

Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

Radboud University

Checklist Case number: 2019NL377085

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Submission date: September 2019

	Open	Trans- parent	Merit- based	Answer: Yes <i>completely/Yes substantially/ Yes partially/No</i>	<i>Measures, policy, guidelines</i>
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Yes substantially	<ul style="list-style-type: none"> • University-wide • General website guide: https://www.radboudnet.nl/personeel/informatie-voor/leidinggevenden/vacature-werven-selecteren/ • https://www.radboudnet.nl/english/employees/more-information/diversity-policy/best-practices/recruitment-selection/ • https://www.radboudnet.nl/personeel/diversen/werving-selectie-onboarding/ • Additionally for recruitment of professors: https://www.ru.nl/english/working-at/why-work-at-radboud-university-0/professorial-appointments-policy/ • Faculties • Faculty of Science (FNWI): https://www.radboudnet.nl/fnwi/categoriepagina/informatie/werving-selectie-recruitment-and-selection/

					<ul style="list-style-type: none"> Nijmegen School of Management (NSM): https://www.radboudnet.nl/fm/p-en-o/werving-selectie-0/ Faculty of Social Sciences (FSW): https://www.radboudnet.nl/fsw/menu/werving-selectie-mobiliteit/ Faculty of Arts (FdL): https://www.radboudnet.nl/letteren/personeel/personeel-organisatie/werving-selectie/protocol-werving-selectie/ Donders Centre for Cognitive Neuroimaging (DCCN): https://intranet.donders.ru.nl/index.php?id=recruitment
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes substantially	<ul style="list-style-type: none"> See above
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?		x	X	Yes partially	<ul style="list-style-type: none"> FNWI: training on unconscious judgement processes for the Advisory Appointments Committee (BAC) A course on how to write job ads was given for personnel advisors; almost all personnel advisors participated in this course. The recruitment and selection website explains how to describe job ads. [click]. FNWI has a document about writing gender-neutral job ads. [click]. The recruitment process is managed and the protocols are observed by personnel advisors and personnel officers. These staff members are also given the opportunity to follow training courses. As an improvement action within RU has been suggested to offer several training courses.
4. Do we make (sufficient) use of e-recruitment tools?	x		x	Yes partially	<ul style="list-style-type: none"> PPQ in use for digital selection of PhD candidates Skype interviews Implementation of PeopleXS e-recruitment system Possibilities for assessment
5. Do we have a quality control system for OTM-R in place?		x	X	Yes partially	<ul style="list-style-type: none"> The vacancy department (Vacatureregie) checks whether the guidelines are complied with, for example, by drafting job ads. At the FNWI, upon termination of appointments (Assistant Professor level or higher), BAC reports are sent to the Faculty Board. If the termination concerns

					<p>a professorship, the report is also submitted to the Executive Board. These BAC reports serve to support the appointments of academic staff.</p> <ul style="list-style-type: none"> The FNWI has a protocol in place guiding the appointment of academic staff [click].
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes substantially	<ul style="list-style-type: none"> In 2015, changes were made to advertise academic vacancies both internally and externally [link] Job ads are placed internally and externally on vacature website van Radboud Universiteit, LinkedIN careerpagina RU, Twitter vacaturepagina RU, Academic transfer (cross-posted to NRC carriere and Euraxess).
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	X	Yes substantially	<ul style="list-style-type: none"> Academic vacancies are posted on Academic Transfer (mostly in English) and are also cross-posted to Euraxess. Furthermore, vacancies are posted on LinkedIn, Twitter, Research Gate.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes substantially	<ul style="list-style-type: none"> Beleid diversiteit en werving is aanwezig. This website contains recommendations and best practices concerning recruitment and selection at Radboud University. The Christine Mohrmann programma aims to create equality at all academic and support staff levels. This programme pays attention to the recruitment, selection and development of staff. Onboarding overlap period with exiting job holder for female professors [click] Fellowships in the form of tenure tracks or career tracks for female academic talents [click] Donders: quota for 25% female candidates per vacancy [click] Invite female academics to apply for a vacancy as standard procedure (FNWI) [click] The FNWI has a document about writing gender-neutral job ads. [click]. Checklist for recruitment of female professors [click]. Training module for BAC developed to make BAC members aware of unconscious assessment processes during recruitment and selection. (FNWI) Involvement of top-level leadership in shaping, supporting and promoting diversity at Radboud University. [click]. Dual career service for international academic staff [click] offers support for building a social and professional network.

