

HR Excellence in Research

OTM-R Checklist

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Case number

2025IT366539

Name Organisation under review

Università degli studi di Cassino e del Lazio meridionale

Organisation's contact details

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Date endorsement charter and code

06/08/2025

OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this 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 small 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 over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

	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 partially	Although there is no clear tab for a published version of its OTM-R policy, UNICAS fully complies with national law, which sets out the requirements that Italian universities must meet in their recruitment procedures to guarantee openness, transparency, and merit-based selection.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	UNICAS does not have formal internal guidelines for OTM-R procedures; however, most information regarding OTM-R procedures and practices is available in the recruitment regulations for all positions, published on the University website in Italian.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Although the staff is not formally trained in the OTM-R, all units involved in recruitment procedures are confident with national regulations and informed about all requirements for procedural correctness.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	All recruitment procedures are digital. Online procedures are used to submit applications for all researcher positions. All applications must be submitted online via the "PICA" platform. Selection can take place online or in person. At the end of the procedure, the Chair of the Selection Committee sends the selection documents to the Recruitment Office for research/teaching staff via email. However, this platform is available only in Italian.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	The quality control system is not formalised. On the other hand, UNICAS fully complies with the national legislation requiring public bodies to appoint a Transparency and Corruption Prevention Officer (RPCT) to ensure transparency and prevent corruption across all procedures. Furthermore, in compliance with national legislation, UNICAS has established a University Quality Assurance System based on the principles of transparency of decision-making processes and verification of their effectiveness, constructive and collaborative interaction between monitoring and control bodies, constant attention to reported critical issues, and raising awareness and responsibility among all staff regarding continuous improvement. In compliance with Legislative Decree 19/2012, self-assessment and internal evaluation are institutional activities carried out in accordance with methodologies, criteria, and indicators compliant with those defined by ANVUR. Finally, the Recruitment Office for research/teaching staff oversees the entire recruitment process and ensures that national legislation and internal regulations are applied.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	All positions are advertised widely and transparently through various channels (see below, "Advertising and Application Procedure"). In accordance with National Law 240/2010 - Article 18, paragraph 4), the University reserves at least one-fifth of its open tenured positions for external candidates (i.e., candidates who have not worked or received research funding at UNICAS in the previous three years). Furthermore, national legislation encourages the hiring of external personnel through specific provisions and dedicated recruitment procedures. However, the lack of English-language information on UNICAS' website is considered a weakness. It will be addressed by adding a tab on vacancies and job offers to the new Researchers Portal in English.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	In compliance with national legislation, foreign researchers can apply for all open research positions. To attract international researchers, certain interviews are conducted online to allow the widest participation from candidates not resident in Italy.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	UNICAS complies with national legislation and endorses the principle of non-discrimination. Furthermore, during the selection process, although the selection criteria are based exclusively on scientific expertise and publications, the University implements specific measures to enable the widest participation of people with disabilities: candidates with disabilities or Specific Learning Difficulties (SLD) may request additional time and/or adequate assistance and/or support during the selection process (pursuant to Italian Law No. 104/1992 and subsequent amendments and additions, and Law No. 170/2010).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	UNICAS guarantees researchers access to the Department's laboratories, research funds, equipment, and infrastructure. All researchers enjoy the required social security benefits, and UNICAS ensures compliance with national health and safety regulations. Researchers, Research Fellows and PhD students have the right to health insurance for accidents and civil liability towards third parties, as required by national legislation. Indeed, although national legislation prevents offering more appealing wages, UNICAS has started a process to enhance the attractiveness of working conditions by providing benefits (e.g., private health insurance, extendible to family members). However, other benefits like kindergarten, mobility incentives, family support, more services at the main campus and in the different University's premises should be offered to all staff.
Do we have means to monitor whether the most suitable researchers apply?				-- No	UNICAS is not empowered with tools to monitor applications, nor to assess if "the most suitable researchers" have applied to the open calls. Aside from extensive publicization of the openings, UNICAS could conduct an ex post assessment to measure the call's attractiveness

