

TEMPLATE 3 – OTM-R Checklist

Case number: 2019BE372768

Name Organisation under review: University of Namur (UNamur)

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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.

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	Yes, see : https://www.unamur.be/en/research/euraxess/otm-r
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	There isn't one single guideline, but different clear OTM-R procedures exist for the following profiles: administrative and

					<p>technical staff, teaching assistants, researchers and academics. See the links to the procedures hereunder:</p> <p>Researchers: https://unamur.be/sites/default/files/2024-04/procedure_recrutement_chercheurs_cpo-vfinale29mars2021.pdf</p> <p>Teaching assistants : https://unamur.be/sites/default/files/2024-04/procedure_recrutement_assistants-vfinale-19mars2021.pdf</p> <p>Academics : https://www.unamur.be/fr/media/3142</p> <p>The recruitment policy is available on our website here : https://unamur.be/fr/universite/travailler</p> <p>Moreover, the five university of the Wallonia-Brussels Federation have developed an e-book and an e-learning on the OTM-eR consisting in giving guidelines and trainings on how to recruit, select, give feedback to researchers. The tools will be available in September 2024.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	<p>The employees of the HR service are perfectly trained, but the academics or other R4 who have to recruit sometimes are not yet sufficiently trained. That is something the UNamur intends to improve and has turned it into an action of its news action plan of 2024-2027.</p> <p>Moreover, the five universities of the Wallonia-Brussels Federation have developed an e-book and an e-learning on the OTM-eR consisting in giving guidelines and trainings on how to recruit, select and give feedback to researchers. The tools will be available in September 2024.</p> <p>These books and guidelines will contribute to training people involved in recruitment process outside the HR service.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		--	<p>The UNamur does not have an e-recruitment platform yet. It was an action of the previous action plan, but, because of a change of</p>

					priorities and the breakdown of the financial tool, other IT tools have had to be developed first. Nonetheless, the OTM-eR e-book and e-learning will constitute essential e-resources.																																
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	The UNamur does have a four-eyes system to check that the recruitment report is fair and impartial and that candidate competences match the criteria of selection mentioned in the job offer.																																
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	<p>The UNamur publishes its job offers on its internal website, but also on the Euraxess platform, on LinkedIn, and Academic Positions, Carreer Center by Jobteaser to reach researchers from all over the world and publish the offers in 661 renowned schools and universities of Europe. Here are the number of international members of staff vis-à-vis national members</p> <table border="1"> <thead> <tr> <th>Status</th> <th>BE</th> <th>UE</th> <th>HUE</th> </tr> </thead> <tbody> <tr> <td>Academics</td> <td>293</td> <td>34</td> <td>5</td> </tr> <tr> <td>Technical and administrative staff</td> <td>479</td> <td>10</td> <td>1</td> </tr> <tr> <td>Scientists</td> <td>258</td> <td>62</td> <td>62</td> </tr> <tr> <td>Total</td> <td>1030</td> <td>106</td> <td>68</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Grade</th> <th>BE</th> <th>UE</th> <th>HUE</th> </tr> </thead> <tbody> <tr> <td>PhD</td> <td>45</td> <td>22</td> <td>15</td> </tr> <tr> <td>Post-PhD</td> <td>3</td> <td>25</td> <td>8</td> </tr> </tbody> </table>	Status	BE	UE	HUE	Academics	293	34	5	Technical and administrative staff	479	10	1	Scientists	258	62	62	Total	1030	106	68	Grade	BE	UE	HUE	PhD	45	22	15	Post-PhD	3	25	8
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7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	<p>The UNamur publishes its job offers on its internal website, but also on the Euraxess platform, on LinkedIn, and Academic Positions, Career Center by Jobteaser to reach researchers from all over the world and publish the offers in 661 renowned schools and universities of Europe. Here are the number of international members of staff vis-à-vis national members. See the number of international members of staff vis-à-vis national members in the two tables above.</p> <p>Moreover, in job offers, one sentence especially targets international researchers, that says : <i>"All practical information needed by foreign candidates can be obtained from the website of the European researchers' mobility portal (EURAXESS): https://euraxess.ec.europa.eu/."</i> which is meant to attract international researchers and make them feel welcomed.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	<p>The UNamur publishes its job offers on its internal website, but also on the Euraxess platform, on LinkedIn, and Academic Positions, Career Center by Jobteaser to reach researchers from all over the world and publish the offers in 661 renowned schools and universities of Europe. The UNamur proposes fellowships for researchers/PhD Students coming from the South and Asia, see (https://unamur.be/fr/soutenir/sud) and proposes loans for PhD and Students with lower incomes. In order to attract women, the UNamur has reviewed its recruitment criteria to be more inclusive and for example, considers any experience in another university as an experience abroad, which results in women being able to reconcile their research and their private life. The UNamur proposes a day care to its employees and activities for children during holiday periods. For more information, see UNamur's gender equality plan : https://unamur.be/fr/institution/genre/ressources</p> <p>Also, the UNamur enhances its attractivity for Women in STEAM notably by organizing each year a conference on the subject. It has also produced podcasts on Women working in Sciences. See : https://wgis.unamur.be/</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	<p>The working conditions are attractive, transparent and open. They are available on the website :</p>