					<ul style="list-style-type: none"> Buddy programme [click]. New staff get a buddy who helps to facilitate their transition. Dutch Day: Orientation programme for new international staff [click]. Global Lounge > Central meeting place for international staff and information for international staff [click].
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes substantially	<ul style="list-style-type: none"> The onboarding project at Radboud University helps to extend a warm welcome to new employees within their new work environment, and offers guidance and support. [click]. Flowchart available, overview of what needs to be done at the start of employment [click]. Starter checklist [click]. Intranet page with practical information for new staff. [click]. Navigator career portal: https://navigator.ru.nl/ Radboud University's terms and conditions of employment have been laid down in the CAO voor Nederlandse Universiteiten. For more information, see the intranet. Guidelines and facilities surrounding work-life balance [click] Dual Career Service [link]
10. Do we have means to monitor whether the most suitable researchers apply?			x	Yes partially	<ul style="list-style-type: none"> At all faculties, the choice of candidates for assistant professor positions is substantiated in BAC reports submitted to the Faculty Board and sometimes to the Executive Board (full professor positions). The BAC reports describe: the submitted candidates, the CVs, tenure-track proposals, induction programme and accountability for the selection of female candidates. See the FNWI's final report format for BAC reports: [click] Personnel advisors and personnel officers manage the recruitment process and comply with the protocols. For example, HRM advises on the composition of the BAC. Redeployment and Vacancy Filling Regulations [click] The selection process explicitly addresses the system of educational competencies of other academic staff at NSM. [click]
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	Yes substantially	<ul style="list-style-type: none"> The vacancy department (vacatureregie) receives the texts of job ads from HRM advisors and edits and places the ads in standard format on the RU

					<p>website, LinkedIn, Twitter, Academic Transfer. English job ads are translated by Radboud in'to Languages.</p> <ul style="list-style-type: none"> For positions that are difficult to fill, we work together with an external agency; the job ad is published in newspapers, magazines or on social media.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x		x	Yes partially	<ul style="list-style-type: none"> The invitations sent to candidates set out what they can expect. Turnaround time is on average 4 to 6 weeks. (FNWI)
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	Yes completely	<ul style="list-style-type: none"> Yes, all job ads are cross-posted to Euraxess through Academic Transfer.
14. Do we make use of other job advertising tools?	x	x	x	Yes, substantially	<ul style="list-style-type: none"> A top 10 of Radboud University's recruitment resources has been compiled. Advertising in newspapers or academic or professional journals is also an option. RU has a fixed house style for job ads. Click here for an example.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x	x		Yes partially	<ul style="list-style-type: none"> Short online application form Immediate receipt confirmation through PeopleXS
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes partially	<ul style="list-style-type: none"> Protocol for appointing professors on the BAC. [click]. Faculties' recruitment and selection protocol. Example: guidelines for appointment of academic staff at the FNWI [click]. See also the guidelines of the FSW [click], NSM [click], FdL [click] and DCCN [click] Protocol and framework for Professors [link]
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes partially	See above
18. Are the committees sufficiently gender-balanced?		x	x	Yes partially	<ul style="list-style-type: none"> See criteria 16 Yes, through the faculties' recruitment and selection protocols.
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	x	x	Yes, substantially	<ul style="list-style-type: none"> University job profile (UFO) [click] STAR method [click] Competence tool: [click] FNWI has drawn up 2 documents for the assessment of academic candidates. Letter selection evaluation form [click] Candidate evaluation form [click]
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	Yes completely	<ul style="list-style-type: none"> Yes, the vacancy department (vacatureregie) points out to the vacancy holder that they must provide feedback to the candidate.

21. Do we provide adequate feedback to interviewees?	x	x	x	Yes substantially	<ul style="list-style-type: none"> • Yes, candidates can pose questions to the vacancy department, which may refer them to the vacancy holder.
22. Do we have an appropriate complaints mechanism in place?			x	Yes partially	<ul style="list-style-type: none"> • Complaints can be submitted to the vacancy department, which then forwards them to the vacancy holder.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	x		x	Yes partially	<ul style="list-style-type: none"> • The BAC at the FNWI evaluates the possibility of appointing academic staff after a 3-year tenure track, and evaluates professors after five years. • The FNWI analyses the causes of long-term vacancies in order to prevent them in the future.