



Universidad
Zaragoza

HUMAN RESOURCES STRATEGY FOR RESEARCHERS
HRS4R – UZ

UPDATED UZ OTM-R CHECKLIST

<http://www.unizar.es/>
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28/05/2019

ANNEX ACTION PLAN

Open, Transparent and Merit-based Recruitment of Researchers (OTM-R)

Checklist for institutions: University of Zaragoza

	Open	Transparent	Merit-based	Answer: Yes completely/ Yes substantially/ Yes partially/ No	Suggested indicators (or form of measurement)	UZ PLAN ACTIONS ALIGNED WITH OTM -R
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, substantially	<p>Updated UZ Web page for Research Personnel Management Unit (GESPI - Unidad gestión Personal Investigador) opened to all staff.</p> <p>http://www.unizar.es/gobierno/gerente/vg_investigacion/ConcursosdePe_MMtmp4ea75d06/ConcursosdePersonallnvestigador.htm</p> <p>PENDING IN ENGLISH</p>	<p>ACTION 8 & 6 COMPLETED</p> <p>ACTION 17</p>

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, completely	<p>Updated UZ Web page for Research Personnel Management Unit (GESPI - Unidad gestión Personal Investigador) opened to all staff.</p> <p>Open Calls for Researchers:</p> <p>http://www.unizar.es/gobierno/gerente/vg_investigacion/ConcursosdePe_MMttmp4ea75d06/ConcursosdePersonalInvestigador.htm</p>	
3. Is Everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, completely	<p>Administrative & Researchers UZ staff trained at OTM-R (at Vice-rectorships for Scientific Policy and the Vice-rectorship for Teaching Staff, Human Resources, moreover Research Institute Heads)</p> <p>All updated Rules related to Researchers recruitment at ZAGUAN the Institutional Repository, see at https://zagan.unizar.es/search?cc=normativas-investigacion-transferencia&ln=es&jrec=11</p>	
4. Do we make (sufficient) use of e- recruitment tools?	x	x		Yes, substantially	<p>Web-based tool for (all) the stages in the recruitment REGTEL https://regtel.unizar.es/</p>	ACTION 6 COMPLETED



5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, substantially	<p>- UZ Rules –General Bases on Researchers Recruitment Proceedings (Selection Committee, selection criteria & candidates Assessment on transparent & merit 6.1) http://www.unizar.es/gobierno/gerente/vg_investigacion/ConcursosdePe_MMtmp4ea75d06/ConcursosdePersonalInvestigador.htm</p> <p>RESOLUCIÓN de 27 de febrero de 2012, del Rector de la Universidad de Zaragoza, por la que se aprueban las Bases Generales de las convocatorias de contratación que regirán en los procedimientos establecidos para la incorporación a la Universidad de Zaragoza de investigadores con contratos de trabajo de carácter temporal para la realización de proyectos específicos de investigación científica y técnica.</p> <p>NEW RESOLUCIÓN de 16 de mayo de 2019, del Rector de la Universidad de Zaragoza, por la que se aprueban las nuevas Bases Generales de las convocatorias de contratación que regirán en los procedimientos establecidos para la incorporación a la Universidad de Zaragoza de investigadores con contratos de trabajo de carácter temporal para la realización de proyectos específicos de investigación científica y técnica.</p> <p>- UZ Internal Control Unit</p> <p>- External : Accounting Chamber of Aragon internal Audits</p>	
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<p>6. Does our current OTM-R policy encourage external candidates to apply?</p>	x	x	x	Yes , substantially	<p><u>Improvement measures:</u></p> <ul style="list-style-type: none"> - New E- Recruitment tool <p>Web-based tool for (all) the stages in the recruitment</p> <p>REGTEL https://regtel.unizar.es/</p> <p>All recruitment procedures adapted & 495 Researchers according to database candidates at UZ GESPI</p> <ul style="list-style-type: none"> • 2017: 141 • 2018: 225 • 2019: 99 (1st Term) <ul style="list-style-type: none"> - New UZ Rector Regulations on Equivalence of Degrees to minimize the administrative burden in Researchers Recruitment: <ul style="list-style-type: none"> • <i>Instrucción Rector 4/06/2018</i>). Possible to apply to European project positions with receipt of the equivalence application submitted (not Certificate of Equivalence that lasts 1 year to be obtained in Spain) • <i>Resolución Rector 16/05/2019</i> Possible to apply to all projects positions (European & National funded) with receipt of the equivalence application submitted (not Certificate of Equivalence that lasts 1 year to be obtained in Spain) <p><u>Measures to be improved:</u></p> <ul style="list-style-type: none"> - ENGLISH Proceedings pending (New Action 17) 	<p>ACTIONS 6 & 8 COMPLETED</p> <p>ACTION 17</p>
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<p>7. Is our current OTM-R policy in line with policies to attract researchers from abroad?</p>	x	x	x	Yes, substantially	<p>- UZ Rector Policy Programme to attract researchers from abroad</p> <p>https://www.unizar.es/sites/default/files/gobierno/vr_internacionales/folleto_universidad_en_sin.pdf</p> <p>(In 2019 5% Foreign Researchers, 149 from total 2.943)</p> <p>- UZ European Projects Office. Participation at EU funded projects & Research positions published in Euraxess Jobs.</p> <p>- Euraxess Center to support foreign researchers (900 Researchers registered at Minerva e-Platform assisted in UZ from 2008 and 800 consultations in 2018 related to foreign researchers coming from UZ Research Groups and own foreign researchers)</p> <p>-Vice-rectorship for Internationalization and Cooperation funded programmes</p>	<p>ACTION 8 COMPLETED</p> <p>ACTION 17</p>
<p>8. Is our current OTM-R policy in line with policies to attract underrepresented groups?</p>	x	x	x	Yes, substantially	<p>- Equality Plan & Equality Observatory</p> <p>- Oficina Universitaria de atención a la diversidad https://ouad.unizar.es/</p>	<p>ACTION 7 COMPLETED</p>

