

<b>Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list<sup>1</sup></b>						
<i>OTM-R checklist for organisations</i>						
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	Suggested indicators (or form of measurement)	ULB self-assessment
<b>OTM-R system</b>						
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	<ul style="list-style-type: none"> <li>• Link to OTM-R policy</li> </ul>	<a href="https://www.ulb.be/en/euraxess/euraxess-hrs4r">https://www.ulb.be/en/euraxess/euraxess-hrs4r</a>

<sup>1</sup> <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

<p>2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?</p>	x	x	x	+/-	<ul style="list-style-type: none"> <li>• The University '<i>Coordinated regulatory text regarding the scientific and academic staff</i>'</li> <li>• Recommendations for the recruitment of researchers on external funding</li> </ul>	<p>The University does not have a unique internal guide setting out the OTM-R procedures.</p> <p>The University '<i>Coordinated regulatory text regarding the scientific and academic staff</i>' describes the OTM-R procedures for academic staff and scientific staff paid directly by the University budget. Similar rules have been added in the coordinated text for academic and scientific titles that perform the same functions and are paid out of external assets or funds. The legal title is the same but the particle "associate" is added at the end.</p> <p>Specific regulations apply for the selection of "Mini-ARC" doctoral researchers.</p> <p>For researchers and postdocs recruited by ULB and funded by external funds, recommendations on the selection procedure were approved by the Academic Council in 2016.</p> <p>ULB is planning to develop a guide for candidates but not for the recruiters. ULB is currently evaluating the idea of providing personalised information to applicants according to the type of profile to which they apply. ULB is currently working on e-tools that will help to provide this intelligible information.</p> <p><b>Action 11:</b> Thanks to the implementation of an e-recruitment tool, providing personalised information for applicants according to their profile (full details of criteria and selection procedures, legal information such as salary scales, rules</p>
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						regarding seniority and qualifications, promotion criteria...) <b>Action 58:</b> Communication about the revised University 'Coordinated regulatory text regarding the scientific and academic staff' and monitoring of its enforcement within each faculty
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	X	--	• Organisation of training	All the staff involved in recruitment is informed about applicable regulations. Nevertheless, there is no advanced training sessions for the staff involved in OTM-R recruitment. There is a lack of available funding in the short term that limits ULB's actions in this respects.
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	+/-	• Test phase of an e-recruitment tool	An e-recruitment tool for the scientific and academic staff recruitment is in its test phase.

						<b>Action 52</b> : Development of an e-recruitment tool for the recruitment of academic and scientific staff paid by the ULB budget
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	<ul style="list-style-type: none"> <li>Guidelines for quality control system</li> </ul>	<p>The system is controlled for the researchers on the ULB budget. The control of the recruitment process is defined in the University <i>'Coordinated regulatory text regarding the scientific and academic staff'</i>. The HR Department and the Vice-Rector for academic policy ensure that the procedure is strictly respected.</p> <p>For researchers on external funds, the OTM-R process is not controlled at present. Due to limited available funding, it is currently not feasible to develop such a system.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	<ul style="list-style-type: none"> <li>Percentage of external applicants (data not available for the moment)</li> </ul>	<p>It is mandatory to publish all the vacancies on EURAXESS Jobs and to make them accessible to all (Decision of the Research Council, March 2013)</p> <p><b>Action 51:</b> Improving the communication/advertisement about the EURAXESS Jobs website</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	<ul style="list-style-type: none"> <li>Situation compared to bordering countries</li> </ul>	<p>All our vacancies are open for all and published on EURAXESS Jobs.</p> <p>As an example, ULB got a MSCA-COFUND for 5 years, aiming at attracting excellent international researchers. In 2021, 23 researchers were recruited from across all disciplines.</p> <p><b>Action 59:</b> As part of the implementation of the MSCA-COFUND (2018-2023), extend in-house competences regarding call management, welcoming and</p>

