



	Open	Transparent	Meritbased	Answer: Yes completely/ Yes substantially/ Yes partially/ No	Suggested indicators (or form of measurement)
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	2022-2023 -/+ Yes partially 2024- +/- Yes substantially	2022-2023 https://www.elke.uoc.gr/management/rules/guide (P.46-50) Overall summary & translation in English to be uploaded (in progress) 2024 The OTM-R policy of UoC has been published at the UoC website both in Greek (https://www.uoc.gr/research-at-uni/otm-r/otm-r.html) and English (https://en.uoc.gr/research-at-uni/charter-for-researchers/OTM-R.html). Besides, the OTM-R policy of UoC is clearly reflected at the "Funding and Management Guide" (https://www.elke.uoc.gr/docs/%CE%9F%CE%A7%CE%94_2024.pdf#page=49) issued by the Special Account for Research Funds (UoC-ELKE). The guide is being regularly revised to comply with national law.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	2022-2023 +/- Yes substantially 2024- +/- Yes substantially	2022-2023 https://www.elke.uoc.gr/management/rules/guide (P.46-50) Overall summary & translation in English to be uploaded (in progress) http://www.elke.uoc.gr/docs/OXE-2020.pdf 2024 For staff contracts (fixed-term and freelance contracts), UoC-ELKE has issued the "Guide for Concluding Staff Contracts" both in Greek (https://www.elke.uoc.gr/docs/%CE%9F%CE%A7%CE%94_2024.pdf#page=49) and in English (https://en.uoc.gr/files/items/77669/elke_guide_for_concluding_staff_contracts_revised_2024.pdf), which is annexed to the "Funding and Management Guide". The Guide is regularly revised, to comply with national law. For Faculty positions (Teaching and Research Staff), the UoC applies national legislation, which is currently the Law 4957/2022, articles 138-153 (https://www.esos.gr/sites/default/files/articles-legacy/nomos_4957_2022.pdf). The relevant procedures are clearly described at the web portal "APELLA" of the Ministry of Education, which is available both in Greek (https://apella.minedu.gov.gr/) and in English (https://apella.minedu.gov.gr/en)



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3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	2022-2023 +/- Yes substantially 2024- +/- Yes substantially	2022-2023 Personnel working with HR recruitment are aware of national legislation and UoC guidelines on recruitment. Specific OTM-R training programmes to be held annually 2024 The staff who is responsible for recruitment procedures for both contractual staff and Faculty positions, has proficient knowledge of the national legislation and the UoC-ELKE specific provisions. Occasionally and according to the existing needs, they participate in training programs offered by the Training Institute (INEP) of the National Centre for Public Administration and Local Government. In addition, the UoC provides to its staff specific information and awareness input on OTM-R policy, practices and procedures.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		2022-2023 +/+ Yes completely 2024- +/+ Yes completely	2022-2023 e.g. Apella (Ministry of Education platform for faculty positions); Euraxess job portal 2024 <u>For staff contracts (fixed-term and freelance contracts)</u> , the UoC-ELKE uses the "Euraxess Portal" for all calls addressed to researchers (i.e. doctoral candidates and holders of a doctoral degree). <u>For Faculty positions (Teaching and Research Staff)</u> , the UoC uses the Ministry of Education's specific web portal "APELLA", which provides an e-recruitment tool, in Greek and English (https://apella.minedu.gov).
5. Do we have a quality control system for OTM-R in place?	x	x	x	2022-2023 +/- Yes substantially 2024- +/- Yes substantially	2022-2023 UoC Research Committee: Head of HR Directorate 2024 <u>For staff contracts (fixed-term and freelance contracts)</u> , the Research Committee, which is the executive and decision-making body of the UoC-ELKE, is responsible for monitoring, checking and validating the results of the recruitment process. In addition, the UoC-ELKE has developed a Quality Management System in June 2022, certified according to the requirements of the International Standard EN ISO 9001:2015, which provides the specific and detailed recruitment procedures (https://www.elke.uoc.gr/docs/ISO_9001_GR.pdf?v=20220101)



