



ANNEX.

DOC 14: OTM-R POLICY–
INSTITUTE OF AGROECOLOGY
AND FOOD (IAA)

Instituto de Agroecología
e Alimentación

Universidade de Vigo



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OTM-R POLICY OF THE INSTITUTE OF AGROECOLOGY AND FOOD (IAA)

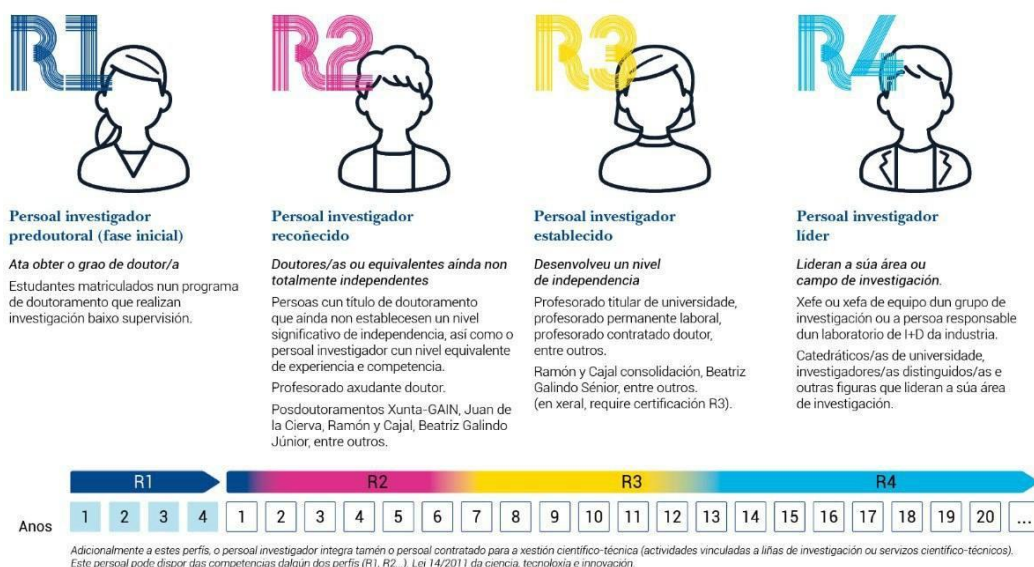
I.1. Introduction

The Institute of Agroecology and Food at the University of Vigo was established with the main objective of becoming a leading centre for the transition towards more resilient, sustainable, safe and circular agri-food systems through R&D&I. Given its mission and research activities, having an **OTM-R (Open, Transparent and Merit-based Recruitment) policy** is of great importance. This is an open, transparent and merit-based recruitment process, based on internationally comparable merit-based recruitment principles, as set out in the European Charter for Researchers and the Code of Conduct for the **Recruitment of Researchers**, initiated by the European Commission in 2005.

In this way, the main objective of OTM-R policies is to ensure the recruitment of the most suitable candidate or profile for each position. This benefits staff and their working environment, the institution, the education and research system, and society as a whole by promoting equal opportunities and mobility.

The OTM-R principles therefore apply to all research staff, regardless of their professional category or profile. In this regard, the European Framework for Research Careers defines four profiles, ranging from R1 to R4, applicable to both the public and private sectors:

- **R1 Profile:** predoctoral researchers, typically for a period of four years, during which their work is carried out under supervision
- **R2 Profile:** researchers who have completed their PhD but are not yet fully independent in their research activities. Postdoctoral programmes for this profile include Juan de la Cierva, Ramón y Cajal and Xunta-GAIN programmes.
- **R3 Profile:** researchers who have developed a significant level of independence. At universities, they may hold positions such as Associate Professor, permanent academic staff or tenured researcher, among others. Programmes such as the Ramón y Cajal consolidation programme or the Beatriz Galindo Senior programme with R3 certification are aimed at this profile.
- **R4 Profile:** leading researchers who are responsible for directing a research group or an R&D laboratory in industry. R4-level positions include Full Professor and distinguished researcher role.



I.2. OTM-R Policy at UVigo

The IAA's OTM-R Policy is based on the University of Vigo's OTM-R Policy¹, approved by the University's Governing Council at the end of 2023. Through this policy, the University is committed to establishing mechanisms to ensure the recruitment of the most suitable profile for each position, while also meeting the requirements of the European HRS4R award and the University's ethical principles.

