

# OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT (OTM-R) POLICY OF THE UVIC-UCC

Approved by the Board of Government of the UVic-UCC  
on 6 March 2024



UNIVERSITAT DE VIC  
UNIVERSITAT CENTRAL  
DE CATALUNYA

The European Commission (EC) has launched a tool, HRS4R, to support universities and research institutions, as well as organisations that fund research, in the application of the European Charter for Researchers and Code of Conduct for the recruitment of researchers. The aim of these institutions is to contribute to the development of an attractive European labour market for researchers.

In order to attract the best talent through open and transparent recruitment policies, on 24 March 2014 the UVic-UCC adhered to the European Charter for Researchers and Code of Conduct for the recruitment of researchers. Two years later, in 2016, it began the process to obtain the HRS4R seal. In October 2018, the UVic-UCC obtained the “HR Excellence in Research Award” for the implementation of a Human Resources Strategy for Researchers (HRS4R).

In accordance with the HRS4R approach, the UVic-UCC uses a self-assessment and development strategy that takes into account the principles and recommendations of the OTM-R (Open, Transparent and Merit-based Recruitment) for the recruitment of researchers through processes based on transparency, equity and merit.

This document confirms the University’s commitment to the application of the OTM-R policy and contains the main guidelines aimed at improving the selection and recruitment processes and the working conditions of researchers and at providing support for the research career.

### General considerations

In 2020, the specific working group to analyse the set of processes related to the HRS4R was created. This working group is made up of the Office of the Vice-Rector for Research and Knowledge Transfer, the Office of the Vice-Rector for Teaching Staff, the Office of the Vice-Rector for International Relations, the Research Transfer Office (OTRI), Talent Policy (APT) and the Quality Assurance Unit (AdQ).

With regards to the transparency of the current selection processes, the OTM-R policy of the UVic-UCC includes measures to ensure that selection processes are fair and transparent. For example, the University publishes research vacancy announcements on specialised websites and other media, and clearly describes the requirements and responsibilities of each position. Furthermore, procedures are established for the evaluation of applications, and it is ensured that selection criteria are based on merit and skills relevant to the position.

Transparency is also promoted in the selection of research projects, and the publication of the selection criteria and the results of the calls for projects is ensured.

The OTM-R policy of the UVic-UCC consists of the following stages:

- Selection planning
- Publication of the job offer
- Evaluation and selection of candidates
- Recruitment, integration, and onboarding

The approximate term for the resolution of the position, from the moment of publication until the resolution, is six weeks, following a circuit and selection policy published on the University’s website.

### Selection planning

Before planning a particular project or need, the economic needs and the human resources required to carry it out are determined. In the event that a new hire is required, the necessary requirements and skills for the position are established, the sources of talent attraction are identified and the deadlines and procedures of the selection process are established. To carry out this stage, there is a committee of experts represented by the management of the department, the management of OTRI, the Office of the Vice-Rector for Research and Knowledge Transfer, Finance and Staff Management (AGEP) and Talent Policy, and, where appropriate, by representatives of the offices of the vice-rectors, positions and services equivalent to those affected by the new recruitment and that are relevant for decision-making.

### Publication of the job offer

The job offer is published, which includes detailed information about the position:

- Faculty, service or institute / research group offering the contract
- Title of the position offered
- Date of publication
- Description of the position, detailing the specific functions and tasks
- Necessary requirements and skills (including, where applicable, language requirements)
- Selection criteria
- Application submission deadline and application and selection procedure
- Duration of the contract (and if it is part-time or full-time etc.)
- Modality of the contract and remuneration
- Mention of the UVic-UCC Gender Equality Plan

This offer is disseminated through various channels and media in order to guarantee open and transparent access for candidates (UVic-UCC website, EURAXESS, LinkedIn, etc.).

### Evaluation and selection of candidates

In this stage, candidates are evaluated based on the requirements and skills defined in the previous stage. Throughout the procedure, divided into a first phase of candidate analysis and a second interview phase, objective and standardised criteria are applied to select the most suitable candidate for the position, and a fair, transparent and impartial process is

guaranteed. At this stage, an evaluation committee is set up, chaired by the Office of the Vice-Rector for Teaching Staff, made up of the Office of the Vice-Rector for Research and Knowledge Transfer, the dean's office and the department management of the faculty involved, a professional external to the UVic-UCC (with expertise in the subject area involved), Talent Policy and the staff committee. If applicable, the representation of the offices of the vice-rectors, positions or equivalent services can be included or replaced by that of people who are affected by the new recruitment and that are relevant for decision-making.

Together with the resolution, each candidate is informed by means of a personalised email of the deadlines and complaints and appeals procedure, as well as the contact details for making enquiries.

### **Hiring, integration and onboarding**

Once the person has been selected, the stage of recruitment, integration, and onboarding begins, which involves the formalisation of the contract and the person's effective incorporation into the project and institution. Objectives are established and professional development plans are defined, the participation of teaching and research staff (PDI) in research and training activities is encouraged and effec-

tive and fluid communication between the hired individual and the team is guaranteed. This is all carried out through the department director, who ensures the appropriate incorporation of the hired person within the department and in general and that they receive support in their professional development at UVic-UCC. The selected person is assigned a person from Talent Policy who centralises and manages the different needs that may arise. In addition, the hired person has access to the Collective Agreement to consult which career path they can follow at the institution.

### **Conclusion**

In summary, with the OTM-R policy, the UVic-UCC is committed to a fair, transparent and inclusive management of human resources of research and knowledge transfer and to promoting equal opportunities and diversity in the workplace.

Within the framework of the Human Resources Strategy for Researchers (HRS4R), the UVic-UCC carries out a constant analysis to improve human resources practices with the aim of attracting and incorporating the best candidates for each position and offering them an environment and suitable perspectives to develop their professional career in innovation and excellence in research.