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					<u>For Faculty positions</u> , the recruitment process is subject to the legality control of both the UoC Board of Directors (art.150 Law 4957/2022) and the Ministry of Education (art.151 Law 4957/2022).
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	2022-2023 -/+ Yes partially 2024- +/- Yes substantially	2022-2023 Use of Euraxess platform, University of Crete website, 'Diavgeia' (gov.gr platform, all Greek Universities' and Research Centers' mailing lists &/ websites, government gazette. 2024 <u>With regard to staff contracts</u> , the "Guide for Concluding Staff Contracts" in paragraph B.3 mentions that "Publication on the EURAXESS website is mandatory for Calls addressed to researchers". As a result, in 2022 UoC-ELKE posted at the EURAXESS website 78 calls out of a total of 242 calls for staff contracts (32%), while in 2023 64 calls out of a total of 217 calls for staff contracts (29,5%) were posted at the EURAXESS website. In the first case we had just 5 external candidates, while in the second 53 applications came from abroad. To increase the number of applications by external candidates, UoC-ELKE is currently considering to make use of social media with emphasis on LinkedIn. <u>With regard to Faculty positions</u> , the web platform "APELLA" provides a distinct process addressed to foreign researchers (https://apellaminedu.gov.gr/en/process/foreign) who want to apply for positions at Greek Universities.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	2022-2023 -/+ Yes partially 2024- +/- Yes substantially	2022-2023 https://en.uoc.gr/staff (information in University website) 2024 UoC has a strong international orientation, as it is illustrated by joint degree programmes, Erasmus mobility, research networks, and other research and educational collaborations with academic institutions in Greece, Europe, and worldwide. In this context, the UoC International Relations Office (https://www.uoc.gr/intrel/en) acts as a contact point for visiting researchers. In addition, UoC has established a "Welcome Office" to serve as a central hub for all incoming foreign students and researchers, providing them with comprehensive support and guidance throughout their academic journey (https://welcome.uoc.gr/).



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					The above-mentioned initiatives, combined with the transparent recruitment procedures, verify the commitment of UoC to act as an attractive host institution for researchers from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	2022-2023 +/- Yes substantially 2024- +/- Yes substantially	2022-2023 UoC gender equality plan (translation in English in progress) UoC joined the Scholars at Risk (SAR) network in 2021. To monitor application data for these & other minority groups. 2024 The UoC established in 2020 a Gender Equality Committee (https://www.elf.uoc.gr/index.php/en/) according to the Greek law (4589/2019), in order to promote and ensure gender equality in all educational, research and administrative processes of the University. In this context, the Committee has develop a "Gender Equality Plan" in Greek (https://www.uoc.gr/files/items/8/8664/sdif_panepistimio_kritis_anartisi) (translation in English is in progress). In addition, a "Code of Conduct for Gender Equality in Research" (English version https://www.elf.uoc.gr/images/Code_of_Conduct_Gender_Equal-Research.pdf) has been adopted in 2021 by the Research Committee and the University Senate. It is annexed to the Funding and Management Guide (FMG) of the UoC-ELKE. One of the major principles of the Code of Conduct outlines the integration of Gender Equality in the recruitment procedures implemented at UoC and ELKE. Last but not least, the UoC joined the "Scholars at Risk (SAR)" in 2021, which is a network that promotes academic freedom worldwide. Among others, SAR invites member institutions to welcome threatened scholars temporarily at their campus as professors, researchers, lecturers, visiting scholars, post-docs, graduate fellows or students.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	2022-2023 -/+ Yes partially 2024- -/+ Yes partially	2022-2023 Regulatory provisions for flexible working schedule, distance working parent or caretaker leaves. Staffs have access to the University's Occupational Medical Officer free of charge + access to daycare for staff with children. Available sponsorships/bursaries are advertised through UoC website. 2024 All researchers (foreign or native) employed at the UoC, can benefit from the regulatory provisions of flexible working schedules, distance working, annual leave, social and medical services, etc. The International Office acts as a contact point for visiting researchers assisting with both pre-arrival and post-arrival guidance (for example, visa/residence formalities, healthcare, renting a house, opening a bank account, etc). For those who may consider the Greek language as an obstacle, the UoC offers



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					Modern Greek language courses https://en.uoc.gr/studies-at-uni/greek-language.html , in order to ensure better living and working conditions. Besides, UoC infrastructures supports accessibility for people with special needs in almost all university facilities. The Welcome Office (https://welcome.uoc.gr/ , https://welcome.uoc.gr/research/) acts as a contact point.
10. Do we have means to monitor whether the most suitable researchers apply?				2022-2023 -- No 2024- -/+ Yes partially	2022-2023 N/A 2024 With regard to Faculty positions, any candidate may create an account on the web Portal "APELLA" and submit a working profile (https://service-apella.grnet.gr/apella/ui/auth/login). As a result, once a position matching their criteria is posted, they receive a notification from the information system via e-mail, which ensures, to some extent, the submissions from the most suitable candidates. In general, UoC aims to attract the most suitable and capable researchers, using all the available communication and dissemination tools at national and international level. However, for the time being there is no monitoring system to assess the UoC's performance in this area.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		2022-2023 +/- Yes substantially 2024- +/- Yes substantially	2022-2023 Euraxess + 'Diavgeia' (gov.gr) 2024 For staff contracts, UoC-ELKE has published the "Guide for Concluding Staff Contracts" (https://www.elke.uoc.gr/docs/%CE%9F%CE%A7%CE%94_2024.pdf#page=49/), while it also has elaborated templates for advertising any kind of staff contract, some of them also available in English. Additionally, when necessary, the HR staff uses the EURAXESS templates. For Faculty positions, clear guidelines and templates are available at the web based recruitment system "APELLA" (https://apella.minedu.gov.gr/information/manuals). In the same context APELLA has established a Help Desk, which is accessible via email and telephone.



