



**Bucharest University of Economic Studies
(BUES)**

**OPEN, TRANSPARENT AND MERIT-BASED
RECRUITMENT (OTM-R POLICY)**

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1.Introduction

Bucharest University of Economic Studies is a research-intensive university that organizes study programs and scientific research in the fields of Economic Sciences, Administrative Sciences, Sociology and Humanities. Bucharest University of Economic Studies is considered the most important economic higher education institution from Romania and one of the most renown economic universities in South-Eastern Europe.

Bucharest University of Economic Studies is a transparent, competitive, reliable public institution, with strong partnerships with representatives of the economic and social environment, able to pertinently meet the requirements of the labor market. Our University wishes to address the current challenges to human knowledge and action, by pursuing the following main objectives: the growth and advancement of knowledge; modern student-centered education; social responsibility, manifested in the solutions offered to issues arising in Romanian and European economy.

The vision of the Bucharest University of Economic Studies is to undertake the complex role of Central and South-Eastern European regional hub in education and advanced scientific research in the fields of Economic and Administrative Sciences, as well as Sociology (Human Resources) and Humanities, to offer innovative and efficient solutions for the sustainable development of society, against the background of global economic demands.

This vision relies on the promotion of a genuine quality culture, on the creation, dissemination and exploitation of state-of-the-art knowledge, on the proactive involvement of all the members of the academic community, and on the encouragement of functional, competitive and nationally and internationally beneficial partnerships.

The recruitment and selection policy, as stated in the Bucharest University of Economic Studies statutes, adheres to principles of equality, merit, capacity and openness, in line with OTM-R (Open, Transparent and Merit-based Recruitment of researchers) recommendations, designed to foster open, transparent practices based on the curricular merits of candidates.

The Governing Team of the BUES believes that our University should be deeply involved at all levels to improve the recruitment and employment conditions of our researchers.

The purpose of this OTM-R Policy is to build on the core principles of the Code of Conduct for the Recruitment of Researchers.

2. General considerations

In line with the Code of Conduct for Researchers, Bucharest University of Economic Studies is committed to ensuring that recruitment and selection procedures are fair and transparent. Furthermore, the researcher's merit should be measured not only by their publications, but also by a wider range of evaluation criteria, such as education and teaching.

There are three main stages in the recruitment process at Bucharest University of Economic Studies: the advertising and application phase, the evaluation and selection phase, and the appointment phase. A vacant teaching position for an indefinite period of time can be filled by public contest, in keeping with the requirements of this methodology, respecting the framework methodology stipulated by G.O. 457/2011, with subsequent modifications and amendments and the provisions of the Law Of National Education no 1/2011.

3. Advertising positions and applications

Bucharest University of Economic Studies is a public university. Accordingly, all research positions, as well as the corresponding regulatory framework determining their terms and conditions, are advertised through official and public channels.

The respective contests are open in nature. Any person who meets the corresponding requirements will be considered eligible for the contest, without any discrimination, in accordance with the legal provisions in force.

A vacant position for an indefinite period of time can be filled by public contest respecting the framework methodology stipulated by G.O. 457/2011, with subsequent modifications and amendments and the provisions of the Law Of National Education no 1/2011, with subsequent modifications and amendments.

The proposal to hold a contest for a vacant position is put forward by the Head of the department which has an opening, by submitting a memorandum signed by The Board of the Department and by the Board of the Faculty respectively.

The comprehensive list of all positions available for contest is forwarded by The Dean to the BUES Management Committee to be considered for approval subject to art. 213, paragraph (13) of the Law of National Education no. 1/2011, with subsequent modifications and amendments.

The deadline for applications for the contest starts from the day the opening is published in the Official Gazette of Romania Part III, and the approval of the Contest Schedule by the BUES Management Committee and ends 15 days prior to the first stage of the evaluation process.

The Contest Schedule and List of Vacant positions is made public on the website of BUES, www.ase.ro and on the webpage of the contest, after the approval of the Contest Schedule by the BUES Management Committee. We are using web-based tool for (all) the stages in the recruitment process both on our web site and on EURAXESS. Advertising research vacancies for the positions in publicly funded projects on EURAXESS has become mandatory.

In accordance with open and transparent recruitment practices, all advertisements for research contracts funded by groups or projects will be kept as concise and clear as possible. These offers of employment must include the following details:

- ✓ the research group, unit, institute, department or project recruiting for the position;
- ✓ job title;
- ✓ number of available positions;
- ✓ date of publication
- ✓ description of specific role, functions and duties;
- ✓ minimum requirements and competencies (including language requirements, if necessary);
- ✓ selection criteria (depending on the position, this may be weighted differently in terms of professional experience, academic qualifications, specific knowledge or skills, etc.);
- ✓ application procedure, rules, opening date and deadline;
- ✓ duration of the contract (and whether it is full-time or part-time etc.);
- ✓ evaluation committee (names of the committee members);
- ✓ type of contract and salary;
- ✓ complaint and appeal periods and procedures;

- ✓ contact details for enquiries.

