



OTM-R POLICY

(Open, Transparent and Merit-based Recruitment)

Approved by the Research Committee on 17/09/2025

Approved by the Governing Council on 29/09/2025

This is an unofficial English translation provided for information purposes only. The authentic text is the Spanish version approved by the Governing Council of the University of León. In the event of any discrepancy, the Spanish version shall prevail.

The University of León (ULE), in its firm commitment to academic excellence, institutional transparency and equal opportunities, has adopted the OTM-R (Open, Transparent and Merit-based Recruitment) policy, with fair and open selection processes for academic and research staff based on the abilities and merits of candidates, thereby fostering an inclusive and competitive environment.

Through its OTM-R policy, the ULE promotes a framework of good practice that establishes clear principles and procedures for the recruitment of staff in research and higher education institutions. Its main objective is to ensure that selection processes are transparent, open to all qualified candidates and based on objective, merit-related criteria. The implementation of this policy helps to prevent bias, favouritism and discrimination, promoting equal opportunities for all applicants, regardless of their gender, origin, age or any other personal circumstance.

This policy complies with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Commission Recommendation 2005/251/EC of 11 March 2005) and with the reformulation set out in the Council Recommendation of 18 December 2023 on a European framework to attract and retain research, innovation and entrepreneurial talents in Europe (C/2023/1640).

The OTM-R protocol has been drawn up as part of the Human Resources Strategy for Researchers (HRS4R) process undertaken by the ULE in order to align its human resources regulations with the aforementioned European Union framework. The Research Staff Regulations of the University of León, approved by the Governing Council on 11 December 2024 (amendment approved by the Governing Council on 29 September 2025), constitute a key element of that strategy as internal regulations on the recruitment of research human resources.

1. Fundamental principles

The OTM-R policy of the University of León is based on three essential pillars:

- 1. Openness.** All recruitment processes at the ULE are open to qualified applications, without discriminatory restrictions. Vacancies are published on accessible platforms, such as the institutional website and the electronic notice board, and progressively on the EURAXESS



portal in order to ensure their international dissemination. Calls contain clear and detailed information on the requirements and application procedures.

2. **Transparency.** The ULE guarantees documented and comprehensible selection processes, with accessible evaluation criteria, which reinforces institutional trust and ensures objective decision-making.
3. **Merit-based selection.** Applications are assessed exclusively on the basis of merit, competences, experience and potential, applying previously established and equitable criteria.

2. Implementation at the University of León

The University of León has designed specific mechanisms to ensure the proper implementation of this policy, including the following:

- Publication of vacancies on official platforms.
- Precise definition of the profiles of the posts offered.
- Training for the staff involved in selection processes.
- Establishment of diverse and balanced selection committees.
- Internal audits and periodic reviews.
- Promotion of candidate participation and feedback.

3. Benefits for the university community

The advantages for recruited staff include:

- Mobility incentives through calls managed by the Vice-Rectorate for Research and Knowledge Transfer.
- Financial support for doctoral candidates through specific calls under the ULE's own research programme.

In turn, the adoption of the OTM-R policy enables the university to attract outstanding talent, strengthen its international profile and consolidate an organisational culture based on equity, diversity and trust.

4. Calls and submission of applications

The University of León seeks to promote fair, transparent and merit-based recruitment processes, ensuring equal opportunities for all candidates.

4.1. Publicity

The ULE ensures that all calls are disseminated through its website and its electronic notice board.





In the case of research staff contracts:

► Calls / Research staff

In the case of technical, management, administration and services staff (PTGAS) or teaching and research staff (PDI):

► PTGAS - PDI calls

In addition to advertising calls on the ULE website, the publication on the EURAXESS portal of staff calls funded by European projects has already begun, and the process will also be initiated for those funded by national institutional projects whose terms and requirements so permit, with the intention of extending this to all remaining calls. This ensures that vacancies are accessible to an international audience, promoting openness and transparency in selection processes, thereby meeting international standards and facilitating the participation of qualified candidates from different countries, and strengthening the quality and diversity of our recruitment processes. A protocol will also be developed to regulate the procedure for publishing offers on EURAXESS and on other sites with international reach.

