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Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

OTM-R Checklist

Case number: 2019ES412953
Name Organisation under review: Universidad de Granada
Organisation's contact details: Hospital RealCuesta del Hospicio s/n18071 Granada (Spain), Granada
Submission date to the European Commission: 31/10/2019
Date endorsement charter and code: 15/04/2016

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

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- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.

- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.

- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	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	++ Yes completely	https://www.ugr.es/en/research/hrs4r/otmr-policy
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	No, because the OTM-R policy was recently been established and the internal guide will be developed in the near future.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	A policy officer will be proposed for OTM-R and will attend training programmes. We will also organize a training day to make the OTM-R policy known in our university to those responsible for recruitment issues.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	http://investigacion.ugr.es/pages/rrhh for R1 and R1 positions http://serviciopdi.ugr.es for R3 and R4 positions

☐ An official EU website	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) How do you know?
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	To be developed in the future
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	The UGR has a talent attraction policy with several programmes aimed at recruiting external candidates: MSCA-Cofund project ATHENEA3I (https://athenea3i.ugr.es), MSCA-ITN, MSCA-IF.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Key research positions are advertised on EURAXESS. The UGR does not stipulate any specific requirements regarding the nationality or country of residence of the applicants.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	We have an Equality and Conciliation Unit responsible for developing, implementing, monitoring and evaluating de Action Plan for Gender Equality (https://unidadigualdad.ugr.es/pages/tablon/*/ultimas-noticias-3/plan-de-igualdad-de-oportunidades-entre-mujeres-y-hombres-de-la-ugr-aprobado-en-consejo-de-gobierno-de-10-de-marzo-de-2011). Seven per cent of research positions are reserved for people with disabilities.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) How do you know?
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	The UGR is fully committed to the principles established in the European Charter for Researchers, adopting measures to ensure staff members have a healthy work-life balance, sufficient holiday leave, and provisions in the event of temporary disability. The UGR has an International Welcome Centre that informs international researchers about working conditions in Spain and UGR: https://www.ugr.es/en/research/facilitites/international-welcome-centre We also have a guide to help researchers with practical matters related to working conditions: https://www.ugr.es/en/research/hrs4r/international-guide
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	Research positions are advertised through multiple channels. If candidates do not meet the minimum eligibility requirements, a second advertising period must take place.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	The guidelines, templates and legislation regarding research positions are available at:http://investigacion.ugr.es/pages/rrhh
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	http://investigacion.ugr.es/pages/rrhh

☐ An official EU website	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) How do you know?
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Calls for applications to recruit PhD graduates into specific programmes supported by the UGR Research and Knowledge Transfer Fund (PPIT) are advertised through the EURAXESS job portal (especially MSCA positions)
Do we make use of other job advertising tools?	x	x		++ Yes completely	Official Gazettes and websites
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	Applications can be submitted online or in person and only need to include a CV. All original documents are only requested in the appointment phase
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The members of the selection or evaluation committee are made public in an annex to the corresponding call for applications.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The committee will comprise at least three experts in the relevant knowledge areas and their academic qualifications must be of the same level or category as that of the position offered, or superior. The committee members will be nominated by the person in charge of the project, research group, contract or corresponding agreement.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Diversity and gender awareness are fundamental throughout the entire recruitment process. In particular, gender balance is sought when it comes to appointing the members of the evaluation and selection committees.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) How do you know?
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 specific evaluation criteria to be used are included in the corresponding call for applications. The committee will take the applicant's academic record into account as a primary criterion, except for positions that require a doctoral degree. Other criteria typically include the candidate's research curriculum vitae, professional experience, and specific training related to the position. All applications are pre-screened to check their eligibility
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All candidates are informed through our HR website. And in some cases by e-mail.
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	The UGR provides candidates with more details or information upon request
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	As established in the Administrative Spanish Law, all candidates have the right to initiate request and appeals after receiving feedback on the eligibility/evaluation of their applications. We also have a University Ombudsman who can receive and resolve complaints.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	To be stablished in the next monts