						attracting excellent international postdoctoral researchers.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	<ul style="list-style-type: none"> <li>• Percentage of underrepresented groups among applicants</li> <li>• Specific funding for underrepresented groups (Fonds de Solidarité)</li> </ul>	<p>All our vacancies are open for all and published on EURAXESS Jobs.</p> <p>In particular, ULB has an active non-discrimination policy. As an example, it has developed a proactive gender equality policy, including for recruitment. In this context, the Board has appointed an advisor to the Rector on gender policy. Also, a Vice-rector for gender and diversity ensures to encourage diversity at all level at ULB. Indeed, a Diversity Plan was established and implemented in the last three years. A project on promoting women recruitment in STEM has been also put in place and will finish in 2023.</p> <p>The Solidarity Fund aimed at recruiting refugees is another example of the effort of ULB to attract underrepresented groups. This Fund offers postdoctoral fellowships (one month to one year at ULB) to researchers at risk in their home countries, in order to encourage them to pursue their work within an academic environment of freedom.</p> <p><b>Action 82:</b> Development of the University Diversity Plan (non-discrimination and promotion of diversity: gender, sexual orientation, disabilities, origin, etc.).</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+		Working and financial conditions for doctoral and post-doctoral researchers are particularly attractive compared to international standards.

						<p>Regarding academic staff, there is no possible negotiations as salaries are fixed by official salary scales.</p> <p>Researchers enjoy other attractive working rights and benefits applicable to their status: social security (including for fellowships holders), official salary scales, extra-legal pension scheme, and seniority rules, access to facilities and services for staff (hospital, day-nursery, restaurants, sports halls, etc.).</p> <p>Moreover, Belgian legislation on flexibility (part-time, parental leave...) is applicable to members of research staff covered by the legislation and ULB has developed certain social funds, such as the maternity fund to cover the difference between actual salary and benefits received from the health insurance during maternity leave.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				--		<p>We don't have such a system.</p> <p>Due to limited available funding, it is currently not feasible to develop such a system.</p>
<b>Advertising and application phase</b>						
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	++	<ul style="list-style-type: none"> <li>• Template for research position advertisement</li> </ul>	<p>The ULB uses clear guidelines and a unique template which is in line with both EURAXESS Jobs and ULB website structure. Academic-positions is also used for certain positions.</p>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section	x	x	x	++	<ul style="list-style-type: none"> <li>• Template for research position advertisement</li> </ul>	<p>All the criteria mentioned in the toolkit are included in the template for research position advertisement and are clearly defined in the University <i>'Coordinated regulatory text regarding the scientific and academic staff'</i>.</p>

of the toolkit? [see Chapter 4.4.1 a) of the OTM-R expert report <sup>2</sup> ]						<b>Action 58</b> : Communication about the revised University 'Coordinated regulatory text regarding the scientific and academic staff' and monitoring of its enforcement within each faculty
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	++	• Number of publications on EURAXESS Jobs	All research vacancies must be published on EURAXESS Jobs. <b>Action 51</b> : Improving the communication/advertisement about the EURAXESS Jobs website
14. Do we make use of other job advertising tools?	x	x	x	++	• List of job advertising job tools used	The research position advertisement may also be published on the ULB website, Faculties webpages, LinkedIn, Academic positions, Nature Job, and specific field-related websites, depending on the position open.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) <sup>45</sup> ]	x	x	x	++	• Content of application, at each step of the recruitment procedure	ULB keeps the administrative burden to a minimum for candidates and favours the transfer of electronic documents instead of paper. When applying, applicants are required to send a minimum number of documents such as CV, cover letter and reference letter. Once they are hired, they are required to provide all the necessary documents. The e-recruitment tools (in development) will facilitate the transfer of documents at each step of the procedure.
<b>Selection and evaluation phase</b>						
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a) <sup>45</sup> ]	x	x	x	+/-	• Rules regarding appointment of selection committees	Rules about the appointment of selection committees for the selection of staff paid on the ULB budget are clearly defined in

