



OTM-R Checklist

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OTM-R Checklist

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.

OTM-R	Open	Trans- parent	Merit- based	Answers: ++ Yes, completely +/-Yes, substantially -/+Yes, partially -- No	[Suggested indicators (or form of measurement)] Comments
1. Have we published a version of our OTM-R policy online (in the national	x	x			Recruitment policies and working conditions for academic staff are defined by the Italian legislation (L.240/2010) and recent modifications (L. 29 June 2022). Recruitment procedures and practices are defined by



language and in English)?				+/-Yes, substantially	Unipa internal written regulations to comply with the obligations established by the relevant National Legislation for Academic Recruitment and for Transparent Procedures in Public Administration (D.Lgs 97/216). Unipa statutory provisions regulating recruitment are published online, only in Italian language, in the Unipa web-site: 1) BORSE DI STUDIO FINALIZZATE ALLA RICERCA (Research scholarship, R1: pre-doctoral / early stage) https://www.unipa.it/servizi/borsedistudiofinalizzateallaricerca/.content/documenti/Modulistica_e_Regolamenti/dr-2467-regolamento-borse-di-studio.pdf 2) INCARICHI DI RICERCA (Contract Researcher, R1-R2 - PhD not required) https://www.unipa.it/servizi/prevenzionedellacorrruzione/.content/documenti/regolamenti_per_ree_tematiche_di_interesse/regolamenti_personale_docente_e_ricercatore/dr-10323-regolamento-incarichi-di-ricerca.pdf 3) CONTRATTI DI RICERCA (Postdoctoral Research Fellow with fixed-term contract, R2 - PhD required or near completion) https://www.unipa.it/servizi/prevenzionedellacorrruzione/.content/documenti/regolamenti_per_ree_tematiche_di_interesse/regolamenti_personale_docente_e_ricercatore/D.R.-3639_2025-Regolamento-per-il-conferimento-di-contratti-di-ricerca-ai-sensi-dellarticolo-22-della-legge-30-dicembre-2010.pdf
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					4) INCARICHI POST-DOC (Post-doctoral researcher, R2 - PhD required) https://www.unipa.it/servizi/prevenzionedellacorrruzione/.content/documenti/regolamenti_per aree tematiche di interesse/regolamenti_personale docente e ricercatore/D.R.-3639_2025-Regolamento-per-il-conferimento-di-contratti-di-ricerca-ai-sensi-dellarticolo-22-della-legge-30-dicembre-2010.pdf 5) RICERCATORI a tempo determinato di tipo A su progetti PNRR (RTDa-PNRR, Post-doctoral researcher, R2 - PhD required) https://www.unipa.it/servizi/prevenzionedellacorrruzione/.content/documenti/regolamenti_per aree tematiche di interesse/regolamenti_personale docente e ricercatore/4499_2022-pnrr regolamento-rtd-pnrr.pdf 6) RICERCATORI IN TENURE TRACK (Tenure-track researcher, R2-R3 - Recognised/established researcher) https://www.unipa.it/servizi/prevenzionedellacorrruzione/.content/documenti/regolamenti_per aree tematiche di interesse/regolamenti_personale docente e ricercatore/D.R.-n-1653-del-17.02.2025-Decreto-di-emanazione-della-modifica-al-Regolamento-per-il-reclutamento-di-ricercatori-a-tempo-determinato-in-tenure-track.pdf 7) PROFESSORI (Associate/Full Professor, R3 – R4 Established/leading researcher) https://www.unipa.it/servizi/prevenzionedellacorrruzione/.content/documenti/regolamenti_per aree tematiche di interesse/regolamenti_personale docente e ricercatore/DR n.1239_2024 regolamento-
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					chiamata-professori-e-reclutamento-ricercatori.pdf 8) PROFESSORI-CHIAMATA DIRETTA (Associate/Full Professors, R3 – R4 Established/leading researcher – reserved to scholars permanently employed abroad in research or university-level teaching; scholars of established international reputation; and recipients of prestigious, highly competitive research programs) https://www.unipa.it/servizi/prevenzionedellacorruzione/.content/documenti/regolamenti_per aree tematiche di interesse/regolamenti_personale docente e ricercatore/Regolamento-chiamata-diretta D.R. n.4269 del-05.10.2022.pdf
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x		x	+/-Yes, substantially	The OTM-R internal guide, in both Italian and English, has been developed by the Working Group for the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter “Charter & Code Working Group” or C&C WG, see Action 6 of the revised HRS4R Action Plan). The guide will be updated by the end of 2026 to reflect recent legislative changes that have abolished the positions of RTDa, RTDb and research grants (assegni di ricerca), introducing new roles as outlined above (points 1–4 and 6), with transitional provisions currently in place (see Law 79/2022). The guide clarifies what an OTM-R System is and how the academic staff can contribute to its implementation. It collects, in a single document, all relevant procedures and practices for the recruitment for



