



1506
UNIVERSITÀ
DEGLI STUDI
DI URBINO
CARLO BO



HR EXCELLENCE IN RESEARCH

Disclaimer: This document is a courtesy translation of the Policy approved in Italian by the University's Academic Bodies (Academic Senate (SA) Resolution No. 83/2026 and Administrative Board (CdA) Resolution No. 59/2026 of 27/02/2026).

Open Transparent and Merit-Based Recruitment (OTM-R) Policy

By signing the “*Declaration of Commitment by Italian Universities to the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*”, the University of Urbino Carlo Bo has formally endorsed the principles set out in the *European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*, issued by the European Commission through the Recommendation of 11 March 2005 and subsequently updated by the Recommendation of the Council of the European Union No. 1640 of 18 December 2023.

In 2022, the University joined the European Commission's Human Resources Strategy for Researchers (**HRS4R**), reaffirming its commitment to implementing the principles of the Charter and the Code across the institution.

In 2024, the University was awarded the “**HR Excellence in Research**” recognition and began implementing a comprehensive Action Plan to enhance and improve existing institutional practices.

Within this framework, the University committed itself to adopting a policy on Open, Transparent and Merit-based Recruitment (OTM-R), one of the core pillars of the HRS4R strategy. This policy is intended to ensure the effective and continuous monitoring of compliance with open, transparent, and merit-based recruitment principles, while promoting awareness and understanding of the University's recruitment procedures among all prospective candidates interested in pursuing an academic career at the University of Urbino.

The University also joined the *Agreement on Reforming Research Assessment (ARRA)* and became a member of the *Coalition for Advancing Research Assessment (CoARA)*, reaffirming its commitment to advancing systemic reform in research assessment. Consistently with the HRS4R framework, the CoARA Action Plan includes specific measures to enhance openness, transparency, and merit-based recognition in recruitment practices.

In order to reaffirm its commitment to the OTM-R principles, the University of Urbino Carlo Bo hereby adopts the following Policy:

OPEN, TRANSPARENT AND MERIT BASED RECRUITMENT (OTM-R) POLICY

In accordance with the *European Charter for Researchers* and the *Agreement for Reforming Research Assessment (ARRA)*, the University of Urbino Carlo Bo promotes a culture of merit and excellence across all institutional activities, including research, teaching, knowledge transfer, and public engagement



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The University's recruitment plan is established on a three-year basis and is grounded in planning proposals submitted by the Departments to the Academic Bodies (Academic Senate and Administrative Board).

These governing bodies are responsible for implementing measures aimed at ensuring that recruitment planning is aligned with the University's strategic objectives, fostering the quantitative and qualitative development of academic and research staff, and enhancing educational provision, research outcomes, social impact, and knowledge and technology transfer, in accordance with administrative and organisational requirements.

The University promotes specific practices to ensure that recruitment procedures are open, transparent and merit-based at every stage (job advertisement publication; submission of applications; evaluation and selection; appointment). These measures are designed to guarantee high-level recruitment across all researcher profiles. Furthermore, the University is committed to encouraging the adoption of targeted measures, enabling the selection of the most talented and suitable candidates for each position, taking into account to the institution's strategic and organisational needs.

Advertising and application phase

Advertising the post

In order to guarantee the highest visibility of job advertisements and to encourage the participation of external applicants, including those from abroad, all calls for applications are published on the official University Register, on the institutional website, on the Ministry of University and Research website and on Euraxess. Key information is also made accessible in English.

Positions for Researchers, Associate Professors, Full Professors (R3-R4) are advertised on the Italian "Gazzetta Ufficiale – IV Serie Speciale – Concorsi ed esami" (Official Gazette – Special Series IV – Competitions and Examinations).

Job adverts provide all information, necessary to prepare the application, including: organisation and recruiting unit (Department); researcher career profile (R1-R4); required and desirable skills and knowledge; number of available positions; entitlements (salary, other benefits, etc.), type of contract; deadline for submitting applications.

E-recruitment

In order to keep the administrative burden to a minimum for applicants, and to minimise the risk of mistakes in the application process, applications may be submitted exclusively online, through a dedicated platform; in recruitment procedures involving interviews, these may also be conducted online in order to facilitate the participation of international candidates.

Measures for external and international applicants

In compliance with national legislation, some of the advertised positions are reserved for external candidates. Moreover, researchers with suitable profiles who are permanently employed outside Italy can be appointed without a selection procedure (direct recruitment or "*chiamata diretta*").



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The University is committed to implementing targeted measures to attract and retain talented researchers, who have demonstrated their excellence in terms of research quality and project competitiveness.

Measures for equal opportunities and equal treatment

UniUrb rejects all forms of discrimination on the basis of gender, age, ethnic, national or social origins, religion or belief, sexual orientation, language, disability, political opinions, social or economic conditions and therefore guarantees equal opportunities and equal treatment to all candidates throughout recruitment and selection procedures.

Evaluation and selection

UniUrb implements specific measures to ensure that the evaluation of candidates is transparent and merit-based, with the aim of selecting the best researchers for the advertised positions.

