

UNamur – Action plan OTM-R (2019-2021)

I. Deliveries to be put in place to fill in the gaps and to comply to the OTM-R policy

▣ Strategic: requires a formal decision from the UNamur authorities

▣ Needs the support of the UNamur authorities

▣ Operational : can be put in place directly by a specific unit (e.g. service or a department)

Action	Reference to the OTM-R check-list	Calendar (quarter/semester)	Persons/Units in charge	Other involved units	Deliveries
New documents to be generated					
Definition of an OTM-R UNamur policy	1	T1 2019	• VRRH	<ul style="list-style-type: none"> • SRH • Euraxess unit • Euraxess committee • Rector's council (CR) • CA 	<ul style="list-style-type: none"> • OTM-R policy
Development of a quality control system for the OTM-R policy	5	2020-2021	• VRQ	<ul style="list-style-type: none"> • SRH • Euraxess unit • Euraxess committee • CR • CA 	<ul style="list-style-type: none"> • Document describing the quality control system for the OTM-R policy • Reports on this quality control (later)
Online informations regarding recruitment, welcoming, working conditions and researcher carrier	13	T3 2019	• VRRH	<ul style="list-style-type: none"> • SRH • Euraxess unit • Euraxess committee 	<ul style="list-style-type: none"> • Web pages

<p>Situation of the scientific staff ; to be conformed to the C&C</p>	17	T4 2021	<ul style="list-style-type: none"> • VRRH 	<ul style="list-style-type: none"> • Scientific body • ADRE • Euraxess unit • Euraxess committee • CR • CA 	<ul style="list-style-type: none"> • Revision of the regulations of the scientific staff
<p>Development of guidelines for the recruitment of new scientific staff along the lines of "Recruitment of new academics"</p>	2 ;16 ;17 ;19	T4 2019	<ul style="list-style-type: none"> • VRRH 	<ul style="list-style-type: none"> • Scientific body • ADRE • Euraxess unit • Euraxess committee • CR • CA 	<ul style="list-style-type: none"> • « Provisions for the recruitment of new scientific staff members » document
<p>Development of guidelines for the promotion of new scientific staff (along the lines of the annex 6 of the regulations of the academic staff)</p>	17 ;19	T3 2019	<ul style="list-style-type: none"> • VRRH • VRR 	<ul style="list-style-type: none"> • Scientific body • ADRE • Euraxess unit • Euraxess committee • CR • CA 	<ul style="list-style-type: none"> • « Provisions for the promotion of scientific staff members » document
<p>Drafting of an information brochure on OTM-R for UNamur recruitment officers « quick win »</p>	1	T2 2019	<ul style="list-style-type: none"> • SRH • Admin Com 	<ul style="list-style-type: none"> • information to : • Academic body • Scientific body • VRRH 	<ul style="list-style-type: none"> • Brochures
<p>Feasibility study for the implementation of home working</p>	9	T2 2020	<ul style="list-style-type: none"> • SRH 	<ul style="list-style-type: none"> • VRRH • VRR • CR • CA 	<ul style="list-style-type: none"> • Report on the feasibility of implementing the home working

Introduction of a "feedback" into the recruitment procedure: systematic feedback on the follow-up given to the application and qualitative feedback on request on the strengths and weaknesses of each candidate interviewed. « Quick win »	20	T3 2019	<ul style="list-style-type: none"> • SRH 	<ul style="list-style-type: none"> • VRRH 	<ul style="list-style-type: none"> • Introduction of clauses relating to the obligation of "feedback" in the various documents relating to recruitment procedures. • Archiving of feedback to be provided to candidates and included in their applications
Establishment of a system to evaluate the implementation of the OTM-R policy	23	T1 2020	<ul style="list-style-type: none"> • VRRH 	<ul style="list-style-type: none"> • SRH • VRQ • Euraxess unit • Euraxess committee • CR • CA 	<ul style="list-style-type: none"> • Creation of a system to evaluate the implementation of the OTM-R UNamur policy

Documents to be revised or updated to conform to the UNamur OTM-R policy					
Revision of the UNamur recruitment Charter	2 ;11 ;12 ;17	T2 2020	<ul style="list-style-type: none"> • VRRH 	<ul style="list-style-type: none"> • Academic body • Scientific body • Euraxess unit • Euraxess committee • CR • CA 	<ul style="list-style-type: none"> • Updated UNamur recruitment Charter
Revision of the UNamur	11 ;12	T4 2020	<ul style="list-style-type: none"> • VRRH 	<ul style="list-style-type: none"> • Academic body • Scientific body 	<ul style="list-style-type: none"> • Updated UNamur recruitment vademecum