					all type of positions, in Italian and in English. https://www.unipa.it/organigramma/arearisorseumane/.content/documenti/hrs4r/Documenti/otms-guidelines_26-gennaio-2024_ita_REV-11-giugno-2025.pdf https://www.unipa.it/organigramma/arearisorseumane/.content/documenti/hrs4r/Documenti/otms-guidelines_gennaio-2024_eng.pdf
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes, substantially	For the recruitment of professors of the first and second rank and for the recruitment of researchers on temporary contracts, Unipa has elaborated and constantly updated guidelines for the formation of the selection committees: https://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/.content/2022/2684-linee_guida-prot.pdf. On the occasion of each recruitment or career advancement procedure, the competent administrative offices ("SETTORE RECLUTAMENTO E SELEZIONI" for R2, R3 and R4 positions and "DOTTORATO" for R1 positions) provide selection committees with clear instructions, the relevant legislation, templates and documentation explaining the procedural steps, as well as continuous guidance throughout the entire process to ensure that recruitment and career advancement procedures for researchers are open, transparent and merit based. At present, they are issued exclusively in Italian. For R2, R3, and R4, see:



					https://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/Docenti/ For R1, see: https://www.unipa.it/didattica/dottorati/ The administrative/technical staff in the area of OTM-R are regularly updated on legal, technical and IT matters. Particularly, in 2023, was organized a training course on public selection exams under the new Regulation 487.
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	++ Yes, completely	Applications for all types of positions can only be made electronically. EU applicants may self-certify their qualifications and scanned copies of all documents are accepted. If there is no electronic signature on the application, the application is nevertheless accepted and a hard copy with original signature is requested at the end of the procedure. Non-EU researchers cannot provide self-certifications of some qualifications due to restrictions under Italian law. As part of its initiatives to digitize its procedures, Unipa has adopted the new e-recruitment platform "PICA" (Piattaforma Integrata Concorsi Atenei) for the recruitment of researchers and professors/advanced lecturers. The interview of foreign PhD candidates can be handled remotely, by video-conference, using Microsoft Teams or Skype.
5. Do we have a quality control system for OTM-R in	x	x	x		National regulations are applied. For each procedure, a Responsible for the Procedure (RPA) is appointed in order to verify and ensure that all criteria are met, as well as to monitor the fairness of the entire process.



place?				+/- Yes, substantially	The University Quality Assurance Board (PQA) is the body responsible for the organization and monitoring of quality assurance procedures within the institutional system. The PQA oversees and annually monitors the recruitment of academic staff.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes, substantially	According to the National legislation, calls for all type of positions are open to external candidates. Such procedures always required a transparent and merit-based selection procedure. The calls are published on the UNIPA, MUR, and EURAXESS websites. The Academic Senate and the Board of Directors ensure that at least 20% of available resources are dedicated to the recruitment of external candidates to academic positions (researchers and professors). All Unipa PhD programmes reserve at least one position for candidates holding a foreign degree.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes, substantially	Our policies are in line with the National policies. Application for all type of positions is open to all foreign citizens who meet the requirements established by the competition notices. Competition notices are always translated in English and published in EURAXESS and in the Unipa website. The selection criteria are clear and comparable to international standards.



