

HR Excellence in Research

OTM-R Checklist

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Case number

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Name Organisation under review

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OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this 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 small 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 over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its

OTM-R policy, which should be further reviewed and adapted as necessary.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/- Yes substantially	The documents are only in Romanian for administrative, teaching and research positions https://www.tuiasi.ro/posturile-didactice-pachet-de-informatii/ https://www.tuiasi.ro/concursuri-si-promovari/
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	https://www.tuiasi.ro/posturile-didactice-pachet-de-informatii/ https://www.tuiasi.ro/concursuri-si-promovari/ The general guidelines are stipulated here: https://www.tuiasi.ro/wp-content/uploads/2025/11/PO.DID_.12-E3R3-aprobata-Senat-fara-semnaturi.pdf https://www.tuiasi.ro/wp-content/uploads/2025/11/PO.DID17-E2R0-scanat-fara-semnaturi.pdf
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	TUIASI operates an Open, Transparent, and Merit-based Recruitment system. All committee members and legal advisors are mandated to follow standardized methodologies that guarantee a fair, expert-led, and non-discriminatory selection process, in full compliance with the University Charter and European standards for research careers. https://www.tuiasi.ro/wp-content/uploads/2025/11/PO.DID_.12-E3R3-aprobata-Senat-fara-semnaturi.pdf https://www.tuiasi.ro/wp-content/uploads/2025/11/PO.DID17-E2R0-scanat-fara-semnaturi.pdf
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	All academic / research positions are advertised on the TUIASI website and on the government website. https://www.tuiasi.ro/posturile-didactice-pachet-de-informatii/ https://www.tuiasi.ro/concursuri-si-promovari/ http://jobs.edu.ro/index.php?uid=29 Also, as per national legislation, all open positions, be it tenured or temporary, should be published in Monitorul Oficial al României, partea a III-a and also advertised in local / regional media (newspapers)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	<p>To guarantee the transparency and fairness of the selection process, TUIASI maintains a dedicated Appeals and Redress Mechanism. A formal Appeals Committee is established for every competition to objectively resolve any procedural disputes or contested results raised by candidates. This mechanism operates independently from the Selection Committee, ensuring that all candidate concerns are addressed within the established timeframes and in accordance with the OTM-R principles integrated into the University's internal regulations. https://www.tuiasi.ro/wp-content/uploads/2023/12/Carta-TUIASI-15.12.2023_final_adoptata.pdf</p> <p>https://www.tuiasi.ro/wp-content/uploads/2025/11/PO.DID_.12-E3R3-aprobata-Senat-fara-semnaturi.pdf</p> <p>https://www.tuiasi.ro/wp-content/uploads/2025/11/PO.DID17-E2R0-scanat-fara-semnaturi.pdf</p>
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	<p>TUIASI's recruitment framework, grounded in PO.DID.12 and PO.DID.17, is designed to eliminate "insider" advantage. Institutional procedures mandate that selection committees include external experts to ensure impartial judgment. Furthermore, the University Charter and Law 199/2023 require all vacancies to be advertised on national platforms, with specific points awarded in evaluation grids for experience gained in other research environments. While the primary working language (Romanian) remains a challenge for international applicants, the administrative process treats external and internal candidates with identical rigor, ensuring that merit is the sole criterion for progression.</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	TUIASI's policy is legally aligned through Law 199/2023, which facilitates the integration of international diplomas, and PO.DID.12, which mandates merit-based selection by external experts. The university actively rewards international mobility in its scoring grids, creating a "pull factor" for researchers with global experience. However, a gap remains in the advertising phase: while the process is fair, the majority of detailed competition folders are published in Romanian. To move from "substantially" to "fully" aligned, the university is committed to translating all R1–R4 vacancy templates into English and utilizing the EURAXESS portal more systematically to reach the global labor market.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	TUIASI's policy is firmly grounded in the non-discrimination principles of the University Charter and Law 199/2023. The PO.DID.12 procedure ensures that the selection process is merit-based and objective, which inherently protects candidates from underrepresented groups from subjective bias.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	TUIASI ensures that its OTM-R policy is a gateway to high-quality working conditions. In accordance with Law 199/2023, all research positions come with comprehensive social security and legal protections. Our PO.DID.12 procedure ensures that researchers enter a meritocratic system where career progression is transparent and predictable. The institutional framework established by the University Charter guarantees academic freedom and a supportive environment.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	TUIASI has highly effective means to ensure that the researchers selected are the most suitable among the applicants. This is achieved through the strict application of Law 199/2023 minimum standards and the objective scoring grids in PO.DID.12, which are overseen by committees including external experts (for R3/4 candidates).
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	All academic / research positions are advertised on the TUIASI website and on the government website. https://www.tuiasi.ro/posturile-didactice-pachet-de-informatii/ https://www.tuiasi.ro/concursuri-si-promovari/ http://jobs.edu.ro/index.php?uid=29 Also, as per national legislation, all open positions, be it tenured or temporary, should be published in Monitorul Oficial al României, partea a III-a and also advertised in local / regional media (newspapers) However, using EURAXESS for advertising open positions has been limited.