Selection committees' appointment

Selection committees are composed by at least 3 members possessing the experience, qualifications and expertise relevant to the scientific field of the advertised position, in order to identify the candidate best suited to the role.

The committees are appointed in compliance with gender balance requirements and with measures in place to prevent conflicts of interest among committee members and between committee members and candidates. Participation of external and/or international experts in selection committees is envisaged for all recruitment procedures (R1-R4). In addition, for all R3 and R4 recruitment procedures committee members are appointed by drawing lots from a previously established shortlist of eligible experts.

The Rector's decree appointing the committee is published online in order to allow candidates to formally request the recusal of committee members.

Evaluation criteria

Calls for applications specify the general evaluation criteria in terms of qualifications, skills, and knowledge, clearly distinguishing mandatory requirements from desirable ones.

Selection committees establish the specific weight assigned to each criterion during their first meeting and the adopted criteria are published online.

Evaluation

In accordance with national legislation, evaluation is primarily based on research outputs, *Curriculum vitae*, teaching activity. Applicants for doctoral and postdoctoral positions, such as research contracts, research assignments, postdoctoral appointments are required to submit a research proposal, which is also evaluated by the Selection Committee.

Evaluation considers a wide range of contributions, including scientific publications; teaching activities; project implementation; organization, leadership, and coordination of national and international research



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groups; patent ownership; participation as a speaker at national and international conferences; and the receipt of national and international prizes, awards, or other recognitions for research excellence.

Selection Procedures for R3 and R4 positions (Associate Professors and Full Professors) consider diverse activities related to knowledge and technology transfer, public engagement, environmental sustainability, inclusion and actions to reduce and prevent inequalities etc.

In line with the principles of the *Agreement on Reforming Research Assessment*, UniUrb is committed to encouraging qualitative assessment, mainly based on peer-review and supported by a responsible use of quantitative indicators (ARRA Core commitment 2), in accordance with the *San Francisco Declaration on Research Assessment (DORA)*.

In order to recognise the diversity of research contributions and careers (ARRA Core Commitment 1), the evaluation process may also consider specific experience gained by candidates and the transferable skills derived from it, as reported in the CV, which may possibly be submitted in narrative form.

Appointment

Communication of Results

The outcomes of the selection procedures are published online and made accessible to all candidates. Full evaluation reports and selection committee minutes may be consulted by candidates upon request.

Complaints and appeals

UniUrb follows specific procedures to enable complaints and appeals in relation to recruitment processes. Each selection procedure is overseen by an appointed Unique Responsible for the Procedure (RUP), in charge of verifying the regularity of the procedure at all its stages and ensuring its compliance with the principles of open, transparent and merit-based recruitment.

The University is committed to making all information relevant to complaints and appeals available and easily accessible, and to improving the visibility of the individuals and offices responsible for safeguarding the regularity of the procedures.

Working conditions

UniUrb commits to ensuring that recruited researchers benefit from the best working conditions and the best research environment to carry out their activities, aiming at continuous improvement with regards to infrastructure, equipment, services supporting teaching, research and knowledge transfer activity. UniUrb ensures access to funding, educational and training programmes and career development opportunities. In addition, the University aims at improving work-life balance and to minimise work-related stress among its research staff, thanks to the activities of the University Guarantee Committee for equal opportunities, enhancement workers' well-being and against discrimination (CUG) as well as through the interventions set out in the *Gender Equality Plan (GEP)*. Organisational well-being of the academic community is periodically monitored through dedicated surveys.



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The University also joined the Agreement on Reforming Research Assessment (ARRA) and became a member of the Coalition for Advancing Research Assessment (CoARA), reaffirming its commitment to advancing systemic reform in research assessment. Consistently with the HRS4R framework, the CoARA Action Plan includes specific measures to enhance openness, transparency, and merit-based recognition in recruitment practices.

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Recruitment quality assessment system

Recruitment policies are developed by Departments through their academic staff recruitment planning proposals are subject to regular monitoring and evaluation of their effectiveness, also with regard to Departmental Strategic Plans and the University Strategic Plan.

Periodic monitoring aims to verify the correspondence between planned and completed recruitment procedures for the reference year, and to assess the validity of the criteria and procedures adopted to design the three-year recruitment plans.

The University's quality assurance system, including processes and practices related to recruitment, is coordinated by the University's Quality Assurance Committee (Presidio della Qualità di Ateneo - PQA) and constantly monitored by the Internal Evaluation Committee (Nucleo di Valutazione - NdV).

Moreover, as a public institution, UniUrb appoints Head of Transparency and Corruption Prevention (Responsabile per la Prevenzione della Corruzione e la Trasparenza – RPCT), working in close cooperation with the NdV to prevent all forms of corruption and to ensure that each procedure complies to the principle of open, transparent and merit-based recruitment. As a rule, by December each year, the RPCT outlines and publishes on the institutional website an annual report of the results of their activity, describing the progress of the implementation of prevention measures established in the Integrated plan of Activities and organisation. The report is also submitted to the University's governing bodies and the NdV.

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