to further reduce the administrative burden to a minimum for the candidates and to ensure that application forms may be filled and sent on-line along with all required documents.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Commissions are appointed according to recruitment calls, university regulations and the guidelines of ANAC – the National Anticorruption Authority. The university regulations contain clear and thorough rules for the appointment and composition of selection committees.
Do we have clear rules concerning the composition of		x	x	++ Yes completely	Commissions are composed according to recruitment calls, university regulations and the guidelines of ANAC – the National Anticorruption Authority.

selection committees?					
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Sapienza University has a proactive policy aimed at improving and promoting gender balance in the composition of selection committees. Sapienza published the Sapienza Gender Equality Plan (GEP) also in order to ensure a balanced gender composition of committees, and influencing the internal regulations for the assignment of research grants, external appointments, scholarships, research fellowships and doctorates.
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	Selection committees evaluate the candidates on the basis of merit criteria (i.e. publications, experience, etc.) clearly and explicitly established by the recruitment call. Selection committees are nominated as per regulation and call descriptions.
Appointment phase					
Do we inform all applicants at the end of the selection process	x			++ Yes completely	All candidates are informed via Sapienza Transparency Portal, where all the documents concerning the selection procedure are published.
Do we provide adequate feedback to interviewees?	x			++ Yes completely	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 candidate.
Do we have an appropriate complaints mechanism in place?	x			++ Yes completely	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					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	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.