Advertising and application phase

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	National legislation and internal regulations provide clear guidelines for publishing open positions: calls for research positions are published in the Official Journal and in the Competitions section of the University's institutional website, on the Ministry of University and Research website, and on EURAXESS. Calls for positions are published following the standard templates provided by each portal, clearly indicating the required/ mandatory fields to be completed.
Do we include in the job advertisement references/ links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	Calls explicitly refer to national legislation and university regulations; those references and links are included in the job advertisements.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	All researcher recruitment announcements are published on EURAXESS and on the website of the Ministry of University and Research. However, only the announcement and a brief description are available in English, along with a link to the full call for applications, which is published in Italian in the Competitions section of the University's institutional website and in the Official Journal.
Do we make use of other job advertising tools?	x	x		-- No	UNICAS should use various media to advertise its job openings, starting with social media like LinkedIn.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	UNICAS requests only what is strictly necessary to comply with current Italian regulations. Candidates upload their CVs, qualifications, documents, and scientific publications deemed relevant to the selection process to the platform PICA in electronic format and self-certify that they meet the eligibility requirements. However, aside from the availability of the tool only in Italian, a few steps could be taken to simplify the application process (e.g. only one declaration of conformity for the whole dossier).
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	UNICAS' internal regulations and the competition announcements establish clear rules governing the appointment of selection committees; committee members are appointed by the Rector's Decree upon recommendation by the Department Board.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The selection committees are appointed in accordance with national legislation, the University's internal regulations, and the competition announcements. Each committee consists of a minimum of three members. In proposing the members of the selection committee, the Department ensures compliance with the requirements of ANVUR (Italian National Agency for the Evaluation of Universities and Research Institutes). In accordance with National Law 240/2010, pursuant to Articles 6, 7, and 8, researchers whose teaching and research activities are negatively evaluated in accordance with the criteria established by ANVUR (National Agency for the Evaluation of Universities and Research Institutes) cannot be appointed to selection committees. Each committee member declares that there is no conflict of interest between them and the candidates.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	According to national legislation and internal regulations, at least one-third of the Selection Committee should be from the less-represented gender. If the one-third percentage is not achieved, the Department must provide motivation.

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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 partially	Selection committees are empowered to select the best candidate and operate according to an evidence-based procedure. The calls for applications explicitly specify the general selection criteria (both "mandatory" and "preferred"), with their weighting determined by the selection committee appointed at its first meeting, prior to the evaluation process. The selection criteria are predetermined and published on the website UNICAS. The criteria are based on merit, both quantitatively and qualitatively (funding, publications, research impact, technology transfer, management, mobility, transversal skills, seniority, etc.). The selection committee includes these criteria in its reports. However, drafting clear guidelines for candidates' assessment is one of the most relevant actions to implement.
Appointment phase				

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		-/+ Yes partially	All candidates can consult the selection process documentation on the University's institutional website, in the Competitions section. All data is published in compliance with privacy regulations. If a candidate is excluded before the selection process (for example, for failure to meet the requirements), they will be notified by certified email (pec). Conversely, candidates resulting ineligible during the procedure do not receive formal communication and are not included in the final ranking
Do we provide adequate feedback to interviewees?		x		-- No	UNICAS does not provide feedback to the interviewees, but, in addition to the documents available on the website, candidates can access the entire Committee's documents upon request, in accordance with the procedures set out in the legislation on the right of access to administrative documents (L.241/90).
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	The procedure for the complaint is clearly described in the selection notices and the final approval statement.
Overall assessment					

				Suggested indicators (or form of measurement)
Open	Transparent	Meritbased	Answer:	
Do we have a system in place to assess whether OTM-R delivers on its objectives?				For each recruitment announcement, in accordance with Italian law and UNICAS regulations, UNICAS requires the appointment of a Procedure Manager who continuously monitors the entire process and ensures compliance with the announcement's provisions.
-- No				