					https://unamur.be/sites/default/files/2024-04/package-salarial-baremes.pdf What is more : the UNamur proposes housing solutions for international researchers coming to Namur.
10. Do we have means to monitor whether the most suitable researchers apply?				--	UNamur does have a selection committee that guarantees the chosen candidate is the most suitable candidate based on the recruitment criteria mentioned on the job offer. However, UNamur has no means to control if, in the world, there is another more suitable candidate who hasn't applied to the job. Widely publicizing offers is one way of ensuring that most potential researchers are aware of them and apply if they are interested.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Yes, they are available on the internal website and a unique common template has been developed for job applications on the internal website of the UNamur as well as on the one of Euraxess.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x			In all job offers, the following information is given: <ul style="list-style-type: none"> - The working conditions are clearly explained - The salary and advantages are listed - And a sentence clearly states that the UNamur follows the European Charter principles and the OTM-R guidelines
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/-	The UNamur publishes its job offers on its internal website, but also on the Euraxess platform, on LinkedIn, and Academic Positions, Career Center by Jobteaser to reach researchers from all over the world and publish the offers in 661 renowned schools and universities of Europe.
14. Do we make use of other job advertising tools?	x	x		+/-	The UNamur publishes its job offers on its internal website, but also on the Euraxess platform, on LinkedIn, and Academic Positions, Career Center by Jobteaser to reach researchers from all over the world and publish the offers in 661 renowned schools and universities of Europe.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-	Yes, candidates should fill in a form, send a CV and a cover letter.
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?		x	x	++	<p>Yes, in each recruitment procedures for all positions the appointment of selection committee is clearly detailed.</p> <p>Researchers: https://unamur.be/sites/default/files/2024-04/procedure_recrutement_-_chercheurs_cpo-vfinale29mars2021.pdf</p> <p>Teaching assistants : https://unamur.be/sites/default/files/2024-04/procedure_recrutement_-_assistants-vfinale-19mars2021.pdf</p> <p>Academics : : https://www.unamur.be/fr/media/3142</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	<p>Yes, in each recruitment procedures for all positions the appointment of selection committee is clearly detailed.</p> <p>Researchers: https://unamur.be/sites/default/files/2024-04/procedure_recrutement_-_chercheurs_cpo-vfinale29mars2021.pdf</p> <p>Teaching assistants : https://unamur.be/sites/default/files/2024-04/procedure_recrutement_-_assistants-vfinale-19mars2021.pdf</p> <p>Academics : : https://www.unamur.be/fr/media/3142</p>
18. Are the committees sufficiently gender-balanced?		x	x	++	<p>Yes, and it is stated in the UNamur Gender report, see pages 45 and following : https://unamur.be/sites/default/files/2024-01/rapport_genre_unamur_2020-2021.pdf</p>
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	++	<p>Yes, indeed, it is clearly explained in the recruitment procedures for each profile.</p> <p>https://unamur.be/en/search/profile/senior/career</p>
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		-/+	<ul style="list-style-type: none"> - Administrative and Technical staff : yes - Teaching assistants : yes - Academics : yes - Researchers : not systematically. It depends on the number of applicants. If they weren't too many, a feedback is given, but if there was a lot of applicants, it isn't possible because of a lack of ressources.
21. Do we provide adequate feedback to interviewees?		x		+/-	<ul style="list-style-type: none"> - Administrative and Technical staff : yes - Teaching assistants : yes - Academics : yes

					- Researchers : Yes, if a candidate asks for a feedback, the person in charge shall give him/her one.																																
22. Do we have an appropriate complaints mechanism in place?		x		+/-	Yes, a system exists which consists in contacting the president of the selection committee. Over the last 10 years, 4 complaints were made.																																
Overall assessment																																					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					<p>We don't have a proper tool, but numbers show that the UNamur welcomes international researchers which implies that OTM-R principles are well applied. Also, a gender committee checks the gender balance among employees is respected and measures are put in place to welcome any researcher based on his/her merits, regardless of her/his gender, disability, sexual orientation, origin... See the gender report : https://unamur.be/sites/default/files/2024-01/rapport_genre_unamur_2020-2021.pdf.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>BE</th> <th>UE</th> <th>HUE</th> </tr> </thead> <tbody> <tr> <td>Academics</td> <td>293</td> <td>34</td> <td>5</td> </tr> <tr> <td>Technical and administrative staff</td> <td>479</td> <td>10</td> <td>1</td> </tr> <tr> <td>Scientists</td> <td>258</td> <td>62</td> <td>62</td> </tr> <tr> <td>Total</td> <td>1030</td> <td>106</td> <td>68</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Grade</th> <th>BE</th> <th>UE</th> <th>HUE</th> </tr> </thead> <tbody> <tr> <td>PhD</td> <td>45</td> <td>22</td> <td>15</td> </tr> <tr> <td>Post-PhD</td> <td>3</td> <td>25</td> <td>8</td> </tr> </tbody> </table>	Status	BE	UE	HUE	Academics	293	34	5	Technical and administrative staff	479	10	1	Scientists	258	62	62	Total	1030	106	68	Grade	BE	UE	HUE	PhD	45	22	15	Post-PhD	3	25	8
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