

# **OTM-R CHARTER**

*Policy for the Open, Transparent and Merit-based  
Recruitment of Researchers*

**HRS4R Award**

*Human Resources Strategy for Researchers*

In January 2000, the European Commission decided to create a European Research Area in a bid to strengthen and structure European research policy. It thereby expressed its desire to make Europe a competitive, attractive, and dynamic community.

Among the actions taken to reach this goal, the European Commission has encouraged European research institutions to improve their practices in terms of recruiting, working conditions of, and supporting researchers by proposing the HR Excellence in Research Award to institutions committed to a *Human Resources Strategy for Researchers* (HRS4R) quality process.

This quality process draws on two documents that set out the principles, requirements, roles, responsibilities, and duties of researchers, their employers, and funding bodies:

- The European Charter for Researchers seeks “to ensure that the nature of the relationship between researchers and employers or funders is conducive to successful performance in generating, transferring, sharing and disseminating knowledge and technological development, and to the career development of researchers.”
- The Code of Conduct for the Recruitment of Researchers seeks “to improve recruitment in order to make selection procedures fairer and more transparent, and proposes different methods for assessing their achievements”.

In March 2020, CY Cergy Paris Université announced its intention to obtain the HR Excellence in Research Award.

The goals of this process align with the institution’s projects and policy, and represent an advantage in terms of:

- improving the quality of researchers’ employment, skills development, and work environment (Corporate Social Responsibility (CSR), Quality of Working Life (QWL));
- developing the institution’s attractiveness;
- supporting a strong international outlook.

The goal of the OTM-R (*Open, Transparent and Merit-based Recruitment*) Policy is to foster fair and transparent recruitment practices within research and higher-education organisations. It is based on the 40 principles of the EU’s European Charter for Researchers and Code of Conduct for the Recruitment of Researchers.

CY is committed to implementing this process in its recruitment policy and fostering a culture of fairness and inclusiveness, thereby improving the working environment of its staff. Particular attention is given to the recruitment and careers of teacher-researchers and researchers.

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## 1. Institution staff

There are two main categories of staff working in this institution: teaching and research staff, and those providing support to teaching and research activities.

Within these two main categories, the distinction is made between tenured staff (*personnels titulaires*) or civil servants (*fonctionnaires*), and non-tenured staff (*agents non titulaires*) (or contract staff (*agents contractuels*) working under a public-law contract).

- Tenured staff are civil servants recruited through competitive examinations (*concours*) for a permanent post in the civil service (*fonction publique*). Civil servants are governed by laws and decrees.

- Non-tenured staff are hired by the University under a public-law contract, for a limited or unlimited period of time, to compensate for the absence of tenured staff, in order to fulfil particular roles not covered by civil servants or while awaiting the appointment of tenured staff.

The appointment of civil servants to permanent posts within the state or its public institutions is reaffirmed by the state (2019 Civil Service Transformation Act (*Loi de transformation de la fonction publique 2019*)). Public employers have an obligation to be exemplary in their management of contract staff in accordance with applicable regulations.

### 1.1 Teaching and research staff

#### 1.1.1 Tenured teacher-researchers

First- and second-degree teachers are tenured staff who conduct teaching duties. They help develop and transmit knowledge, as well as lead, advise, and guide students.

University professors (*professeurs des universités*) and lecturers (*maîtres de conférences*) are tenured staff who help fulfil a twofold public-service mission: teaching and public research. They help develop and transmit knowledge, as well as lead, advise, and guide students, and they also contribute to research development.

#### 1.1.2 Contract teacher-researchers recruited on a temporary basis

Among them:

- Temporary teaching and research assistants (*attachés temporaires d'enseignement et de recherche (ATER)*) carry out teaching and research duties for the purposes of preparing a thesis or sitting a competitive higher-education recruitment examination.

- Associate teachers (*enseignants associés (PAST)*) and visiting teachers (*enseignants invités*) have relevant professional experience. They carry out teacher-researcher duties, part-time or full-time.

- Contract teachers and teacher-researchers carry out teaching duties and, in the case of teacher-researchers, research duties, as well as provide student supervision and training.

### 1.1.3 Contract research staff recruited on a temporary basis

Among them:

- Contract researchers (“postdocs”) are recruited to carry out research duties.
- Contract doctoral students are students preparing their doctoral theses.

## 1.2 Staff conducting teaching and research support activities

These are tenured and contract library, engineering, administrative, technical, social and health staff (known under the French acronym *BIATSS*) from the Ministries of Higher Education, Research and Innovation and of National Education. They carry out their duties in the various structures of higher-education institutions and in a wide variety of areas: research, research support, teaching support, administration, education, technical services, preventive medicine, university libraries, etc.

They work as managers, engineers, assistant engineers, technicians, or supervisors, and are divided into three categories of civil servant:

- Category A: manager status, minimum requirement *Bac+3*;
- Category B: middle manager status, minimum requirement *Bac*;
- Category C: employee status, minimum requirement *CAP*.

## 2. Recruitment processes

### 2.1 Job advertisements

#### 2.1.1 Defining

CY’s objective is to ensure a wide dissemination of its job advertisements, both internally and externally, in France and abroad, in order to facilitate universal access, without any discrimination. To this end, the University uses a shared posting portal on CYU.fr, the Recruitment section, where vacancies at the University and its Components are centralised.

The Flatchr software is used to follow up and manage applications for BIATSS vacancies at CY. This tool also makes it possible to automatically post vacancies on specialist sites such as LinkedIn.