The University of Vigo, as an institution committed to the standards of the HR Excellence in Research initiative, formally endorses the **European Charter for Researchers** and the **Code of Conduct for the Recruitment of Researchers**. These principles apply to the recruitment of all research staff, regardless of their profile, and promote ethical and transparent practices to ensure open, fair and merit-based recruitment processes based on internationally comparable standards.

Furthermore, the University of Vigo's commitment in recent years has also been recognised through the **HR Excellence in Research (HRS4R)** award granted by the European Commission in 2017. This distinction publicly recognises institutions that make progress in aligning their human resources policies with the principles set out in the **European Charter for Researchers** and the **Code of Conduct for the Recruitment of Researchers**.

In 2019, the European Commission positively assessed its implementation after verifying compliance with the general principles and requirements defining the roles, responsibilities and rights of research staff and the organisations employing them

¹ <https://vigotecnoloxico.uvigo.es/gl/otm-r-contratacion-investigacion-meritos/>

and funding bodies, as well as those promoting fairness and transparency in the recruitment process.

In 2023, the programme was evaluated by an external panel, resulting in the renewal of the award. As part of this process, the University of Vigo committed to implementing more specific and effective measures to make further progress in areas such as employment conditions during the early stages of research careers, mobility, assessment methods and gender inequalities.

1.3. Implementation of the OTM-R Policy in the Recruitment, Selection and Hiring of Research Staff

The IAA, following the guidelines established by the University of Vigo in its OTM-R Policy and its recruitment, selection and hiring procedures, is committed to implementing a recruitment strategy based on fair, open and transparent selection and hiring principles, ensuring equal opportunities and equal treatment for all potential candidates throughout the process.

Accordingly, taking into account the **Regulations on the Recruitment of Research, Technical and Research Management Staff at the University of Vigo**, approved by the Governing Council on **25 June 2025**, the recruitment of staff at the IAA will be carried out through open calls that provide the necessary guarantees of publicity and transparency. Selection procedures will be conducted in accordance with the principles of equality, merit and ability, taking into account the European Human Resources Strategy for Researchers (HRS4R), to which the University of Vigo is aligned, and the principles set out in the Code of Conduct.

The selection procedures for research staff will take into account periods of temporary incapacity, pregnancy-related risk, maternity, pre-adoption custody, foster care, breastfeeding-related risk and paternity leave, in accordance with the applicable general legislation, in order to ensure equal opportunities.

The IAA's recruitment and selection process therefore follows several stages:

□ 1. Publication of the Recruitment Call Guidelines

In accordance with Article 6 of the aforementioned Regulations, each recruitment proposal shall be submitted by the principal investigators through a request addressed to the service or unit responsible for the provision of research staff positions. The characteristics of each recruitment opportunity will be included as annexes to the corresponding call.

Calls will be published at least every fifteen days on the University of Vigo's electronic notice board and, for vacancies aimed at research staff, on the EURAXESS platform (<https://euraxess.ec.europa.eu/>),

In order to comply with the principles of transparency, equal opportunities and openness set out in the OTM-R Policy.

□ 2. Publication of the Job Vacancy

According to Article 8 of the Regulations, for each recruitment opportunity, the service or unit responsible for the provision of research staff positions shall prepare and publish the corresponding public call for the selection of candidates through the University's electronic office.

Each job vacancy shall include the following information:

- a. The reference of the project, research group, centre, chair, agreement or contract under which the position is funded, as well as the person responsible for it.
- b. The characteristics of the positions offered, including the type of contract, working arrangements, remuneration and estimated duration.
- c. The tasks and specifications of the work to be carried out by the successful candidate.
- d. The job title.
- e. The terms and conditions, place of work and contract category, as well as salary information and other benefits.
- f. The expected start date and, where applicable, end date.
- g. The number of positions available.
- h. In the case of permanent contracts, the research line to which the position is assigned.
- i. The requirements for applicants, including the required academic qualifications and any specific requirements that candidates must meet.
- j. The composition of the Selection Committee.
- k. The selection criteria and the weighting assigned to each criterion.
- l. Contact details.

The application period shall be 5 working days, starting on the day following publication of the vacancy. Once this period has elapsed, the unit responsible for the selection of research and research support staff shall publish the provisional list of admitted and excluded applicants within a maximum of 7 working days from the closing date for applications. Applicants who have been excluded or who do not appear on the list of admitted applicants shall have 3 working days, counted from the day following publication of the list, to rectify, where applicable, the defect that led to their exclusion.

□ 3. Submission of Applications and Evaluation of Candidates

Applications, accompanied by supporting documentation demonstrating the requirements and merits specified in the call, must be submitted through the University of Vigo's electronic office, using the prescribed application form and providing all the documentation required to participate in the selection and evaluation process.