Provided that they supply a valid email address, applicants will be notified that their application has been received properly and can consult the timetable for the ensuing phases and deadlines in the corresponding call for applications.

The comprehensive list of all the candidates who meet the legal conditions to enter the contest will be posted on the site www.ase.ro and also on the official Notice Board of the contest. The applicants will be invited to the competition via email or fax (at the addresses provided by the candidate in the CV).

Bucharest University of Economic Studies keeps the administrative burden to a minimum in relation to the requirements of the legislation in force, the regulation and the procedures of the university

4. Evaluation and selection phase

Transparency, equality and merit

To guarantee that the best person for the job is recruited, the selection process must always be conducted in line with the principles of merit, ability, transparency, openness, equal opportunity and nondiscrimination. In particular, candidates are to be evaluated without discrimination based on gender; nationality; ethnic or social background; disability; age; religion; sexual orientation; political opinions or their socioeconomic situation. Additionally, interruptions and variations in a researcher's career (such as career breaks, sabbaticals, maternity or paternity leave, etc.) will not be penalised, as they are considered to be a natural facet of a researcher's professional evolution.

Evaluation committees

Different regulations govern the selection of applicants by evaluation committees, depending on whether the positions in question are permanent teaching and research posts, or research contracts, etc. The appointment of selection committees is regulated at national level, as well as internally. Bucharest University of Economic Studies has not registered any complaint regarding the composition of the panel. The composition of selection committees is regulated at national level, as well as internally (Art 23 from the Competition Framework Methodology for filling the vacant teaching and research positions in the higher education). The Contest Evaluation

Committee shall include 5 members, experts in the field of the position for which the contest is held or in related fields. The President is one of the committee members.

As a general rule, the committee should possess the relevant experience, qualifications and skills required to effectively assess candidates. They should operate independently, must declare any conflict of interest, and their decisions should be impartial and based on evidence rather than on personal preference.

Assessing merit

The contest evaluation committee will assess the candidates based on:

- a) the teaching competencies of the candidate;
- b) the relevance and impact of the respective applicant's research work;
- c) the candidate's ability to guide students and young researchers;
- d) the candidate's ability to transfer his/her knowledge and contributions to the economic or social environment or to disseminate his/her own research work;
- e) the candidate's team-work capabilities and the efficiency of the candidate's scientific collaborations, according to the specific assessment criteria for each particular field;
- f) the candidate's expertise in conducting research and development projects;
- g) the professional skills acquired in academic institutions other than the university that the candidate is applying for.

Diversity and gender awareness are fundamental throughout the entire recruitment process. In particular, gender balance is sought when it comes to appointing the members of the evaluation and selection committees.

5. Appointment phase

Depending on the professional category, the selected candidates will be announced in different media and on BUES website. The definitive scores obtained by each candidate in the evaluation and appointment process will also be made public on the website of the university.

Bucharest University of Economic Studies offers all of its employees working conditions that are in line with national legislation in Romania. It also provides research staff with the technical resources they require to conduct their teaching and research activities. Bucharest

University of Economic Studies is fully committed to the principles established in the European Charter for Researchers, adopting measures to ensure staff members have a healthy work-life balance, sufficient holiday leave, and sufficient support in the event of temporary disability.

Complaints mechanism

Bucharest University of Economic Studies has a robust and transparent complaints procedure in place for applicants who believe they have been treated unfairly or inappropriately. The complaints resolution is ruled and debated by a different committee as from the one that was named for the contest.

6. Actions to be developed

Bucharest University of Economic Studies recognises the importance of continuously updating and improving our recruitment procedures and human resources strategy. Within the next three years the BUES will seek to implement the following measures:

- ✓ To organise a training day to make the OTM-R policy known in our University to those responsible for recruitment issues
- ✓ To enhance the overall quality of the information in English;
- ✓ To provide staff involved in the recruitment of international researchers with specialised training in conducting interviews in English;
- ✓ To run workshops for administrative staff and teaching and research staff on open, transparent and merit-based recruitment practices;
- ✓ To provide candidates with a clearer idea of the professional development opportunities and career prospects available to them;
- ✓ To monitor gender balance in selection committees in the medium to long term, implementing relevant actions where applicable.

BUES will follow that by implementing these actions the OTM-R principles become the central element of the human resources policy within the university.