<p>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>Yes, completely</p>	<p>Trend in the share of applicants from outside the institution</p>	<p>ACTIONS 1,2,3,4 & 5 COMPLETED</p> <p>ACTION 18</p>
<p>10. Do we have means to monitor whether the most suitable researchers apply?</p>				<p>Yes, completely</p>	<p>UZ Rules –General Bases on Researchers Recruitment Proceedings (Selection Committee, selection criteria & candidates Assessment on transparent & merit)</p> <p>http://www.unizar.es/gobierno/gerente/vg_investigacion/ConcursosdePe_MMtmp4ea75d06/ConcursosdePersonalInvestigador.htm</p> <p>RESOLUCIÓN de 27 de febrero de 2012, del Rector de la Universidad de Zaragoza, por la que se aprueban las Bases Generales de las convocatorias de contratación que regirán en los procedimientos establecidos para la incorporación a la Universidad de Zaragoza de investigadores con contratos de trabajo de carácter temporal para la realización de proyectos específicos de investigación científica y técnica.</p> <p>NEW RESOLUCIÓN de 16 de mayo de 2019, del Rector de la Universidad de Zaragoza, por la que se aprueban las nuevas Bases Generales de las convocatorias de contratación que regirán en los procedimientos establecidos para la incorporación a la Universidad de Zaragoza de investigadores con contratos de trabajo de carácter temporal para la realización de proyectos específicos de investigación científica y técnica.</p>	

Advertising and application phase						
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, partially		ACTION 8 COMPLETED ACTION 17
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		Yes, substantially	All Call of positions in UZ electronic Official Bulletin Board	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, substantially	Euraxess Jobs EU Project vacancies publication	ACTION 8 COMPLETED
14. Do we make use of other job advertising tools?	x	x		Yes, partially	UZ electronic Official Bulletin Board	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes, substantially (Recruitment)	- New UZ Rector Regulations on Equivalence of Degrees to minimize the administrative burden for candidates <i>Instrucción Rector 4/06/2018</i> <i>Resolución Rector 16/05/2019</i> - E-tool regtel to apply for vacancies	ACTIONS 6 & 8 COMPLETED ACTION 17
Selection and evaluation phase						
16. Do we have clear rules governing 4.4.2 a)]		x	x	Yes, completely	Composition of panels	



17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, completely	Written guidelines UZ Rules –General Bases on Researchers Recruitment Proceedings (Selection Committee, selection criteria & candidates Assessment on transparent & merit 6.1) http://www.unizar.es/gobierno/gerente/vg_investigacion/ConcursosdePe_MMtmp4ea75d06/ConcursosdePersonalInvestigador.htm RESOLUCIÓN de 27 de febrero de 2012, del Rector de la Universidad de Zaragoza NEW RESOLUCIÓN de 16 de mayo de 2019, del Rector de la Universidad de Zaragoza, por la que se aprueban las nuevas Bases Generales de las convocatorias de contratación	
18. Are the committees sufficiently gender- balanced?		x	x	Yes, substantially	Composition of Panels	

<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?</p>		x	Yes, completely	<p>Written guidelines UZ Rules –General Bases on Researchers Recruitment Proceedings (Selection Committee, selection criteria & candidates Assessment on transparent & merit 6.1) http://www.unizar.es/gobierno/gerente/vg_investigacion/ConcursosdePe_MMtmp4ea75d06/ConcursosdePersonalInvestigador.htm RESOLUCIÓN de 27 de febrero de 2012, del Rector de la Universidad de Zaragoza NEW RESOLUCIÓN de 16 de mayo de 2019, del Rector de la Universidad de Zaragoza, por la que se aprueban las nuevas Bases Generales de las convocatorias de contratación</p>	
Appointment phase					
<p>20. Do we inform all applicants at the end of the selection process?</p>		x	Yes, completely	<p>Assesment Commission (Lists) UZ Electronic Official Bulletin Board</p>	
<p>21. Do we provide adequate feedback to interviewees?</p>		x	Yes, completely	<p>Assesment Commission (Lists) UZ Electronic Official Bulletin Board</p>	
<p>22. Do we have an appropriate complaints mechanism in place?</p>		x	Yes, completely	<p>Welcome Manual for Researches provides information on Ombudsman</p>	<p>ACTION 11 COMPLETED</p>
Overall assessment					



23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				yes	Six-monthly meetings	UZ HRS4R MONITOR SYSTEM
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