



Juraj Dobrila University of Pula



OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT OF RESEARCHERS POLICY – OTM-R

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A: Zagrebačka 30, 52100 Pula, Croatia • **T:** +385 (0)52 377 000 • **F:** +385 (0)52 216 416 • **E:** ured@unipu.hr

MB: 2161753 • **OIB:** 61738073226 • **IBAN:** HR1923600001101931377 • **WEB:** unipu.hr



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INTRODUCTION

An open and transparent approach to all processes, and in particular to the employment of academic and scientific staff, is the best guarantee of achieving excellence in the creation, transfer and dissemination of knowledge. Therefore, Juraj Dobrila University of Pula has accepted the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers as the backbone of the European Human Resources Strategy, on which the recruitment of researchers is based according to the principles of an open, transparent and meritorious approach.

An open and transparent approach to the employment of candidates for vacancies in scientific research, based on achievements and abilities, brings numerous benefits to all those involved in the research process, to researchers, but also to the institution and the general public. This approach makes research careers more attractive and attracts the best candidates, balances requirements and ensures equal access for all, including underrepresented groups, while promoting the internationalisation of science and research in all its aspects, such as collaboration, competition and mobility. All this consequently contributes to the effectiveness of research investments, the optimal dissemination of knowledge and the full realisation of the European Research Area (ERA).

POLICY OF OPEN, TRANSPARENT AND MERITORIOUS RECRUITMENT OF RESEARCHERS

The University will harmonize the procedures for the employment of researchers with the principles of the European Human Resources Strategy, taking into account national legislation and examples of good practice from the European Research Area and the European Higher Education Area. In addition, the OTM-R policy aims to contribute to the harmonization of practices and the harmonized development of research careers at the University. OTM-R's policy is focused on recruitment and research career development, and the University is determined to apply these principles and standards to all other employments as well.

There are three main phases in the recruitment process at the Juraj Dobrila University of Pula:

- (i) the advertising and application phase;
- (ii) the evaluation and selection phase, and
- (iii) the stage of the recruitment decision.

Each of these phases should be implemented and completed in accordance with national legislation, the Statute of the Juraj Dobrila University of Pula and the Ordinance on the Announcement and Implementation of Public Tenders for Employment and Job Elections, all respecting the highest ethical standards.

The policy is based on the following principles:

1. Openness to the public

University of Pula is a public university. Accordingly, all research positions, as well as the corresponding regulatory framework that determines their conditions, are advertised through official and public channels. All vacancies are filled by a public tender published in various media, depending on the nature of the position, in order to implement the constitutional principle of equal access to public service to all citizens. The advertisement shall be published at least in the Official Gazette and on the websites of the University and the Croatian Employment Service. Special conditions apply to research positions, which are accordingly advertised on the official website of the European Research Area (Euraxess). Exceptions to public job advertisements are allowed only in cases regulated by law and/or collective agreement and under certain conditions.

2. Transparency

The vacancy notice for the position to be filled should contain concise, but clear and unambiguous information on the nature and nature of the position, the required competencies, i.e. general and special conditions, evidence to be submitted, information on the entire procedure and selection criteria. Each applicant is guaranteed the right to inspect the tender documentation. In accordance with the Collective Agreement for Science and Higher Education, in all cases of employment, except for employee positions, the employing institution should publish the information on the selected applicant within eight days from the date of completion of the tender procedure. With the prior consent of the applicant and in accordance with the regulations on the protection of

personal data, the applicant's CV may be published, which shows information on professional data, i.e. data relevant to the selection.

No later than fifteen days after the end of the competition procedure, each applicant should be notified in writing or electronically of the outcome of the competition, with instructions on the legal remedy that can be filed if they are not satisfied with the outcome of the competition procedure.

3. Equal availability

Employment through a public advertisement is a necessary, but not sufficient condition for equal access to public service to all citizens. Any applicant who believes that he or she meets the formal requirements may apply for the public tender, and the selection procedure may exclude only those applicants who do not meet the minimum requirements from the competition. The job vacancy should contain only relevant requirements, i.e. those that are necessary and/or desirable for the position in question. Administrative hurdles in the application process, such as translation of documents, required number of copies, notarization, etc., should be kept to a minimum. Application deadlines should be realistic and allow applicants sufficient time to apply. The deadlines must not be shorter than eight days from the last announcement of the vacancy notice for administrative positions, or 30 days for scientific-teaching, artistic-teaching, teaching and associate positions.

4. Selection based on expertise/merit

In the evaluation and selection of applicants, any form of discrimination on the basis of gender, religion, nationality, political, social or other reasons is inadmissible. The competition should ensure that any form of arbitrariness is excluded, and that each candidate is evaluated solely on the basis of his or her competencies and according to clearly defined objective criteria established in advance for the selection of the best candidate. In accordance with the principles of the European Human Resources Strategy, applicants should be evaluated not only according to quantitative criteria, i.e. the number of scientific and professional publications, but also qualitative criteria that take into account the applicant's overall potential and his/her multiple tasks in the position for which the competition has been announced (e.g. mentoring, teaching, management, etc.). It is desirable to assess the candidate's mobility experience, acquired in other countries, institutions or other academic/research settings. In addition to the formal competencies of the candidate, non-formal and informal skills and competencies should also be taken into account. In this sense, applicants can present all relevant information in the CV with

evidence that reflects a wider range of useful skills and competences. Career breaks or deviations in the chronology of CVs should not be seen as aggravating or exclusionary circumstances in themselves, but should take into account the overall professional development and, in particular, potentially valuable contributions to professional development.

5. Competencies of the members of the Committee for the evaluation of applicants

In addition to candidates for scientific-teaching, artistic-teaching, teaching and associate positions, evaluators, i.e. members of expert selection committees are in the focus of the open recruitment process. The composition of expert committees should be in accordance with the legal provisions and the needs and nature of the position that is the subject of the competition. As a general rule, panel members should have the relevant experience, qualifications and knowledge necessary to effectively assess candidates. They should act independently and report any potential conflict of interest, and their decisions should be impartial and evidence-based rather than personal preference. Members of the committee should have at least the level of qualifications or competencies prescribed for the required position. Whenever possible, the composition of the committee in the selection procedures for scientific-teaching, artistic-teaching, teaching and associate positions should include experts of both sexes, and at least one member of the committee must not be an employee of the institution employing. The principles contained in this Policy will be further specifically elaborated by the University.