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	Yes, online notices include all necessary details for applicants, both on University's website, on http://jobs.edu.ro/
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Using EURAXESS for advertising open positions has been limited. https://euraxess.ec.europa.eu/group/26488/nodes
Do we make use of other job advertising tools?	x	x		++ Yes completely	All academic / research positions are advertised on the TUIASI website and on the government website. https://www.tuiasi.ro/posturile-didactice-pachet-de-informatii/ https://www.tuiasi.ro/concursuri-si-promovari/ http://jobs.edu.ro/index.php?uid=29 Also, as per national legislation, all open positions, be it tenured or temporary, should be published in Monitorul Oficial al României, partea a III-a and also advertised in local / regional media (newspapers) However, using EURAXESS for advertising open positions has been limited.
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	TUIASI minimizes candidate burden by providing standardized, user-friendly templates and utilizing the Europass CV format. Our PO.DID.12, PO.DID.17 procedures allows for a hybrid submission model (digital + physical), significantly reducing the volume of printed material required. While Law 199/2023 dictates a specific level of administrative rigor, TUIASI provides a 15-day verification window to assist candidates in correcting minor dossier errors.
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?	x	x		++ Yes completely	TUIASI operates under a highly regulated framework defined by PO.DID.12, PO.DID.17 and Law 199/2023. Selection committees are appointed through a transparent three-tier process (Department, Faculty and Senate) and must consist of five members of equal or higher rank than the vacancy. Rules regarding conflict of interest and nepotism are strictly enforced through mandatory self-declarations.
Do we have clear rules concerning the composition of selection committees?	x	x		++ Yes completely	TUIASI's rules on committee composition are explicitly detailed in PO.DID.12, PO.DID.17 and fully compliant with Law 199/2023. Every committee is structured to ensure that only higher-ranked peers evaluate candidates, with a mandatory inclusion of external experts for senior positions to guarantee impartiality. Ethical safeguards regarding conflicts of interest are strictly enforced through the University Charter.
Are the committees sufficiently gender-balanced?	x	x		++ Yes completely	In accordance with PO.DID.12, PO.DID.17, and the University Charter, selection committees at TUIASI are appointed primarily on the basis of high-level scientific expertise and professional merit. Complementing these core requirements, and in alignment with Law 199/2023 and our Gender Equality Plan (GEP), TUIASI ensures that committees are sufficiently gender-balanced. This proactive composition serves to promote diverse perspectives in the evaluation process and ensures that merit is judged in a fair, unbiased, and transparent manner.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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	TUIASI employs a rigorous, merit-based selection framework defined by PO.DID.12 and PO.DID.17, in full compliance with Law 199/2023. Merit is judged through standardized scoring grids that balance quantitative scientific output (ISI publications, h-index) with qualitative indicators such as the "Research Plan" and pedagogical performance in public probes. These guidelines ensure that selection committees evaluate the "whole range of experience," including mobility and leadership. Furthermore, the inclusion of external experts in the committees provides an objective benchmark, ensuring that the "best candidate" is selected based on a transparent, evidence-based assessment of their potential to contribute to the university's strategic goals.
Appointment phase					
Do we inform all applicants at the end of the selection process?				x ++ Yes completely	In accordance with PO.DID.12, PO.DID.17 and the university's commitment to OTM-R principles, TUIASI ensures full transparency in the communication of competition results. To maintain a balance between public accountability and the protection of personal data under GDPR, final scores for all candidates are published on the TUIASI website using unique anonymized competition identifiers. This procedure allows candidates to verify their standing and exercise their right to redress while ensuring the highest standards of data privacy.
Do we provide adequate feedback to interviewees?				x ++ Yes completely	TUIASI provides high-quality quantitative feedback through the publication of detailed scoring grids, as mandated by PO.DID.12 and PO.DID.17. Every candidate is informed of their scores in each evaluation category, allowing for a clear understanding of their performance relative to the standards of Law 199/2023. Furthermore, the formal appeals process ensures a detailed written response for contested results.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	TUIASI maintains a robust and independent complaints mechanism integrated into its Manual of Procedures (PO.DID.12, PO.DID.17) and fully aligned with Law 199/2023. Candidates have a legally protected right to contest selection results, with appeals handled by specialized committees that are strictly independent of the initial selection panels. The process is governed by transparent, time-bound protocols that ensure all grievances are reviewed against objective scientific and administrative criteria. The Gap Analysis confirms that this mechanism is highly effective, providing a clear path for redress that maintains the integrity and professional dignity of the recruitment process for all participants.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	TUIASI monitors the effectiveness of its OTM-R policy through a multi-tiered quality assurance system. At the operational level, PO.DID.12 and PO.DID.17 require detailed post-competition reports that are validated by the University Senate. At the institutional level, the Monitoring Committee (per the University Charter) performs regular audits of internal procedures. We currently track quantitative indicators such as number of applicants and success of appeals.