Recruitment Vademecum (in particular by including the "Provisions for the hiring of new scientific staff") « Quick win »				<ul style="list-style-type: none"> • Administrative and technical staff body • Euraxess unit • Euraxess committee • CR • CA 	
Revision of the regulations of the academic staff: integrate the "Provisions for the recruitment of new academics" + C&C compliance	17	T4 2021	<ul style="list-style-type: none"> • VRRH • VRR 	<ul style="list-style-type: none"> • Academic body • Euraxess unit • COPIL Statuts • Euraxess committee • CR • CA 	<ul style="list-style-type: none"> • Updated regulations of the academic staff
Review/creation of job offer templates that meet OTM_R requirements « Quick win »	11 ; 12	T2 2019	<ul style="list-style-type: none"> • SRH 	<ul style="list-style-type: none"> • Euraxess unit 	<ul style="list-style-type: none"> • New job offer templates • Information documents for UNamur staff members
Publication of the OTMR policy on the UNamur website and on the Intranet	1	T2 2019	<ul style="list-style-type: none"> • SRH 	<ul style="list-style-type: none"> • Euraxess unit • Admin COM 	<ul style="list-style-type: none"> • Links toward corresponding pages on the UNamur website and on the Intranet
Information regarding the OTM-R UNamur policy	1	T2 2019	<ul style="list-style-type: none"> • Recteur • VRRH 	<ul style="list-style-type: none"> • Admin COM 	<ul style="list-style-type: none"> • Communication supports (CA decisions, emails, web pages, brochure, ...)

	towards all staff memebres					
	Information to all UNamur staff on the existence of : - The Recruitment Charter - Provisions for the recruitment of scientific staff members - Provisions for the recruitment of new academics staff members Information on the revision of staff regulations (academic/scientific)	2 ; 16 ; 17 ; 19	T2 2020 T4 2019 T4 2019 T4 2021	<ul style="list-style-type: none"> • Recteur • VRRH 	<ul style="list-style-type: none"> • Admin COM 	<ul style="list-style-type: none"> • Communication supports (CA decisions, emails, web pages, brochure, ...)
	Posting of job vacancies focusing on research activities in English on the UNamur-jobs, Euraxess-jobs and other possible recruitment platforms « Quick win »	7	T2 2019	<ul style="list-style-type: none"> • SRH 	<ul style="list-style-type: none"> • Resarch units • ADRE 	<ul style="list-style-type: none"> • Links toward corresponding pages on the UNamur website
	Translation into English of the web	7 ; 9	T4 2021	<ul style="list-style-type: none"> • ADRE 	<ul style="list-style-type: none"> • SRI • Admin COM 	<ul style="list-style-type: none"> • Links toward corresponding pages on the UNamur website

	pages related to research at UNamur (for the international visibility of the University)				<ul style="list-style-type: none"> • Research units 	
	Communication campaign to promote Euraxess and the Euraxess-Jobs platform (as a recruitment and application tool) « Quick-win »	13	T2 2019	<ul style="list-style-type: none"> • Euraxess unit 	<ul style="list-style-type: none"> • Admin COM 	<ul style="list-style-type: none"> • Communication supports (emails, brochure, ...) + links toward corresponding pages on the UNamur website

	Organisational changes and/or technical developments					
	Extension of PEPS to other categories of researchers	2 ; 4 ; 9 ; 15	T3 2019	<ul style="list-style-type: none"> • VRR 	<ul style="list-style-type: none"> • SIU • SRH • VRRH • ADRE • Scientific body • CR • CA 	<ul style="list-style-type: none"> • Extension of the PEPS online platform
	Development of an organisational and technological solution to support e-recruitment (application management, videoconference)	4	T3 2020	<ul style="list-style-type: none"> • SRH 	<ul style="list-style-type: none"> • SIU • VRRH • Euraxess unit 	<ul style="list-style-type: none"> • e-recrutement platform

support for interviews, etc.).					
Set up a technical link between PEPS and the e-recruitment platform	4	T2 2021	<ul style="list-style-type: none"> • SIU 	<ul style="list-style-type: none"> • VRRH • Euraxess unit 	
Development of a workflow for posting researchers' job offers on both UNamur-Jobs and Euraxess-Jobs. « Quick-win »	13	T2 2019	<ul style="list-style-type: none"> • SRH 	<ul style="list-style-type: none"> • SIU • VRRH • Euraxess unit 	

II. KPI to set or already existing to be used to conform to the OTM-R policy

Reference to the OTM-R « check-list »	Type of indicators/KPI	KPI at T0	Objective/targets at T+1 (in years)	Sources of figures/data
	KPI related to job offers and to job applications			
4. Recruitment tools	<ul style="list-style-type: none"> • Number of published job offers (academic and scientific staff) • Number of applications received (academic and scientific staff) using the tool • Average number of applications per job offer (academic and scientific staff) • Number of recruitment requests introduced in PEPS • Level of satisfaction of internal PEPS users • Percentage of applications received in relation to the total number of applications received (academic and scientific staff) 			<ul style="list-style-type: none"> • SRH • GETAQ