<sup>2</sup> <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

						<p>the University <i>'Coordinated regulatory text regarding the scientific and academic staff'</i>.</p> <p>For researchers on external funds, rules are not defined at the University level. Regulations from the external funder may apply. At the moment, it is not a priority for the University to define internal rules for this category of researchers. However, a checklist for supervisors is available, with guidelines on how to organise selections.</p> <p><b>Action 58</b> : Communication about the revised University <i>'Coordinated regulatory text regarding the scientific and academic staff'</i> and monitoring of its enforcement within each faculty</p>
17. Do we have clear rules concerning the composition of selection committees?	x	x	x	+/-	<ul style="list-style-type: none"> <li>Rules regarding the composition of selection committees</li> </ul>	<p>Rules about the composition of selection committees for the selection of staff paid on the ULB budget are clearly defined in the in the University <i>'Coordinated regulatory text regarding the scientific and academic staff'</i>.</p> <p>For researchers on external funds, rules are not defined at the University level. Regulations from the external funder may apply. At the moment, it is not a priority for the University to define internal rules for this category of researchers. However, a checklist for supervisors is available, with guidelines on how to organise selections.</p>
18. Are the committees sufficiently gender-balanced?	x	x	x	++	<ul style="list-style-type: none"> <li>ULB annual report on gender</li> </ul>	<p>ULB has a proactive policy aiming at improving and promoting gender</p>

						balance, including in the composition of selection committees. As an example, commissions in charge of the selection or promotion of the academic staff must count at least one third of members from each gender. last report on gender2021-2021, those commissions were composed of 42% of women and 58% of men.
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?			x	++	<ul style="list-style-type: none"> <li>Guidelines and list of quantitative and qualitative criteria</li> </ul>	Criteria for the selection of staff paid on the ULB budget are clearly defined in the in the University ' <i>Coordinated regulatory text regarding the scientific and academic staff</i> '. For researchers on external funds, rules are not defined at the University level. Regulations from the external funder may apply.
<b>Appointment phase</b>						
20. Do we inform all applicants at the end of the selection process?		x		++	<ul style="list-style-type: none"> <li>Regulations / recommendations regarding information to non-selected applicants</li> </ul>	For staff paid on the University budget, the University ' <i>Coordinated regulatory text regarding the scientific and academic staff</i> ' defines whether the central administration or the faculties are in charge of informing unsuccessful applicants, at each stage of the selection process. For researchers on external funds, the University recommends to inform every applicant at the end of the procedure. Additional rules from the funder may apply.
21. Do we provide adequate feedback to interviewees?		x		+/-	<ul style="list-style-type: none"> <li>Regulations regarding feedback to interviewees</li> </ul>	For staff paid on the University budget, the University ' <i>Coordinated regulatory text regarding the scientific and academic staff</i> ' states that the

						<p>interviewees can consult their committee report during 8 days.</p> <p>For researchers on external funds, rules are not defined at the University level. Regulations from the external funder may apply. At the moment, it is not a priority for the University to define internal rules for this category of researchers. However, a checklist for supervisors is available, with guidelines on how to organise selections. In this checklist, it is suggested to provide an adequate feedback to interviewees.</p>
22. Do we have an appropriate complaints mechanism in place?		x		+/-	<ul style="list-style-type: none"> <li>Regulations regarding complaints mechanism</li> </ul>	<p>For staff paid on the University budget and according to the University <i>'Coordinated regulatory text regarding the scientific and academic staff'</i>, applicants may introduce a complaint through the Complaints Commission. The complaint is managed by the Deans of the Faculty or by a General Commissioner.</p> <p>For researchers on external funds, rules are not defined at the University level. Regulations from the external funder may apply. Due to limited available funding, it is currently not a priority to develop further internal complain procedures for this category of researchers.</p>
<b>Overall assessment</b>						
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	<ul style="list-style-type: none"> <li>Monitoring tool and results of monitoring</li> </ul>	<p>No, ULB does not have this type of system. At the moment, the University does not have enough available funding to develop such a tool.</p>

						<p>Nevertheless, the IT software used by the Human Resources Department includes different steps in which they have to select all the required criteria (for each step, the nomination requirements are checked: e.g. PhD holder, scientific committee report, etc.), if the registration is not complete, they cannot move on and register a new staff member.</p> <p>All those criteria are defined in the University 'Coordinated regulatory text regarding the scientific and academic staff'.</p>
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