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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		<p>2022-2023 -/+ Yes partially</p> <p>2024- +/- Yes substantially</p>	<p>2022-2023 partial information: to update and enrich website</p> <p>2024 The job advertisements issued by UoC-ELKE for staff contracts include most of the information ensuring the application of the principles "Recruitment" and "Transparency" of the Code of Conduct for the Recruitment of Researchers. In addition, contact persons at the HR Department are available to provide any additional information requested by the applicants. The job advertisements for Faculty positions, are posted in the Government Gazette Issue (FEK), the official journal of the Government of Greece (https://www.et.gr/), according to templates approved by the national legislation.</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<p>2022-2023 +/- Yes completely</p> <p>2024- +/- Yes substantially</p>	<p>2022-2023 Yes – KPI researcher vacancies advertised through Euraxess Jobs portal. During the last two academic years 136 research vacancies have been advertised in Euraxess job portal.</p> <p>2024 According to the Guide for Concluding Staff Contracts, paragr. B.3 "Publication on the EURAXESS website is mandatory for Calls addressed to researchers. In other cases, it is at the discretion of PI to request publication. Researchers are defined as doctoral candidates and holders of a doctoral degree". As a result, 78 calls out of a total of 242 staff contracts (32%) were posted at EURAXESS in 2022, while in 2023, 64 calls out of a total of 217 staff contracts (29,5%) were posted at EURAXESS. Therefore, 142 job vacancies have been posted by UoC-ELKE on EURAXESS during the period 2022-2023.</p>
14. Do we make use of other job advertising tools?	x	x		<p>2022-2023 -/+ Yes partially</p> <p>2024- +/- Yes substantially</p>	<p>2022-2023 Expand use of other tools (eg LinkedIn)</p> <p>2024 The job vacancies for fixed term employment are posted on the UoC-ELKE website (https://www.elke.uoc.gr/news) and the "Diavgeia", which is the Transparency Portal of the Greek Public Administration (https://diavgeia.gov.gr/). In addition, there are many Greek job search websites that advertise the UoC job vacancies. To improve the visibility of the UoC-ELKE job vacancies and increase the number of applications, the use of social media (LinkedIn in particular) is also considered.</p>



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15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			<p>2022-2023 -/+ Yes partially</p> <p>2024- -/+ Yes partially</p>	<p>The job vacancies for Faculty positions are posted in the Government Gazette Issue (FEK), on the website of the UoC and on the web platform "APELLA".</p> <p>2022-2023 E-management of applications has reduced administrative burden, but further steps are necessary to reduce it to a minimum. National regulations governing procedures determine burden &/or largely proscribe options.</p> <p>2024 For all types of job vacancies, national regulations governing procedures determine the burden &/or largely proscribe options. For fixed term positions, the applicants are not obliged to submit at the application stage, the original or translated versions of some of the certificates related to their qualifications, according to the rules of the Supreme Council for Civil Personnel Selection (ASEP).</p> <p>For Faculty positions the HR staff uses an e-recruitment tool, available via the web portal "APELLA", which determines the necessary documents requested in order to ensure a fair, transparent and merit-based selection of the applicants. After the completion of the selection process, only the successful candidate must send the original supporting documents for legal examination.</p>
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	<p>2022-2023 +/- Yes completely</p> <p>2024- +/- Yes completely</p>	<p>2022-2023 http://www.elke.uoc.gr/docs/OXE-2020.pdf P.47-48</p> <p>2024 For Faculty positions, specific provisions have been established by the Laws 4405/2016 and 4957/2022, which comply with the principle "Selection" of the Code of Conduct for the Recruitment of Researcher. The same applies to the fixed termed positions, for which the selection process is governed by the "Guide for Concluding Staff Contracts" (paragraph B.2: Selection Committees). See new UoC-ELKE Guide: https://www.elke.uoc.gr/docs/%CE%9F%CE%A7%CE%94_2024.pdf#page=51 (page 51)</p>