6. Incentive for external candidate application	<ul style="list-style-type: none"> Percentage of external applications (compared to internal applications) responding to job offers (to be different for academic and scientific staff members) 			<ul style="list-style-type: none"> SRH GETAQ
7. OTM-R policy aiming at attracting foreign researchers	<ul style="list-style-type: none"> Number of job offers (scientific and academic) published in English Percentage of non-UNamur researchers applying for open positions at UNamur (to be different for academic and scientific staff members) Percentage of researchers who are not from a Belgian university applying for open positions at UNamur (to be different for academic and scientific staff members) 			<ul style="list-style-type: none"> SRH Euraxess unit GETAQ
9. OTM-R policy offering attractive working conditions	<ul style="list-style-type: none"> Number of job offers (scientific and academic) published in English 			<ul style="list-style-type: none"> SRH
10. Means for assessing whether the most appropriate researchers are applying	<ul style="list-style-type: none"> Ranking of websites on which UNamur publishes job offers (in terms of number of registered members) University of origin of foreign researchers coming to UNamur and ranking of their university 			<ul style="list-style-type: none"> GETAQ VRQ ADRE

13. Optimal use of the Euraxess-Jobs platform	<ul style="list-style-type: none"> • Number of job offers published on Euraxess-Jobs. • Percentage of job offers for researchers posted on Euraxess-Jobs (to reach 100% over time) • Percentage of candidates recruited from abroad (for academic and/or scientific positions) • Percentage of candidates recruited from outside the institution (for academic and/or scientific positions) 			<ul style="list-style-type: none"> • SRH
	KPI related to application follow up and to interviews			
20. Information given to all candidates at the end of the selection procedure	<ul style="list-style-type: none"> • Average length of feedback to the candidates after the decision to close the recruitment procedure (in days) 			<ul style="list-style-type: none"> • SRH
21. « feedback » given to all the interviewed candidates	<ul style="list-style-type: none"> • Percentage of requests for more detailed feedback (relative to the number of candidates who were not selected) 			<ul style="list-style-type: none"> • SRH
22. Appropriate complaint procedure	<ul style="list-style-type: none"> • Percentage of complaints in relation to the total number of job offers for scientist and academic positions. • Percentage of complaints in relation to the total number of applications for scientific and academic positions. 			<ul style="list-style-type: none"> • SRH
	KPI related to gender balance and to under-represented groups			

8. OTM-R policy aiming at attracting under-represented groups	<ul style="list-style-type: none"> • Repartition of seats in UNamur's decision-making bodies that must meet the criteria "1/3 women; 2/3 men" (Figures 2017: Total staff: 15 people of which 40% are women in the board of directors) • Sharing of seats in general bodies (Figures 2017: total workforce: 155 of which 32.3% are women) • Academic staff: % of the staff members devoted to women (Figures 2017: Total staff: 345 of which 26.96% are women - Salary coefficient) • Scientific staff: % of the staff members devoted to women (Figures 2017: Total workforce: 477 people, of which 50.10% are women - Salary coefficient) • Administrative staff: % of the staff members devoted to women (Figures 2017: Total workforce: 465 people, of which 58.92% are women - salary coefficient) • PhD students: Distribution of the proportion of men and women (2017 figures: Total workforce: 283 people, 51.59% of whom are women). 			<ul style="list-style-type: none"> • SRH • ADEN • VRQ
16. Rules for appointing of selection commission	<ul style="list-style-type: none"> • Rules 			<ul style="list-style-type: none"> • SRH
18. Gender balance in recruitment commissions	<ul style="list-style-type: none"> • Percentage of women in recruitment commissions 			<ul style="list-style-type: none"> • SRH
KPI related to the education to OTM-R policy				
3. Education to OTM-R policy	<ul style="list-style-type: none"> • Number of OTM-R trainings organised/year: at least 2 seminars/year; 			<ul style="list-style-type: none"> • SRH

	<ul style="list-style-type: none"> • Number of participants / OTM-R seminar: 5 participants/seminar ; • Total number of employees attending OTM-R training: at least 10 per year. 			
	KPI related to the education to OTM-R practices			
2. Internal guide for OTM-R procedures	<ul style="list-style-type: none"> • Date of last update of existing documents relating to OTM-R procedures and practices 			<ul style="list-style-type: none"> • SRH
23. OTM-R policy evaluation system	<ul style="list-style-type: none"> • KPI to be verified each year 			<ul style="list-style-type: none"> • SRH • VRQ

