

# Open, Transparent and Merit-based Recruitment of Researchers

## OTM-R

### Checklist for Institutions

|                                                                                                              | Open | Transparent | Merit-based | Answer:<br>Yes<br><i>completely/Yes<br/>substantially/<br/>Yes partially/No</i> | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>OTM-R system</b>                                                                                          |      |             |             |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1. Have we published a version of our OTM-R policy online (in the national language and in English)?         | x    | x           | x           | <i>Yes substantially</i>                                                        | <a href="http://www.polimi.it/en/university/statute-and-regulations/">http://www.polimi.it/en/university/statute-and-regulations/</a><br><i>All regulations are published in Italian.<br/>All regulations related to research personnel and code of conduct are translated in English</i>                                                                                                                         |
| 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>                                                           | [Date of latest update; ensure that it is sent to all staff]<br>The latest update is June 15, 2017. Regulations are all available on the web page<br><a href="http://www.normativa.polimi.it/?id_sottoc=31">http://www.normativa.polimi.it/?id_sottoc=31</a><br><a href="https://www.polimi.it/en/the-politecnico/statute-and-regulations/">https://www.polimi.it/en/the-politecnico/statute-and-regulations/</a> |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | x    | x           | x           | <i>Yes completely</i>                                                           | - Existence of training programmes for OTM-R<br>- Number of staff following training in OTM-R                                                                                                                                                                                                                                                                                                                     |

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|                                                                                                                |   |   |   |                           | Guidelines for the public selections are available and distributed to all people involved in selection processes.                                                                                                                                                                                                                                                                              |
| 4. Do we make (sufficient) use of e-recruitment tools?                                                         | x | x |   | <i>Yes completely</i>     | The recruitment process is performed only through a Web-based application                                                                                                                                                                                                                                                                                                                      |
| 5. Do we have a quality control system for OTM-R in place?                                                     | x | x | x | <i>Yes completely</i>     | National rules and ministry regulations are applied. An internal office, in the Human Resources Area, checks that all criteria are satisfied and approves the whole procedure.                                                                                                                                                                                                                 |
| 6. Does our current OTM-R policy encourage external candidates to apply?                                       | x | x | x | <i>Yes, completely</i>    | There is a Ministry regulation that explains all procedures                                                                                                                                                                                                                                                                                                                                    |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad?                       | x | x | x | <i>Yes, substantially</i> | The Senate approved a guideline for which at least 20% of recruited faculty members should come from abroad.                                                                                                                                                                                                                                                                                   |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups?                       | x | x | x | <i>No</i>                 | Because of Italian regulations, Politecnico di Milano cannot open calls restricted to underrepresented groups. Anyway, both the guidelines for the activation of the recruitment procedures and the verification phase of the documents supporting the recruitment process allow the identification of potential cases of discrimination.                                                      |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | <i>Yes, completely</i>    | It is assured to PhD candidates, post-doc young researchers, temporary and permanent faculty members the access to their Department and Labs, to the Campus Library and e-resources. Moreover, every researcher has assigned a personal working desk, equipped with laptop and/or PC. A private health insurance is provided, and also a nursery school and summer camp for researchers' kids. |
| 10. Do we have means to monitor whether the most suitable researchers apply?                                   |   |   |   | <i>Yes completely</i>     | Politecnico di Milano uses the best communication means to give notice of the vacancies. These include: public national journal, institutional web sites, other Italian vacancies sites, Euraxess web site                                                                                                                                                                                     |

| <b>Advertising and application phase</b>                                                                                                                |   |   |   |                          |                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?                                                                | x | x |   | <i>Yes completely</i>    | Vacancies are advertised following national (ministerial) procedures                                                                                                                                                                                                                                                                                                                                           |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)] | x | x |   | <i>Yes substantially</i> | For what regards R1 and R2 all elements foreseen in Chapter 4.4.1 are included.<br>For R3 and R4 most of them are included. Only the entitlement, professional development and career development prospects aren't included since the contract for these positions is a model contract defined at national level.                                                                                              |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?                                                            | x | x |   | <i>Yes completely</i>    | 100% of job adverts posted on EURAXESS                                                                                                                                                                                                                                                                                                                                                                         |
| 14. Do we make use of other job advertising tools?                                                                                                      | x | x |   | <i>Yes completely</i>    | National public means and websites                                                                                                                                                                                                                                                                                                                                                                             |
| 15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]                                                         | x |   |   | <i>Yes, partially</i>    | All material is on line<br>The transmission of supporting documents is performed solely by electronic means.<br>Applicants should be allowed to make a declaration in which they engage to provide the proof after the selection process is concluded. We can accept scanned copies for documents. At this time, extra UE researchers that apply cannot provide self-certification, due to Italian regulation. |
| <b>Selection and evaluation phase</b>                                                                                                                   |   |   |   |                          |                                                                                                                                                                                                                                                                                                                                                                                                                |
| 16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]                                                    |   | x | x | <i>Yes completely</i>    | Committees are appointed with an official administrative order                                                                                                                                                                                                                                                                                                                                                 |

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| 17. Do we have clear rules concerning the composition of selection committees?                                                                 |  | x | x | <i>Yes, completely</i> | Written guidelines<br>Regulation on the composition: <ul style="list-style-type: none"> <li>- Committees are composed by at least 3 members</li> <li>- Inclusion of external experts in all committees where possible</li> <li>- Inclusion of international experts in all committees for recruitment of permanent professors</li> <li>- Inclusion of experts from different sectors when appropriate for recruitment of young researchers (PhD candidates); not allowed by national regulations for Faculty members</li> <li>- Committees with relevant experience, qualification and competencies for candidates assessment</li> </ul> |
| 18. Are the committees sufficiently gender-balanced?                                                                                           |  | x | x | <i>No</i>              | In 2020, 69,7% of the committees were composed only by men.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 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 | x | <i>Yes completely</i>  | Selection committees are supported providing written guidelines. The call, for PhD and Post doc Fellows, indicates the main evaluation criteria and the first meeting of the committee must specify and publish how these criteria are evaluated and weighted. For Associate and Full Professors at the beginning of the selection process, the first meeting takes place without having seen the candidates. All this guarantees transparency in the definition of the criteria.                                                                                                                                                        |

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| <b>Appointment phase</b>                                             |   |   |  |                        |                                                                                                            |
| 20. Do we inform all applicants at the end of the selection process? | x | x |  | <i>Yes, completely</i> | All applicants are informed with the publication of results. In addition, detailed evaluations are public. |

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| 21. Do we provide adequate feedback to interviewees?         | x | x |  | Yes, completely | For every criteria there is a feedback and an individual comment to all interviewees                                                                                         |
| 22. Do we have an appropriate complaints mechanism in place? |   | x |  | Yes, completely | Two possible complaints:<br>- Internal self defence mechanism foreseen by Italian law for a review of the process<br>- External appeal to the Administrative Regional Court. |

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| <b>Overall assessment</b>                                                            |  |  |  |                |                                                                                                                                           |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |  |  | Yes completely | There is a responsible of the procedures that is external to the evaluation committee. The responsible is already identified in the call. |