

TEMPLATE 3 – OTM-R Checklist

Case number: **2019RO360942**

Name of the Organisation under review:

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DATE OF ENDORSEMENT CHARTER AND CODE: Thu, 10/01/2019 - 10:24 by **RTD Charter** (C&C Endorsement: Confirmation of Endorsement Letter), Gap Analysis, OTMR & Action Plan: Design: **Deadline: 10/01/2020**

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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i>	*Suggested indicators (or form of measurement)

				<i>+/-Yes, substantially</i> <i>-/+ Yes, partially</i> <i>-- No</i>	
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	+/-	http://resurseumane.ase.ro/legislatie The documents are published online only in national language, no English version being yet published on the website
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	The assumptions of the OTMR policy are stipulated in the following documents: Organizational and Functioning Regulation (ROF); Internal Regulation (RI); BUES Charter; Regulation on the organization, operation and financing of scientific research; The collective labour agreement at the unit level; BUES Strategy 2020-2030
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	The staff in charge with recruitment is trained As the case may be, as national and international regulations may change, a training program in the field of OTM-R will be set up, at University level
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	We are using web-based tool for (all) the stages in the recruitment process both on our web site and on EURAXESS
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	We have a quality control system in place. http://calitate.ase.ro/Media/Default/documente/2018/Raport%20de%20autoevaluare%202017-2018.pdf
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	The current OTM-R policy does not discriminate against external candidates. However, Bucharest University of Economic Studies recruitment policy is dependent on the Law of National Education no. 1/2011 and subsequent documents. For teaching positions (with research component), the trend of applicants from outside the organization (from Romania) was 40% in 2016-2017 and 46.43% in 2017-2018 from the total candidates. In 2018-2019

					we have 131 advertised positions out of which 78 were for researchers.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	The current OTM-R policy does not discriminate against researchers from abroad. The strategy of the Bucharest University of Economic Studies 2020-2030 recognizes the importance of improving the quality of scientific research within BUES and increasing its international visibility, as well as the development of international research networks.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	The current OTM-R policy does not discriminate between various groups. Both male and female staff are represented, our current structure is: in 2017, 57.33% are women from the total professors and in 2018, 58.26%. In the same time, in 2016-2017, 24.76% from applying candidates are women and in 2017-2018: 35,71%. The main criteria for hiring are to fulfil the qualification conditions for a specific position. For PhD students in 2018, 54,48% were women from the total number.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	The current OTM-R policy provides attractive working conditions for researchers. There is an increasing trend in the percentage of applicants from outside the organization. Researchers believe that BUES provides working conditions that allow for a balance between professional and personal life.
10. Do we have means to monitor whether the most suitable researchers apply?				++	1. Eligible candidates are fulfilling conditions from: Law of National Education; Government Decision H.G. no. 457/2011 regarding the approval of the Competition Framework Methodology for filling the vacant teaching and research positions in the higher education; Methodology for filling the vacant teaching positions within BUES; Order of Ministry of Education and Research 6129 / 20.12.2016 regarding the approval of the necessary and obligatory minimum standards for conferring the

					<p>didactic titles in the higher education; Annex to the Order of Ministry of Education and Research 6129 / 20.12.2016 regarding the approval of the necessary and mandatory minimum standards for conferring the didactic titles in the higher education; Emergency Ordinance No. 96/2016 of December 8, 2016 for the modification and completion of some normative acts in the fields of education, research, training and health.</p> <p>2. http://calitate.ase.ro/Media/Default/documente/2018/Raport%20de%20autoevaluare%202017-2018.pdf;</p> <p>3. Internal Operational Procedure 83 – Periodic evaluation of the quality of the teaching staff</p> <p>4. web platform www.cercetare.ase.ro</p>
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Yes, we meet this requirement.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	Yes, we do.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	<p>Advertising research vacancies for the positions in publicly funded projects- on EURAXESS has become mandatory. In the academic year 2018-2019 the Bucharest University of Economic Studies published 6 ads on the EURAXESS platform for a total of 7 positions.</p> <p>The total number of positions published for contest and occupied in the academic year 2018-2019 was 131, of which 78 research positions.</p> <p>The trend is growing, because in previous years we had only one external researcher employed.</p>
14. Do we make use of other job advertising tools?	x	x		++	<p>All jobs are published on the University website.</p> <p>For research positions opened for the positions in publicly funded projects, the jobs are available on EURAXESS as well.</p> <p>On EURAXESS we published announcements for Horizon 2020 and for researchers funded by</p>

					Executive Unit for Financing Higher Education, Research, Development and Innovation (UEFISCDI) National Program III (PNIII). Moreover, all positions for PNIII are also published on the website jobs.research.gov.ro Another site where the posts for teachers and researchers are published: jobs.edu.ro
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	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.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	The appointment of selection committees is regulated at national level, as well as internally. Bucharest University of Economic Studies has not registered any complain regarding the composition of the panel. The Contest Evaluation Committee statistics hold by HR and art 22 -23 from the Competition Framework Methodology for filling the vacant teaching and research positions in the higher education demonstrate the above mentioned issues. This methodology is publicly available on the university website http://senat.ase.ro/Media/Default/Hotarari%20Senat/2018/20181129/Hot.%20nr.203.%20s ed.%20Senat%20din%2029.11.2018_Metod.oc.post.did..pdf .
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	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.
18. Are the committees sufficiently gender-balanced?		x	x	-/+	The criteria in appointing selection committees do not discriminate against gender. In 2017 the committees were balanced approximately, whereas in 2018 a small gap was recorded..

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	++	There are clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected. These are stipulated in Art 23(1) (6)-(7) from the Competition Framework Methodology for filling the vacant teaching and research positions in the higher education
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Yes, on the university website
21. Do we provide adequate feedback to interviewees?		x		+/-	Yes, during/after interviews, but not always with explicit specifications about the feedback related to the strengths and weaknesses of the applications.
22. Do we have an appropriate complaints mechanism in place?		x		-/+	BUES has clear regulation regarding complaints mechanism. https://etica.ase.ro/ HR department There are statistics at University level on complaints as regards to the number, the object and the solutions for the complaints. The complaints resolution is ruled and debated by a different committee as from the one that was named for the contest.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				++	The quality control system in place can assess whether OTM-R delivers on its objectives. Furthermore, every 5 years Bucharest University of Economic Studies evaluates each professor/researcher from the point of view of scientific results/research achievements in line with national regulation.