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17. Do we have clear rules concerning the composition of selection committees?		x	x	<p>2022-2023 +/- Yes completely</p> <p>2024- +/- Yes completely</p>	<p>2022-2023 http://www.elke.uoc.gr/docs/OXE-2020.pdf P.47-48</p> <p>2024 Specific provisions are applied for the composition of the selection committees for fixed term vacancies, according to the article 244 Law 4957/2022 and the paragraph B.2 of the "Guide for Concluding Staff Contracts". See new UoC-ELKE Guide: https://www.elke.uoc.gr/docs/%CE%9F%CE%A7%CE%94_2024.pdf#page=51 (page 51). For Faculty positions, the selection committees are established based on the internal and external member registries of each Department, according to specific provisions by the Laws 4405/2016 and 4957/2022.</p>
18. Are the committees sufficiently gender-balanced?		x	x	<p>2022-2023 +/- Yes completely</p> <p>2024- +/- Yes substantially</p>	<p>2022-2023 Gender equality plan of the UoC. Action Plan includes target for proportional representation on selection committees https://www.uoc.gr/files/items/8/8664/sdif_panepistimio_kritis_anartisi. (translation in English in progress)</p> <p>2024 The Gender Equality Action Plan which has been endorsed by the University Senate (476th/20.01.2022) makes provisions for gender balance on all selection committees. The same provision has been incorporated in the "Guide for Concluding Staff Contracts".</p>
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	<p>2022-2023 +/- Yes completely</p> <p>2024- +/- Yes completely</p>	<p>2022-2023 Code of Ethics in Research: https://www.uoc.gr/files/items/6/6116/kod-ithik-kanon.leit.pdf ELKE Guide: http://www.elke.uoc.gr/docs/OXE-2020.pdf (p. 46-50)</p> <p>2024 For fixed term vacancies the selection committees use a wide range of evaluation criteria (quantitative and qualitative). Personal interviews or other additional means of evaluation (e.g. knowledge tests) may also be used in order to ensure a merit based selection. The "Guide for Concluding Staff Contracts", paragraph B.5 includes all the relevant provisions. See new ELKE Guide: https://www.elke.uoc.gr/docs/%CE%9F%CE%A7%CE%94_2024.pdf#page=67 (p.</p>



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					67]. For Faculty positions, specific provisions have been established by the Laws 4405/2016 and 4957/2022. Guidelines are also provided via the web platform "APELLA" (https://apellaminedu.gov.gr/process/aei/election).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		2022-2023 +/- Yes completely 2024-.. +/- Yes completely	2022-2023 By email, Announcement on ELKE webpage and/or on University webpage, Announcement on Diavgeia platform 2024 Announcement on the UoC-ELKE webpage and/or on the University webpage. Announcement on the Diavgeia platform. The applicants for Faculty positions are duly informed by electronic messages at all stages of the selection process, delivered by the Information System "APELLA" of the Ministry of Education. Applicants for fixed term positions have access to the decisions of the Research Committee via the Diavgeia website, the ELKE website , and any other website the project PI deems appropriate.
21. Do we provide adequate feedback to interviewees?		x		2022-2023 -/+ Yes partially 2024-.. +/- Yes substantially	2022-2023 Upon request 2024 All applicants for fixed term positions are entitled to further feedback upon request. For this, every call includes a contact person. The applicants for Faculty positions, get relevant feedback from explanatory reports uploaded to the Information System "APELLA" at every stage of the selection process.
22. Do we have an appropriate complaints mechanism in place?		x		2022-2023 +/- Yes completely 2024-.. +/- Yes completely	2022-2023 http://www.elke.uoc.gr/docs/OXE-2020.pdf (P.49) Right to appeal/challenge the selection decision through the relevant body making the call: Research Committee or HR Department 2024 All the applicants have the right to raise an appeal on grounds of the legality of the selection process. A



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					different appeal procedure has been established for each type of job vacancy (fixed term and permanent employment), according to the national legislation. Appeals on fixed term vacancies are assessed by the Appeals Committee established by UoC-ELKE according to the "Guide for Concluding Staff Contracts", paragraph B.7. and the article 245 Law 4957/2022. See new ELKE Guide: https://www.elke.uoc.gr/docs/%CE%9F%CE%A7%CE%94_2024.pdf#page=53
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				2022-2023 +/- Yes substantially 2024-.. +/- Yes substantially	2022-2023 Both HR offices and committees review regulations and procedures in line with OTM-R parameters. In progress of ISO certification. 2024 UoC-ELKE is subject to a regular internal and external review for all its procedures (including those for recruitment), according to the requirements of the International Standard EN ISO 9001:2015. Besides, UoC, as a public body, is also subject to prior or subsequent control by national and European auditing authorities.