

Padova, January 2021

Information Note: *Open, Transparent and Merit-based Recruitment of Researchers (OTM-R)* at the University of Padova

Introduction In 2005 the European Commission published the “European Charter for Researchers” and “The Code of Conduct for the Recruitment of Researchers” (respectively, “Charter” and “Code”). These two documents feature a number of recommendations regarding rights as well as obligations for both researchers and their employers/research funders. The aim is to promote mobility, to improve working conditions and environment, to support professional recognition and development as well as to strengthen best practices in research-related supporting services.

In 2014, the University of Padova developed a new Human Resources Strategy for Researchers (HRS4R) along with an action plan (2014-2016) intended to improve the working conditions and the services for researchers in the following main fields:

- missions of the University and governance;
- recruitment and selection of researchers;
- status of research staff and career development;
- working conditions;
- internationalisation.

Following the action plan’s approval, the European Commission awarded the University with the renewal of the HR Excellence in Research accreditation for an additional 3-year period. To ensure continuous improvement, the University developed a revised HRS4R action plan (2017-2019) including, among others, measures in terms of recruitment and selection in research. The aim is to establish a consistent, open, transparent and merit-based recruitment system. This general policy on recruitment is summarised in the present document.

General Recruitment Policy for Researchers at the University of Padova

General Considerations At the University of Padova, the following categories of researchers are directly recruited:

- PhD students;
- Post-doc fellows;
- Researchers with 3-years based research contract, renewable up to maximum 5 years (RTD(A) as per Italian National law L.240);
- Researches in a Tenure Track Programme (RTD(B) as per Italian National law L.240/2010);
- Professors (Associates and Full Professors positions);

The recruitment rules are standardized within the same category, each category having different rules depending on the requirements mandated by the Italian National Law L.240. Recruitment and selection matters and regulations were defined and approved

by the main Government's Bodies and this process included the participation and consultation of the representatives of each research category.

These regulations are public and meant to guarantee that equal rules and treatment shall apply under equal circumstances to any applicant. Find more detailed information at the following link: <https://www.unipd.it/regolamenti-personale-docente> (in Italian).

Both the University and the involved Departments publicly advertise all vacant positions available via journals and electronic media.

The University of Padua acknowledges that the recruitment process shall be fulfilled in the most efficient way, thus applying clear recruitment and selection rules. Nevertheless, despite the rules' standardization, some exceptions may occur. Exceptions may be authorized in some cases deemed as necessary, as long as they are duly justified, sustainable and respectful of the general principles of the Recruitment Code.

Reaching excellence in the research field is a key factor for the University of Padua, for its development, its reputation and its internationalization. To reach this objective, the recruitment process may feature some specific requirements with regards to CV, skills and abilities needed to cover a particular open position. The recruitment process is managed in such a way as to guarantee the highest possibilities of participation for any applicant, whichever the nationality and/or the employer, provided that the original rules and requirements are fulfilled.

*OTM-R
Publication and
advertisement of
Research positions*

1) All available positions are publicly advertised via the following media:

A) University of Padova website:

Italian version:

- Albo Online di Ateneo (Online Public Notices Board of the University of Padova) <https://protocollo.unipd.it/albo/viewer> - this Board features the list of all open positions, with respective protocol number (Italian version only).
- Individual Departments' sites - List <https://www.unipd.it/dipartimenti>

English version:

- Albo Online di Ateneo (Online Public Notices Board of the University of Padova) <https://protocollo.unipd.it/albo/viewer> - this Board features the list of all open positions, with respective protocol number (Italian version only).
- Individual Departments' sites - List <https://www.unipd.it/en/departments>

B) EURAXESS website:

Job offers are published on the web portal of EURAXESS, in the Jobs & Funding section: <https://euraxess.ec.europa.eu/jobs>

Job offers must include all the required information featured in the Report of the European Working Group on OTM-R.

Additional information are available on the University institutional webpage dedicated to recruitment procedures for Professors and Researchers <https://www.unipd.it/procedure-personale-docente> (Italian version only).

2) The timeframe between the publishing of the job offer and the deadline for the application of the candidates must be realistic. Applicants are informed in a clear and transparent way about the recruitment process, its duration and the selection criteria.

3) Selection and evaluation of candidates. Evaluation criteria are public and include the evaluation of research products (e.g. number of publications...) along with the assessment of competencies and skills (e.g. work experience, thesis supervision...). A Selection Committees is established for each step of the recruitment process, taking into account the experience and competencies of its members, as well as the category of recruited researchers. The committees must be aware of the evaluation and assessment procedures. Whenever possible, the number of committees must be gender-balanced.

4) Employment contracts. The contracts at the University of Padua are drafted in accordance with the Italian Laws. Researchers must be informed of their rights and obligations, including Intellectual Property rights.

5) SAOS is the Welcome Desk for Foreign Students of the University of Padua. The Desk supports the incoming international students and scholars (researchers, visiting professors, experts) and helps in the organisation and fulfilment of the most important procedures related to their legal stay in Italy (<https://www.unipd.it/en/saos-desk>).

6) The University of Padua is also one of the Local Contact Points of EURAXESS <https://www.unipd.it/en/euraxess>

Actions for the 3-year period 2017 – 2019

The University of Padua, within the framework of the OTM Recruitment of Researchers policies, aims at developing the following actions through its revised HRS4R action plan for the 3-year period 2017-2019:

- extensive use of e-recruitments tools at all levels, provided they are compatible with the national Laws and with any possible additional specific requirement (e.g. obligation of sending printed documents);
- improvement of communications, especially with regards to the selection procedures, the working conditions and, if necessary, on the research grants;
- improvement of the welcoming system of newly-hired researchers.

Derogations

Any exception to the recruitment procedures will be authorized when deemed necessary, especially to welcome and re-integrate researchers or to implement actions related to the University gender and equal opportunities policies. The derogation process must be clear, transparent, justified and non-discriminatory and the Main Bodies involved must approve it. No exemption can be made with regards to the obligation of adequacy between the applicants and the positions applied for.

Regulatory Framework

Rules related to the recruitment and the selection of Academic Staff Members are public.

- Regulations for the Recruitment of fixed-term Researchers as per art. 24 of Law n. 240 of Dec. 30th 2010 (D.R. 4193/2019 del 4.12.2019) [Regolamento Assunzione Ricercatori UniPD.pdf](#) (Italian version only)
- Regulations for the Recruitment of Associate and Full Professors as per art. 24 of Law n. 240 of Dec. 30th 2010 (DR 4078/2020 del 01.12.2020) [Regolamento Assunzione Professori I e II Fascia UniPD.pdf](#) (Italian version only)

These regulatory texts describe in detail the structure of the application files, the steps of the selection procedures, the composition of the selection committees, the feedback procedure to unsuccessful candidates and the appeal procedures.

For the researchers recruited on external funding, the specific rules and recommendations in terms of recruitment and selection are also public. These recommendations include information on the application file and the steps of the selection procedure.

- Information and Contacts* For any additional information related to the recruitment and selection of researchers:
- Academic and Scientific Staff: <https://protocollo.unipd.it/albo/viewer> (Italian version only)
 - Researchers on external funding: <https://protocollo.unipd.it/albo/viewer> (Italian version only)

For any question related to the Human Resources Strategy for Researchers (EURAXESS HRS4R) of the University (EURAXESS HRS4R): hrs4r@unipd.it Additional information on Euraxess on the institutional website: <https://euraxess.ec.europa.eu/jobs/hrs4r>