



UNIVERSITÀ
DEGLI STUDI
FIRENZE



HR EXCELLENCE IN RESEARCH

UNIFI

OTM-R POLICY

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The European Open, Transparent and Merit Based Recruitment Policy

The "HR Strategy for Researchers" is a mechanism promoted at European level to support the enforcement and implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C) within research institutions and funding organizations.

(https://euraxess.ec.europa.eu/sites/default/files/am509774cee_en_e4.pdf)

The European Charter for Researchers is a set of general principles and requirements adopted by the European Commission in March 2005 with the aim to achieve for an excellent human resources management and to make research careers more attractive in order to enhance the development of a dynamic European research community and an open labour market for researchers.

In the words of the European Commission:

[...] The European Charter for Researchers is a set of general principles and requirements which specifies the roles, responsibilities and entitlements of researchers as well as of employers and/or funders of researchers. The aim of the Charter is to ensure that the nature of the relationship between researchers and employers or funders is conducive to successful performance in generating, transferring, sharing and disseminating knowledge and technological development, and to the career development of researchers. The Charter also recognizes the value of all forms of mobility as a means for enhancing the professional development of researchers. In this sense, the Charter constitutes a framework for researchers, employers and funders which invites them to act responsibly and as professionals within their working environment, and to recognise each other as such. The Charter addresses all researchers in the European Union at all stages of their career and covers all fields of research in the public and private sectors, irrespective of the nature of the appointment or employment, the legal status of their employer or the type of organisation or establishment in which the work is carried out. It takes into account the multiple roles of researchers, who are appointed not only to conduct research and/or to carry out development activities but are also involved in supervision, mentoring, management or administrative tasks. [...]

<https://euraxess.ec.europa.eu/jobs/charter/european-charter>

The University of Florence has committed itself since 2014 to properly implement and enforce within its premises these principles recognizing from its very beginning how crucial the OTM-R appeared to be in this context. The Acronym **OTM-R** stays for **O**pen **T**ransparent and **M**erit **B**ased **R**ecruitment and represents a key issue within the European strategy consisting in the constant support provided to recruitment processes that should always be:

- ❖ **OPEN** means that institutions must advertise available positions openly and widely in order to maximize the number of potential applicants
- ❖ **TRANSPARENT** means that the recruitment process must be clearly established since the very beginning of the selection process. Information about the selection must be openly accessible for all interested applicants
- ❖ **MERIT-BASED**: selection must be based on clearly identified selection criteria and be always based on merit.

Each organization joining the HRS4R is expected to self-assess its own performance towards the OTM-R by determining at which extent the University common practices are in line with the main key points of the OTM-R included in a specific checklist. The main points of this check list are taken into account in the following sections.

Which are the basic principles of any selection process within UNIFI?

The University of Florence is a Higher Education Public Institution and it is bound by national law to always respect the fundamental principles of objectivity, proper publicity, transparency, and equal opportunities to be guaranteed in all selections at any level. No position can be offered without a proper public selection having taken place.

Which kind of positions are made available and where can information about them be found?

The University of Florence is a public Higher Education Institution making therefore available all positions foreseen for this kind of organizations at national level, meaning:

- ❖ Professors
- ❖ Researchers
- ❖ Research Grants
- ❖ Research Doctorate Programs (PhD)
- ❖ Technologists

In order to allow applicants, especially foreign ones, a proper understanding of each one of these positions a specific page has been created on UNIFI web site including a brief description about each one of these positions and redirecting the user to relevant pages where more precise indications may be found about each one of them.

This page, called “Work with us”, is available at the following link: <https://www.unifi.it/vp-11713-work-with-us.html> or can be accessed from the very main page of the University web site (www.unifi.it) by selecting “Research” on top of the page.

Where do advertisements about available positions are made known?

According to National Law 240/2010 all advertisements of available positions are to be made public through the following official channels:

Web Site Name	Web site link
Euraxess	https://euraxess.ec.europa.eu/
Ministry of Education, University and Research Website	http://bandi.miur.it/
UNIFI official gazette	http://www.unifi.it/albo-ufficiale.html
UNIFI web site	http://www.unifi.it/vp-2377-reclutamento-concorsi-selezioni.html

What do advertisements usually look like and which kind of information do they include?

For each vacancy offered the University of Florence is bound by law to publish an advertisement (in Italian “Bando”), openly accessible for all interested applicants. Such advertisement must remain open for a reasonable period of time, usually 3 or 4 weeks, to allow the participation of the highest possible number of candidates. It is the announcement itself that specifies the duration of the vacancy. The announcement includes at least the following information:

- ❖ Description of the position offered and of the competences/skills required

- ❖ Number of available positions
- ❖ Recruiting unit
- ❖ Type of contract offered*
- ❖ Foreseen selection process and selection criteria

*The funding level offered to candidates may be found within the University website where tables are made available showing the level of remuneration foreseen for each type of employment contract

<https://www.unifi.it/vp-2858-trattamento-economico.html>

How does the selection process take place?

For each selection process the applicant can refer to a specific web page within the web site (www.unifi.it) where all relevant information is published as soon as available.

The page includes first and foremost all relevant indications about how to apply for the positions offered. After the submission of the application information is provided to all applicants about applicants accepted for evaluation or not, along with any needed information or explanation.

Applicants admitted within the selection process are requested to monitor the relevant page where information about the composition of the selections committees and additional information about the steps of the process are made public.

At the end of the selection process a ranking list including all applicants and identifying the candidates selected is published on the web site and within the official gazette.

Do we make (sufficient) use of e-recruitment tools?

The University of Florence has been promoting in the last years the greatest possible use of e-recruitment tools. Such tools have been adopted for the recruitment of PhD Students and Temporary Researchers and are about to be adopted as well for fellow researchers. At the beginning such tools were available only in Italian but during the first phase of the participation of UNIFI within the HRS4R efforts have been made available as well in English. The English version of the e-tool for the recruitment of temporary researchers is expected to be released by the end of 2021.

Do we have a quality control system for OTM-R in place?

The University of Florence is accustomed to provide great importance to quality assurances process. It is in fact endowed with a permanent body specifically devoted to this task called "Quality Supervisory Board" (Presidio della Qualità) whose mission consists specifically in overseeing the University performance in attaining the strategic goals foreseen, ensuring the proper management of internal and external information flows and supporting the activities carried out in the University structures. It supports the University Quality Assurance (AQ) policies for training and research, promotes a culture of quality, carries out surveillance and monitoring activities, promotes continuous improvement and supports the University structures in the management of quality processes. (<https://www.unifi.it/vp-10053-presidio-della-qualita.html#istituzione>)

Does our current OTM-R policy encourage external candidates to apply

Foreign applicants are treated on an equal basis with national applicants. As many information as possible are made available in English to allow their proper participation. In any case for each vacancy offered an administrative officer is identified to provide appropriate support to all interested applicants.