



Open, Transparent and Merit-based Recruitment of Researchers

OTM-R Checklist

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	Open	Transparent	Merit-based	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	-- No	The development of the OTM-R Policy has been added in the Extended Action Plan and its implementation constitutes a major priority. Upon approval by the Senate, the Policy will be published in a designated area in the EUC website.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	The EUC Charter Annexes and Internal Regulations (available at https://euc.ac.cy/en/about-us/university-leadership/) set out specific and clear OTM-R procedures and processes for R4, R3 and R1 positions, which are strictly followed by the relevant bodies and committees. OTM-R procedures and best practices for the recruitment of R2 researchers are included in the EUC Research Administration Procedures Handbook. The OTM-R Policy will include clear guidelines for the recruitment of fixed-term researchers (usually R2 researchers).
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	EUC departments involved in the recruitment of researchers (i.e. Human Resources, Schools, Research Office) have significant experience and awareness of measures and practices for open, transparent and merit-based recruitment approaches. EUC also acts as a EURES Center and, pending final approval, a EURAXESS Services Center, illustrating the University's commitment in OTM-R practices. Within the framework of the EUC Gender Equality Plan (GEP), all key stakeholders are expected to participate in specialized trainings targeting implicit biases in

					recruitment and selection. Upon approval of the OTM-R Policy by the Senate, relevant trainings will be formalized as a requirement for all parties involved including Human Resources, EUC Research Office, and Directors of Research Centers and Laboratories.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Apart from discipline-specific e-recruitment tools, EUC utilizes the following: EUC Website, Workday Platform, EURAXESS, EURES, LinkedIn, Research Gate, Academic Positions
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	Specific quality control systems are in place for R4, R3 and R1 positions as detailed in the EUC Charter. Quality control for R2 and other fixed-term positions is performed for some of the OTM-R aspects by the EUC Research Office in collaboration with Human Resources. The OTM-R Policy will outline a comprehensive quality control system for this specific profile.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	In line with the current University policies, all research positions are open to anyone fulfilling the relevant criteria. Being an internal candidate does not constitute an advantage in recruitment.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	EUC is an equal opportunity employer. Current University policies enforce the Principle of Non-Discrimination, including national origin and mobility/residence status.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Discrimination based on any individual characteristics (e.g. age, colour, gender, disability, marital status, national origin, race, religion and sexual orientation) is prohibited and covers all areas of employment including hiring, promotions, compensation, benefits, education/training, and termination of employment. The EUC-GEP includes a number of actions to

					strengthen gender equality in recruitment and career progression.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	EUC has become the first university in Cyprus to be certified as "A Great Place to Work®" for its excellent working environment and high-quality human resource management processes. The adoption of the first EUC-GEP and the recent update of "Internal Regulation on salary scales for fixed-term researchers" reflect the University's commitment to provide attractive working conditions for researchers at all levels.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	So far, all research vacancies that have been advertised by the University have been successfully filled. Multiple quality candidacies are usually received, allowing us to have options and select the right candidate.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	The Human Resources Department has developed specific institutional templates for the advertising of different kinds of research positions.
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	In line with the principles "Recruitment" and "Transparency" of the Code of Conduct for the Recruitment of Researchers, EUC aims to keep its job advertisements as concise as possible. More specifically, job advertisements include information (and links when possible) on the following aspects: recruiting Department/ Research Center, job title, profile with the respective 'required' and 'desirable' experience and competencies, starting date, type of contract, application procedure, contact details, as well as a reference to the institution's equal opportunities

policy. The number of available positions is stated depending on the type of position. Career development prospects are provided for R4 and R3 profiles through a link to the EUC Charter. The deadline for applications for R4 and R3 positions is at least two months from the publication date.

Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	-/+ Yes partially	EURAXESS is commonly used, but it is not yet a standard practice for all research vacancies.	
Do we make use of other job advertising tools?	x	x	++ Yes completely	Various job advertising tools are utilized as appropriate and pertinent to the Job Announcement.	
Do we keep the administrative burden to a minimum for the candidate?	x		++ Yes completely	All applicants are asked to provide through electronic means a letter of interest/ motivation, curriculum vitae, and proof of qualifications. For certain positions, two letters of reference and a sample of representative publication(s) are also required.	
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Specific rules for the appointment of selection committees are in place for R4, R3 and R1 positions (EUC Charter). Currently, selection committees for fixed-term appointments (usually in the framework of externally funded research projects) are appointed in collaboration with the EUC Research Office and the relevant Research Center and/or PI. The OTM-R Policy will outline clear guidelines for the appointment of selection committees for this kind of positions.
Do we have clear rules concerning the		x	x	+/- Yes substantially	Rules on the composition of selection committees are already established for R4, R3, and R1 profiles. These

composition of selection committees?				rules are transparent and publicly available. Through the development of the OTM-R Policy, specific rules will be established for the composition of selection committees pertaining to fixed-term researchers.
Are the committees sufficiently gender-balanced?	x	x	-/+ Yes partially	The implementation of the EUC-GEP will ensure gender balance in the selection committees when possible, or at least inclusion of a minimum number of women.
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 substantially	The selection of researchers focuses on both the candidates' past performance and future potential, according to each profile. Merit is judged both quantitatively and qualitatively. The principles "Judging merit", "Variations in the order of CVs", "Recognition of mobility" and "Seniority" of the Code of Conduct for the Recruitment of Researchers are taken into consideration. Specific guidelines for "judging merit" will be incorporated into the University's OTM-R Policy.
Appointment phase				
Do we inform all applicants at the end of the selection process?	x		+/- Yes substantially	Researchers of all profiles are informed in writing about the result of their application through standard procedures and templates. The briefing of applicants for fixed-term research positions is currently at the discretion of each individual PI.
Do we provide adequate feedback to interviewees?	x		-/+ Yes partially	Feedback is provided for externally-funded positions, in cases where this is a requirement of the funding agency or the consortium.

Do we have an appropriate complaints mechanism in place?	x	-/+ Yes partially	Complaints are handled by the parties involved (Human Resources and Faculty Selection Committees) on a case-by-case basis
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Overall assessment

Do we have a system in place to assess whether OTM-R delivers on its objectives?		-/+ Yes partially	Different quality control mechanisms are already in place, ensuring that OTM-R processes are followed for the majority of research positions as described above. The EUC OTM-R Policy, to be developed in the framework of the HRS4R Extended Action Plan, will include the necessary provisions for the development of an assessment system targeting fixed-term research positions.
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