The selection process will be based on a competitive procedure, with the criteria established in the call being assessed by a Selection Committee composed of the principal investigator who submitted the application and two experts in the relevant field of work, holding qualifications at least equivalent to those required for the position. These experts will preferably be members of the University of Vigo staff.

The Committee, which will be gender-balanced, will apply the following **assessment criteria and scoring system**:

- **General merits** shall account for between 30% and 40% of the total score and shall include aspects such as academic qualifications, professional experience in universities, public institutions or companies, and knowledge of foreign languages.
- **Specific merits** shall account for between 60% and 70% of the total score and shall include aspects such as specific training related to the position, demonstrable experience relevant to the work to be carried out, and a personal interview (optional).

The **personal interview** will therefore be conducted only with candidates who obtain a minimum of 50 points from the assessment of their merits. The maximum score that may be awarded for the interview is 15 points.

The Committee may also limit access to the interview to a specified number of candidates among those who obtain at least 50 points. However, candidates who meet the above requirements and could achieve a score equal to or higher than that of the highest-scoring candidate in the pre-interview stage may not be excluded from the interview.

□ 5. Recruitment Proposal

The recruitment request proposed by the research staff in relation to projects, contracts, grants, etc. must be submitted to the Unit responsible for the selection of research and research support staff using the appropriate form.

The Selection Committee shall have a maximum period of 7 working days from the publication of the final list of admitted and excluded applicants to submit its proposal for the award of the contract. A reserve list may be established among the candidates who are not selected.

The decision awarding the contract shall be signed by the Vice-Rector or Vice-Rector for Research and/or Knowledge Transfer and shall be published by the service or unit responsible for the provision of research staff positions, together with the Committee's proposal.

□ 6. Formalisation and Registration

The employment contract shall be formalised with the signature of the Vice-Rector or Vice-Rector for Research and/or Knowledge Transfer. Contracts may not be formalised with candidates who, despite having been selected, do not meet the recruitment requirements established in the call.

In addition, the initial duration of the contracts may be extended in accordance with the applicable legislation.

Furthermore, the service or unit responsible for the provision of research staff positions shall be responsible for managing the administrative file associated with the recruitment process, which shall contain, at a minimum, the following information:

- Type of contract
- Remuneration and contract start date
- Project
- Research Group
- Grant or agreement under which the recruitment takes place
- Principal investigator responsible
- Centre and department to which the recruited person is affiliated
- Any other information deemed necessary for the proper management of the recruitment process

The administrative file shall also include the documentation relating to the work of the relevant Selection Committee: applications received, minutes, appointment proposal and, where applicable, appeals submitted.

I.4. Equal Opportunities and Gender Perspective

In line with the 2030 Agenda, the IAA promotes a culture of respect, equality and inclusion across all its activities and actions and among its staff, ensuring that everyone in the community can carry out their academic and professional activities with dignity and in an environment free from gender-based violence and where human rights are fully respected.

These principles therefore also apply to recruitment, selection and hiring processes, as well as throughout all stages of a professional career within the Institute.

The IAA also promotes the integration of a gender perspective into research in order to advance equality between women and men, both in its governing bodies and in research projects, with the aim of achieving higher standards of research excellence and quality.

I.5. Other OTM-R Policies Implemented at the IAA

→ Good Practice Guide for Research

Given the need to ensure that scientific research and its outcomes are always directed towards promoting human well-being, while respecting human dignity and rights and protecting the environment, the University of Vigo developed a **Good Practice Guide for Research** to provide research staff with a set of guidelines and principles that promote honesty, rigour, responsibility and transparency in their research activities.

As a member of the University of Vigo's research network, the IAA has adopted this document and its measures and incorporated them into all its research activities. Compliance is mandatory for its scientific, technical, administrative and support, advisory and management staff, including researchers in training. The document sets out a series of commitments and recommendations to guide research staff in carrying out their activities in accordance with ethical principles and applicable legislation:

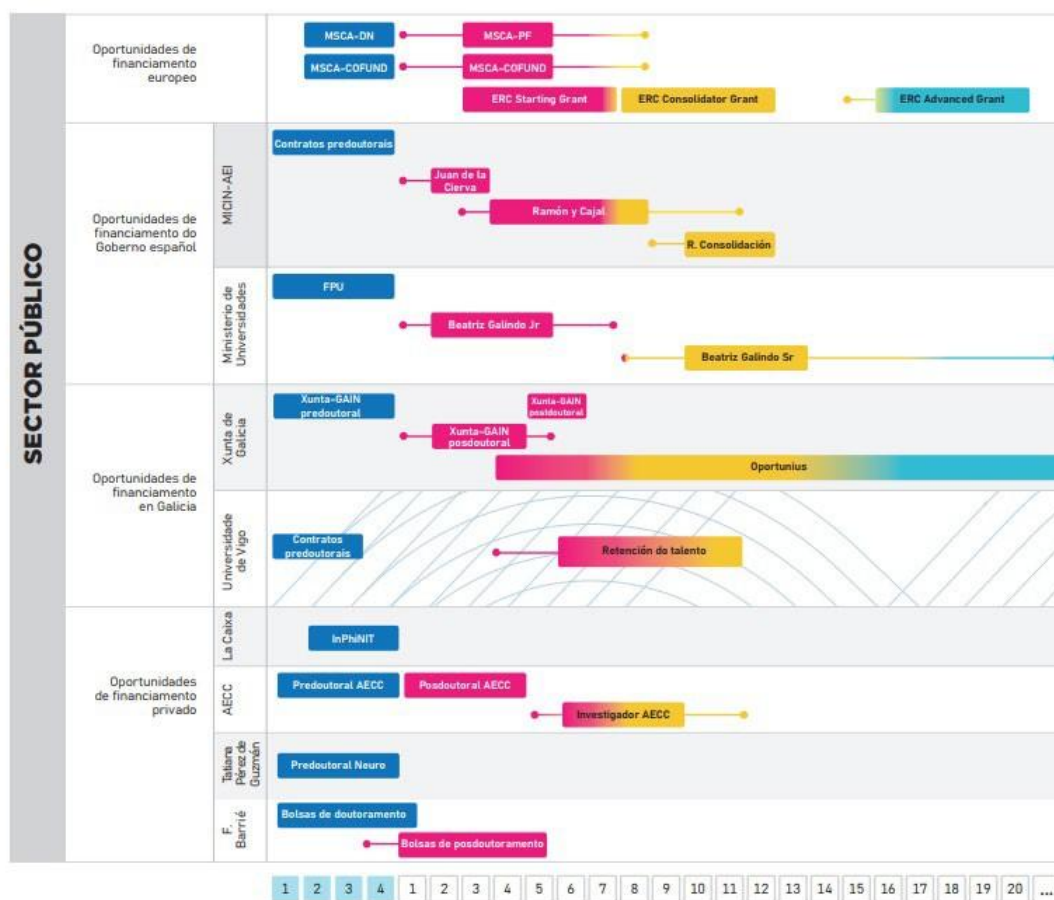
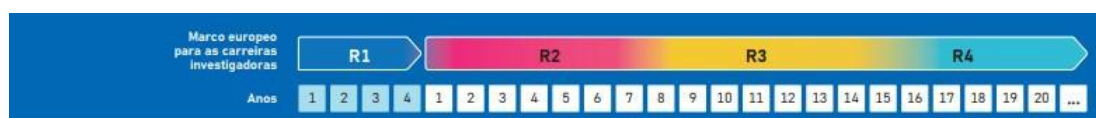
- Freedom
- Honesty
- Responsibility
- Rigour

→ Research Career²

Drawing on the document **Research Career Path in Spain at a Glance** published by the **Spanish Foundation for Science and Technology (FECYT)**, the University of Vigo prepared an infographic in November 2023 as a guide for researchers. Its purpose is to help researchers understand the different stages of a research career and identify the various funding opportunities they may apply for at each stage.

As a centre of the University of Vigo, the IAA follows the same guide to support the career development of its research staff:

² https://www.uvigo.gal/sites/uvigo.gal/files/docs/investigar/carreira-investigadora/mapa_gl.pdf



The document is available in [Galician](#), [Spanish](#) and [English](#), and includes links providing further information on each call for applications.

I.6. Future Actions

The University of Vigo and, in particular, the Institute of Agroecology and Food, in line with its institutional values and principles, are committed to a policy of continuous improvement and regular updating of their actions, with the aim of enhancing both the functioning of the Institute and matters relating to its staff.

To continue this ongoing improvement process, the Institute has defined a series of actions to be implemented from 2025 onwards:

- Improve the induction process for newly recruited research staff.
- Provide training on OTM-R policies for Institute staff, particularly those involved in research and recruitment processes.
- Strengthen the dissemination of OTM-R and HRS4R policies through the Institute's website and social media channels.
- Align all Institute documents with the OTM-R and HRS4R policies of the Institute.

