TEMPLATE 3 – OTM-R Checklist revised 30.07.2025

Case number: 2021RO668627

Name Organisation under review: Universitatea Transilvania din Brasov

Organisation's contact details: B-dul Eroilor nr. 29, 500036 Brasov, Romania

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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.

	Open	Transparent	Merit-Based	Answer: (++Yes completely / +- Yes substantially / -+ Yes partially / -- no)	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, completely	The approved version of the OTM-R policy was published in Romanian https://www.unitbv.ro/documente/despre-unitbv/regulamente-hotarari/regulamentele-universitatii/cercetare/Politica_UNITBV_recrutare_cercetatori_29.09.2023.pdf and English https://www.unitbv.ro/documente/about/regulations/General_Regulations/2.1_Politica_UNITBV_recrutare_cercetatori_29.09.2023_engl.pdf
Do we have an internal guidesetting out clear OTM-R procedures and practices forall types of positions?	x	x	x	++ Yes, completely	The internal Methodology on recruitment and selection of candidates for teaching and research positions was updated in 2024, and is available to all candidates (internal and external): https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_engl_12.11.2024.pdf

Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+- Yes, substantially	Members of selection committees, HR professionals and other academic staff are trained twice a year on procedures and areas of OTM-R and the hiring process.
Do we make (sufficient) use of e-recruitment tools?	x	x		+- Yes, substantially	According to the type of available position the following advertising channels are used: - the university's website https://www.unitbv.ro/despre-unitbv/cariera-si-posturi-vacante.html - dedicated national platforms: http://jobs.edu.ro/ And https://jobs.research.gov.ro/ - Euraxess platform: https://euraxess.ec.europa.eu/jobs/search?f%5B0%5D=keywords%3AUNITBV - LinkedIn institutional account: https://www.linkedin.com/school/transilvaniauniversity-of-brasov/mycompany/
Do we have a quality control system for OTM-R in place?	x	x	x	+- Yes, substantially	Institutional Quality Assurance control and procedures are in place. In 2024, the Quality Assurance Strategy was adopted 2024-2029 https://www.unitbv.ro/documente/about/regulations/General_Regulations/Strategia_privind_asigurarea_calitatii_2024-2029_24.07.2024_engl.pdf
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+- Yes, substantially	The current OTM-R practices encourage external Romanian candidates to apply. One of UNITBV's strategic objectives consists in raising attractiveness among potential external candidates.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-+ Yes, partially	Only a small number of international candidates apply, due to language barriers (most of the internal documentation is in Romanian and most of the jobs advertorials are in Romanian) and due to low attractiveness of the Romanian research environment.

Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-+ Yes, partially	UNITBV's Methodology on recruitment and selection of candidates for teaching and research positions promotes gender equality. Certain programs, such as the Transilvania Academica Scholarship, are designed to attract early-stage researchers (doctoral students), particularly from underrepresented groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+- Yes, substantially	The OTM-R practice, the competitive infrastructure and the reward system based on performance provide attractive working conditions and environment for internal and external candidates.
Do we have means to monitor whether the most suitable researchers apply?	x	x	x	-+ Yes, partially	Only candidates who fulfill all recruitment requirements are eligible for the selection process. Currently there is no formal process for assessing if the most suitable candidates have applied.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+- Yes, substantially	All advertisements regarding research and academic job vacancies are published at least on the university website and on a national online platform using clear guidelines and templates. Research open jobs are advertised on Euraxess for all project-based positions (funded by The Executive Agency for Higher Education, Research, and Innovation Funding - UEFISCDI, as mandatory contractual obligation) and occasionally for vacant positions funded by UNITBV or by other bodies.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-+ Yes, substantially	Job advertisements have relevant references/links for candidates.

Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-+ Yes, partially	All project-based positions (funded by UEFISCDI) are advertised on Euraxess, and occasionally vacant positions funded by UNITBV or by other funding bodies
Do we make use of other job advertising tools?	x	x		+- Yes, substantially	The following advertising tools are used: - the university's website: https://www.unitbv.ro/despre-unitbv/cariera-siposturi-vacante/posturi-pentru-personalul-decercetare.html - dedicated national platforms: http://jobs.edu.ro/ https://jobs.research.gov.ro/ - Euraxess platform: https://euraxess.ec.europa.eu/jobs/search?f%5B0%5D=job_country%3A751&page=1 - LinkedIn institutional account: https://www.linkedin.com/school/transilvaniauniversity-of-brasov/mycompany/ - Official Gazette of Romania - national newspapers - UNITBV Facebook account: https://www.facebook.com/unitbv
Do we keep the administrative burden to a minimum for the candidate?	x			-+ Yes, partially	All required documents and administrative procedures are mandatory according to national regulations and there is no possibility of excluding some to reduce the administrative burden. UNITBV provides support in all stages of recruitment and selection, to make the process easier for the candidates.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	Yes, according to UNITBV's Methodology on recruitment and selection of candidates for teaching and research positions clear rules are in place for the appointment of selection committees: https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_engl_12.11.2024.pdf

Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	Yes, according to UNITBV's Methodology on recruitment and selection of candidates for teaching and research positions clear rules regarding the composition of committees are in place: https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_engl_12.11.2024.pdf
Are the committees sufficiently gender-balanced?		x	x	+- Yes, substantially	According to UNITBV's Methodology on recruitment and selection of candidates for teaching and research positions the committees are usually gender balanced. Although, in some technical fields there are more men than women, while in social sciences and humanities there are more women than men, reflecting the general gender distribution in the fields.
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	The UNITBV's selection criteria are based on merit, both bibliometric indices and qualitative criteria are used by the selection committee, according to the Methodology on recruitment and selection of candidates for teaching and research positions: https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_engl_12.11.2024.pdf
Appointment phase					
Do we inform all applicants at the end of the selection process	x			++ Yes, completely	Yes, all results are published on the university websites, and for fellowship positions, all candidates are notified also by email.
Do we provide adequate feedback to interviewees?	x			+- Yes, substantially	Yes, all candidates receive feedback from the selection committee if the interview is used as a selection technique.

Do we have an appropriate complaints mechanism in place?	x			++ Yes, completely	There are clear regulations on submitting complaints regarding the recruitment and selection process and clear deadlines for resolutions (see the Methodology on recruitment and selection of candidates for teaching and research positions: https://www.unitbv.ro/documente/about/regulations/General_Regulations/Metodologia_posturi_engl_12.11.2024.pdf
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-+ Yes, substantially	In 2023 was adopted the Policy of UNITBV for OTM-R https://www.unitbv.ro/documente/about/regulations/General_Regulations/2.1_Politica_UNITBV_recrutare_cercetatori_29.09.2023_engl.pdf and the Quality Assurance Strategy 2024-2029 https://www.unitbv.ro/documente/about/regulations/General_Regulations/Strategia_privind_asigurarea_calitatii_2024-2029_24.07.2024_engl.pdf