					An abstract of the statutory provisions and internal regulations for the recruitment and carrier progression at Unipa, in English, is provided as part of the OTM-R internal guide (see Action 6 of the revised HRS4R Action Plan). The C&C Working Group has developed a more general and informative research career guide, aimed mainly at PhD students and early-stage researchers both in Italian and in English (see Action 7 of the revised HRS4R Action Plan). Support for visas and relocation is provided by the Personnel Office upon request, and this service is being strengthened through the creation of a dedicated portal and administrative unit (see new Action 24 of the revised Action Plan)
8. Is our current OTM-R policy in line with policies to attract under-represented groups?	x	x	x	++ Yes, completely	National legislation does not allow procedures reserved for under-represented groups. The Ethical Code of Unipa (published in the University website only in Italian) expressly establishes equal dignity of all members of the academic community and provides that all its members, both in their individual roles and in collegial committees, shall respect and promote equality and human dignity, reject all forms of unfair discrimination and recognize the value of individual and cultural diversity. In accordance with the relevant national legislation. Recruitment regulations and guidelines, as well as procedures for verifying documentation supporting the selection process, enable the identification of potential cases of discrimination that violate the Unipa



					Statute and Code of Ethics. Support is provided for people with disabilities. The Gender Equality Plan (GEP) is the strategic and operational tool designed for the elimination of gender imbalances; it proposes the necessary actions for the implementation of lasting, structural changes through a cross-cutting and integrated approach aimed at promoting equal opportunities and gender equality. https://www.unipa.it/Gender-Equality-Plan/ The Single Committee for Guarantees (CUG) for equal opportunities, the enhancement of workers' well-being, and against discrimination is a body of the University of Palermo, established under Article 25 of the University Statute. https://www.unipa.it/strutture/cug/ The relevant national legislation provides tax benefits for researchers returning from abroad and measures to protect researchers on maternity leave (both during employment and during the evaluation phase) and researchers who – due to health problems – cannot guarantee a constant level of scientific productivity.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes, substantially	Unipa strives to ensure increasingly attractive working conditions for its researchers, within the scope of its available resources, by providing access to research funding, infrastructure and services, social security and health benefits, and opportunities for training and career development. Unipa offers benefits for access to the University sports campus to all employees and their families; medical assistance points for all students (including PhD students); a nursery school open to PhD students,



					professors, researchers, and administrative staff; discounts on public transportation fares, car and bike sharing, and theatre and concert tickets (CRAL).
10. Do we have means to monitor whether the most suitable researchers apply?	x		x	-/+Yes, partially	The internal regulations of Unipa expressly require that the selected candidate should be the most qualified to perform the functions for which the open position was advertised. They also establish that the evaluation criteria set forth in the competition notice, which should be the basis of the evaluation, should comply with national and international standards, as well as with any additional scientific and lecturing qualifications that may be considered essential. On the other hand, Unipa does not performed surveys to identify target applicants and does not adopt active forms of recruitment (e.g. sending invitations to potential applicants).
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	++ Yes, completely	Calls for the open positions are advertised as prescribed by the National Legislation by the competent administrative offices. Competition notices are published in Unipa - Albo di Ateneo https://www.unipa.it/albo.html, Ministry of University (MUR), Euraxess websites and in the Italian Official Journal (Gazzetta Ufficiale), both in Italian and in English.
12. Do we include in the job advertisement references/links to all the elements foreseen in	X	x	x	++ Yes, completely	The information reported in the call allow the potential candidates to acquire all the relevant information. Information on professional



the relevant section of the toolkit?					development opportunities and career development prospects are not included in the call because the National Legislation requires a public competition for each step of carrier progression. In order to improve the transparency of the procedures for the recruitment and career progression of early-stage researchers and to make open positions more attractive, Unipa has published a research career guide (in Italian and English) aimed at clarifying for each step of the academic career to PhD students and early stage researchers (Action 7 of the revised HRS4R Action Plan).
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	++ Yes, completely	100 % recruitment calls are published on EURAXESS.
14. Do we make use of other job advertising tools?	x	x	x	++ Yes, completely	The calls for application are publicized in “Gazzetta Ufficiale” the Italian Official Journal, in the institutional web sites of Unipa and Ministry of University and Research; open calls are published on social media (Facebook, Instagram, Twitter, etc.) and professional web networks (Research Gate/Linkedin).
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x	x	x	++ Yes, completely	For EU applicants, yes. The procedure can be handled electronically, and only self-certifications are required during the recruitment phase. Evidence can be requested at any time for the successful candidate's application. For the non-EU, applicants, recognition of qualifications for the purpose of enrolment is necessary, according to the National



