

OTM-R Policy

(Open, Transparent, and Merit-based Recruitment)

I. General observations

- 1) The University of Santiago de Compostela (USC) formally adhered in July 2016 to The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers, and received the HR Excellence in Research Award in February 2017.
- 2) By endorsing the Charter and the Code, the USC has adopted the OTM-R principles as a framework to manage all its processes for attracting and recruiting research talent, i.e. it commits to carry out **open, transparent and merit-based processes**, ensuring fairness and fostering the mobility of researchers through the European Research Area, (ERA).
- 3) The OTM-R principles are in line with the USC Code of Ethics, which enshrines, among other values, the university's commitment to gender equality, transparency and quality management, while complying with its Social Responsibility Policy – which prioritises good governance and transparency and sound management of human capital.
- 4) The USC applies the OTM-R principles in all research staff selection and recruitment processes within the framework established by national and regional legislation, which is particularly precise with regard to teaching staff (whether civil servants or employees).

II. Open processes

- 5) Non-discriminatory: The USC undertakes to ensure all its selection processes are open and non-discriminatory on grounds of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic status.
- 6) Adequate working conditions: The USC offers all staff – including research staff regardless of their level – adequate, fair and just working conditions, with appropriate coverage for sickness and maternity/paternity leave, generating, where applicable, corresponding pension and unemployment benefit entitlements in accordance with applicable legislation and national and sectoral collective agreements.
- 7) Equal opportunities: In research staff selection and recruitment processes, the USC focuses on ensuring a representative gender balance at all levels, including at supervisory and management levels. To this end, an equal opportunities policy shall be applied that, on equal terms of ability and competence, favours the under-represented group. In addition, the USC ensures that the rules for access and admission of research staff, as well as being clear and transparent, facilitate

disadvantaged groups, in addition to enabling the return to work of researchers, including teaching staff, who have been on leave.

- 8) Balanced and diverse selection and assessment committees: To prevent biases and imbalances in selection processes, the USC ensures that selection and appraisal committees have an equitable composition of men and women and that, in so far as possible, its members bring together different levels of experience and expertise, including, where applicable, experts in various scientific disciplines from different sectors (public and private) and countries.

III. Transparency

- 9) Advertising of vacancies: In accordance with the principles of openness and transparency, the USC shall ensure all research positions are advertised in Galician, Spanish and English on the USC website, on the websites of its singular centres, where pertinent, and on all applicable international platforms (such as Euraxess, for example), in order to disseminate them as widely as possible and to increase access opportunities for international research staff.
- 10) USC electronic headquarters: All formalities related to calls for research staff recruitment (access to the terms and conditions, submission of applications or documentation, etc.) can be carried out through the USC electronic headquarters (<https://sede.usc.es/sede/publica/index.htm>), which offers information on the vacancies and allows applications to be submitted in Galician, Spanish and English.
- 11) Detailed information: The vacancy announcements shall always include detailed information on selection processes and criteria, as well as on the recruitment conditions offered. In addition, information shall be included about the timeframe and format for the publication of resolutions, and the channels for requesting further information on these resolutions or submitting allegations to them.
- 12) To complement this Policy, the USC shall draft a practical guide in Galician, Spanish and English for applicants for R&D positions, summarising all the information and procedures concerning the publication, selection and recruitment phases. The guide shall be updated regularly and will be permanently available on the USC website.

IV. Assessment of candidates

- 13) Evaluation criteria: The assessment of candidates' merits by the committees shall consider not only their training, experience and research potential, but also their creativity and level of independence. Scientific trajectories shall be assessed comprehensively and beyond the number of publications and bibliometric indices, taking into account aspects such as teaching experience, supervisory tasks performed, experience in scientific transfer and management, or awareness-raising activities carried out. International mobility and multidisciplinary will be considered as positive values in a research career.



- 14) Recognition and assessment of qualifications: Irrespective of what is determined by the legislation in force with regard to the recognition of qualifications, a suitable assessment of academic and professional qualifications will be made, including those of a non-official nature, taking into account the context of international mobility and differences between countries and sectors.

This OTM-R Policy shall govern all USC research staff selection and recruitment processes and shall be extended to all faculties, departments, institutes and singular research centres. With regards to any aspects not included in this document or specifically regulated by the legislation in force, the competent bodies shall base their decision-making and conflict-resolution processes on the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Research Staff.

Santiago de Compostela, [date]