4.2. Open and transparent recruitment

In order to ensure clear processes, standardised call templates are used and made publicly available. These include relevant information such as:

- **Type of contract.**
- **Working time.**
- **Remuneration.**
- **Working schedule.**
- **Functional profile:** Annex I to the call.
- **General requirements:** in order to comply with the principle of equality, the ULE will admit any person holding Spanish nationality, the nationality of a European Union Member State or, being a national of another State, holding the relevant administrative authorisation.
- **Selection procedure:** this consists of a competitive assessment of merits, applying the scoring scale in Annex II to the call, together with a personal interview or a practical test if the Selection Committee considers it necessary.
- **Application deadline:** in order to speed up the process, a period of 7 calendar days or 5 working days is normally used.

4.3. Application

Application procedures are carried out through electronic tools, with no initial requirement to submit original documentation, thereby reducing the administrative burden.





As a transparency measure, this OTM-R policy will incorporate a descriptive guide to the selection procedures at the ULE, so that applicants have clear instructions on how to apply and on how the procedure is processed.

The calls will indicate the deadlines for each of the phases of the selection process; these will be sufficiently long to facilitate the submission of applications by interested candidates, thus ensuring the transparency of the process.

Annex I to the call sets out the following sections: title of the post offered, required profile, specific qualification where applicable, specific conditions to be met, details of the principal investigator of the project, contract under Article 60 or agreement, and place of work.

Annex II to the call sets out the assessment criteria and the scoring scale to be applied in the selection of participants.

4.4. List of admitted applicants

Once the application deadline has passed and compliance with the minimum requirements for taking part in the call has been verified, a provisional list of admitted applicants is published on the ULE website, and applicants are given a period in which to submit claims.

Once the final list of admitted applicants has been published, the Selection Committee assesses the applications on the basis of the scoring scale established in Annex II to the call. This phase may include interviews or practical tests if deemed necessary.

4.5. Selection committee

Selection committees are composed of a chair, who is the vice-rector with responsibility for research or the person to whom he or she delegates; two members, who are the principal investigator and the head of the department, service or research institute to which the post will be assigned; and a secretary, a civil servant from the Human Resources Service, who attends with the right to speak but not to vote.

The inclusion of external evaluators is currently being implemented through the creation of a pool of evaluators drawn from teaching and/or research staff at the four universities of Castilla y León. Where the selection committee considers it appropriate, owing to the characteristics of the post or to the profile of the candidates who have applied, the participation of experts from other non-academic bodies, such as companies, or even from the international arena, may be requested. The creation and operation of the pool of evaluators will be governed by regulations currently under development.

The selection process must comply with the constitutional principles of merit, ability, transparency, openness, equal opportunities and non-discrimination.

In view of these safeguards, interruptions and variations in research careers will not be penalised, whether for personal reasons, such as maternity or paternity leave, or for research-related reasons, such as sabbatical periods or career breaks.





The selection process is based on the merits of the candidates required in Annex II to the call, and an interview or a practical test may be held if the selection committee considers it necessary.

Committee members must have the experience and qualifications necessary to assess candidates effectively, seeking to promote diversity and balance; the ULE is therefore implementing the participation of staff from outside the University of León in these assessment committees.

In order to guarantee the independence of the selection committee with respect to the candidates, the ULE has begun to require a certificate of absence of conflict of interest in calls funded by the Recovery, Transformation and Resilience Plan, as is mandatory, and is considering the possibility of extending this certification requirement to the remaining calls.

4.6. Decision and publication

Once the assessment has been completed, the committee submits a detailed report and a signed decision, which is published in accordance with the principle of publicity. The outcome of the process will be communicated to all applicants, informing them of the time limits available for submitting claims. Once the process has ended, the file is subsequently forwarded to the competent services for the formalisation of the contract.

4.7. Recruitment

The ULE will facilitate the recruitment process in all cases, and especially in the case of foreign nationals, thereby contributing to the attraction of international researchers.

5. Conclusion

For the University of León, the OTM-R policy represents a firm commitment to excellence, equality and transparency in the management of academic and research talent. Its proper application not only makes it possible to meet international standards, but also drives continuous improvement in institutional processes, strengthening the position of the ULE in the field of higher education and research.