					regulations. Unipa adopt the e-recruitment platform “PICA” (Piattaforma Integrata Concorsi Atenei) for the recruitment of researchers and professors/advanced lecturers.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]	x	x	x	++ Yes, completely	Rules are mainly defined by the National legislation and further detailed in the internal written regulations (https://www.unipa.it/amministrazione/arearisorseumane/settorereclutamentoeselezioni/.content/2022/2684-linee_guida-prot.pdf). Commissions are appointed according to recruitment calls, university regulations and the guidelines of ANAC – the National Anticorruption Authority.
17. Do we have clear rules concerning the composition of selection committees?	x	x	x	++ Yes, completely	Commissions are composed as per recruitment calls, university regulations and the guidelines of ANAC – the national Anti-corruption Authority.
18. Are the committees sufficiently gender-balanced		x	x	+/- Yes, substantially	The internal regulations stipulate that the composition of selection committees shall ensure gender balance wherever possible. https://www.unipa.it/servizi/prevenzionedellacorruzione/.content/documenti/regolamenti_per_aree_tematiche_di_interesse/regolamenti_personale_docente_e_ricercatore/DR_n.1239_2024_regolamento-chiamata-professori-e-reclutamento-ricercatori.pdf



					https://www.unipa.it/ateneo/pari-opportunita/.content/documenti/UniPa_Bilancio-di-genere_Monitoraggio-al-31_12_23_VL_210224.pdf
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate to be selected?	x	x	x	++ Yes, completely	The criteria established in Unipa's internal regulations, in compliance with national legislation, specify the knowledge and skills, together with any additional scientific and teaching qualifications deemed essential for the position, and constitute the basis for assessment by the selection committees.
Appointment phase					
20. Do we inform all applicants at the end of the selection process	x	x	x	++ Yes, completely	In compliance with the principles enshrined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, as well as with the relevant national legislation, the internal regulations concerning the recruitment and career progression procedures of researchers provide that the acts of the Selection Committee, i.e. the minutes of the meetings, the annexes and the final report, are approved by Rectoral Decree, as a rule, within thirty days of their delivery to the competent administrative offices by the selection committee and are made public. The publication of the Rector's Decree approving the proceedings of the selection Committee and the final report counts as notification to all intents and purposes.
21. Do we provide adequate feedback to interviewees?	x	x	x	++ Yes, completely	The minutes of the meetings of the selection Committees include information about qualifications and publications (where required) that have been assessed, evaluation criteria adopted, grades and/or



					evaluation comments received by each single candidate and the outcome of the selection procedure. The candidates receive emails with instructions on how to retrieve this information. In the event that the final report discloses only the outcome of the selection procedure, but not the grades and/or evaluation comments received by each single candidate (where required), candidates may ask the competent offices to view their own grade and/or evaluation comment, as well as exercise their right of access to the files and view all the documentation relating to the whole procedure, including the grades and/or evaluation comments received by the other candidates. https://www.unipa.it/servizi/u.r.p.ecomunicazioneinterna/
22. Do we have an appropriate complaints mechanism in place?		x		+/- Yes, substantially	In accordance with the relevant national legislation, candidates may appeal against the rectoral decree approving the procedure. The deadlines for any complaints and appeals run from the date of publication of the rectoral decree. Although the legal framework is in place, the foreign candidate is not adequately supported throughout the procedure. This limitation will be addressed by the dedicated portal and administrative unit (see new Action 24 of the revised Action Plan) https://www.unipa.it/servizi/prevenzionedellacorruzione/.content/documenti/regolamenti_per aree tematiche di interesse/regolamenti_di interesse generale/Regolamento-sul-diritto-di-accesso-civico-e-generalizzato-dellUniversit-degli-Studi-di-Palermo---D.R. n.7687-del-26.10.2023.pdf https://www.unipa.it/servizi/u.r.p.ecomunicazioneinterna



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HR EXCELLENCE IN RESEARCH

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?		x		++ Yes, completely	The C&C Working Group and the HRS4R Steering Committee regularly monitor and evaluate Unipa's OTM-R strategy, identify critical issues, define corrective actions, and provide recommendations.