As for thesis and doctoral assignment offers, these are posted via ADUM and Euraxess. These tools do not replace the other usual dissemination channels used by recruiting bodies (mass media, job market, researchers’ networks).

All teaching vacancies are posted on Euraxess.

### 2.1.2 Writing

Job descriptions are written in collaboration with a group made up of various stakeholders and experts.

Great importance is attached to the precise wording of the description, including the job title and keywords, both in English and French.

Selection criteria are clearly defined.

### 2.1.3 Posting

The recommended minimum four-week period between the job advertisement date and the application closing date is observed in accordance with the Civil Service Transformation Act (Decree of 28 December 2018, Article 4).

## 2.2 Selecting

### 2.2.1 Recruiting civil servants

The University's tenured staff are recruited in keeping with the principles of civil-service recruitment. All recruitment is conducted online on the University's or the Ministry's platforms, depending on the type of recruitment involved.

#### Teachers and teacher-researchers

All information about posts, applications, and results can be consulted on the Ministry's website:

<https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html>.

The rules governing the status of teacher-researchers are defined by Decree N° 84-431 of 6 June 1984 with amendments, which lays out the common statutory provisions that apply to teacher-researchers and the special status of university professors and lecturers.

All selection panels are formed in keeping with the rules on parity and the inclusion of independent experts. The names of the panel members are made public on the institution's website before taking up their duties.

Emphasis is laid on the importance of following the impartiality rules. Furthermore, the chairs of the selection panels attend a detailed presentation on the OTM-R policy, which they are obliged to enforce during the recruitment process.

#### Administrative staff (BIATSS)

Candidates sitting competitive examinations for ITRF and AENES posts (Research and Training Engineers and Technical Staff (*Ingénieurs et personnels Techniques, de Recherche et de Formation*) and National and Higher Education Administrative Staff (*Personnels de l'Administration de l'Éducation Nationale et de l'Enseignement Supérieur*)) will find all the information they need on websites devoted to the civil service, including general application requirements, qualification requirements, tools for preparing for tests, as well as follow-up and appointments.

## 2.2.2 Recruiting non-tenured staff

### 2.2.2.1 Teachers, teacher-researchers, and researchers

#### a) Teacher-researchers

- ATER and “ATER-like” post holders are recruited under contracts lasting one year. “ATER-like” recruitment is organised at the level of the University’s Components in keeping with the guidelines approved by the Governing Board (*Conseil d’Etablissement*).
- Contract teacher-researchers can be recruited under contracts lasting up to three years (these contracts can be renewed). Candidates submit an application, which is assessed by a recruitment panel whose composition is made known by a guideline document approved by the Governing Board. The recruitment process has to apply the general principles of merit-based recruitment, in order to bring together a wide range of experiences and skills, and reflect an appropriate gender balance. A job description is written for each vacancy. The job description specifies the recruiting discipline and the nature of the post (teacher or teacher-researcher). In the case of a specific research environment (a “chair”), the job description will specify this research environment, in particular the teaching load, and the funding arrangements for the environment.

#### b) Contract teachers

The recruitment of contract teachers is organised at the level of the University’s Components based on their internal organisation in keeping with the guidelines approved by the Governing Board.

#### c) Contract researchers

- Contract researchers (“postdocs”) are recruited on a temporary basis to carry out research duties. The process for recruiting them is defined by the Governing Board.
- Contract doctoral students are students preparing their doctoral theses. The doctoral contract, which was created by the [Decree of 23 April 2009](#) and amended by the [Decree of 29 August 2016](#), enables young researchers to fund the preparation of their doctoral theses. It is open to all doctoral students in the first year of their thesis on the date the doctoral contract starts. The contract lasts three years and provides all the social guarantees of an employment contract under public law. Furthermore, the institution undertakes to provide contract doctoral students with the supervision and training needed to complete their assignments. Doctoral-contract applications are submitted to the relevant doctoral school based on a schedule set by the latter. They need to include a description of the doctoral research project and the agreement of the potential thesis supervisor. The applications are assessed by the relevant doctoral school based on procedures set by the latter.

#### 2.2.2.2 Administrative staff

CY's recruitment service:

- centralises applications and forwards them to the relevant department based on the need identified;
- assists the University's Component or Management during the recruitment interview phase.

*Depending on the nature of the duties to be assigned, the recruiter can require applicants to take a test to verify their technical skills.*

For each successful applicant, the HRD systematically checks the mandatory requirements for recruiting non-tenured staff into a public institution:

- a) enjoy full civil rights;
- b) have no criminal record;
- c) the specific situation of foreign-national applicants (right to work in France);
- d) meet physical-fitness requirements for the performance of duties;
- e) not enter into a public-law contract for very similar roles within the same entity.

*The level at which staff is recruited is dependent on the nature of the assignments proposed rather than the applicants' qualifications. Furthermore, the recruitment level is first determined when the need of the University's Component or Management is expressed.*

### 2.3 Recruitment and pay

The legal requirements for informing candidates whose applications have been assessed by a recruitment panel are observed. All candidates are informed of the progress of their applications, including when they are unsuccessful. They can also require additional information about the reasons why their applications have been unsuccessful.

The employment contract must be signed no later than the date the employment starts, and needs to include:

- a) the article and, if applicable, the article paragraph of the law under which it was concluded;
- b) the date on which the contract becomes effective and its duration;
- c) the duration of the trial period and of the notice period in the event of the contract being terminated under Decree 86-83 with amendments;
- d) duties to be carried out;
- e) the place(s) where the employee will work;
- f) number of working hours;
- g) gross pay and supplementary pension fund.