

# University of Orléans OTM-R Guide

For Open, Transparent and Merit-based Recruitment\*

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\*in compliance with the European Charter for Researchers

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## Introduction

The University of Orléans joined the [Human Resources Strategy for Researchers \(HRS4R\)](#) labelling process in January 2018. This commitment was formalized by the endorsement of the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#). Both the Charter and the Code comprise principles designed to improve the quality of procedures and practices in terms of research ethics, recruitment, working conditions and training of researchers.

This guide covers several categories of staff, all of whom contribute to the public service of teaching and research: teacher-researchers, temporary teaching and research assistants (ATERs), part-time associate professors (MASTs and PASTs), junior professorships (CPJs), contract teacher-researchers, researchers such as post-docs and senior or high-level researchers, doctoral students and research support staff.

Four working groups made up of researchers and administrative staff examined the existing practices and built a gap analysis in relation to the principles of the Charter and Code. An action plan was then drawn up to bring the University's practices into line with European recommendations.

The award of the [HR Excellence in Research label](#) on June 22, 2020 is an acknowledgement by the European Commission of the work carried out and initiated to improve working conditions and practices in terms of Human Resources (HR) management for researchers. The University of Orléans is thus committed to supporting and promoting excellence in human resources for research. As such, the University of Orléans is part of the European Higher Education and Research Area.

The implementation of the HRS4R approach is carried out at the highest level of the University's management and is an integral part of the institution's strategic master plan. At the same time, the University of Orléans has launched an [action plan for professional equality between women and men](#) in 2021.

The Open, Transparent and Merit-based Recruitment (OTM-R) policy is a key component of the HRS4R approach. It consists of making recruitment procedures transparent (for all levels of recruitment) and aligning them with the recommendations of the Charter and the Code.

**This document formalizes the institution's OTM-R policy and describes the recruitment process for each profile and for each stage: from the publication of offers to the welcome and induction of the newly recruited researcher.**

## I. The OTM-R Policy

For each of these recruitments, in compliance with the recommendations of the Charter and the Code, the University of Orléans undertakes to:

- Make recruitment procedures public and transparent for all researchers recruited (according to the [R1 to R4](#) categories defined by the European Commission);
- Train the staff involved in the recruitment process;
- Publish all job offers on all the required ministerial and specialist websites, particularly EURAXESS, in order to recruit the best candidate for the position in question;
- Prohibit all forms of discrimination against candidates at all levels of recruitment;
- Avoid all forms of favoritism and conflicts of interest on selection committees;
- Extend the use of paperless recruitment to all types of recruitment;
- Inform all candidates of the outcome of their application.

### **Progress made between 2019 and 2023 on the OTM-R policy for tenured research positions:**

#### Publication of job offers for researchers:

- + Vacancies are published on the University website and other sites (see below) in French (and in English depending on the type of position advertised).
- + All offers are open both to internal and external candidates in the aim to recruit the best person for the position.
- + Job offers include the information specified in the Charter and Code (profile, professional experience required, work environment).

#### Selection and evaluation of applications:

- + The composition of selection committees is published on the University website, in line with the commitments set out in the action plan for professional equality between women and men, and includes both internal and external committee members.
- + Selection committees work transparently.
- + Committee members have a wide range of skills, all relevant to the job category.
- + The assessment of merit takes into account skills and experience (including for teacher-researchers, for example, teaching activities, research activities, management of research projects, supervision of theses, scientific popularization activities, etc.).
- + Candidates may be required to take part in a simulation exercise. In such cases, the details are sent to the candidates in advance.

Final decision and feedback to candidates:

- ✚ Candidates receive a reply to their application. They can request further information on the reasons for their non-selection. A systematic response is gradually being implemented.

**The University of Orléans will be developing the following actions in the coming year as part of the human resources management strategy for research staff (HRS4R):**

- ✚ The process of recruiting temporary staff will have to be computerized to make procedures more transparent and automate the circuit between the various players.
- ✚ In line with the recommendations of the Charter and the Code, a system for monitoring the OTM-R policy will be implemented.

Exceptions to these principles are listed in the “Derogations” section of this document.

## II. The OTM-R Guide

### 1. The University staff members

The higher education public service, as defined in article L.111-5 of the French Education Code, **brings together the users and staff** who form a university community.

Most staff members at the University of Orléans are tenured, but the University occasionally recruits temporary staff. These contract employees, recruited under public law contracts, compensate for the absence of tenured staff for a limited period, or meet specific, time-limited needs.

A distinction is made between two main categories of staff: teaching and research staff, and staff who provide support or assistance for teaching and research activities.

#### 1.1 Teaching and research staff

##### 1.1.1 Tenured staff members

###### **Teacher-researchers**

**University professors** and **lecturers** have a two-fold mission: teaching and research. They contribute to achieving the missions of the higher education public service set out in article [L. 123-3 of the French Education Code](#), as well as the public research missions set out in article [L. 112-1 of the French Research Code](#).

Teacher-researchers are involved in training for and through research, in developing an expertise and support capacity for public policies designed to meet societal challenges, social, economic and sustainable development needs, and in building the European higher education and research area with a strong focus on open and participatory science.

[Decree no. 84-431 of June 6, 1984](#) sets out the common statutory provisions applicable to teacher-researchers and the special status of university professors and lecturers.

##### 1.1.2 Contract staff members

###### **A) Temporary Teaching and Research Assistants (ATERs)**

They carry out teaching and research duties with a view to completing a thesis or taking competitive recruitment exams in higher education.

Their working conditions are regulated by [Decree no. 88-654 of May 7, 1988](#).

### **B) Part-time associate professors (PASTs / MASTs)**

They carry out teaching and research duties. They must justify a main professional activity, other than teaching, and professional experience directly related to the field taught. The University of Orléans provides part-time associate teaching positions, with teaching and research duties equal to half those of tenured staff in the same category. Their conditions of service are regulated by Decree no. 85-733 of July 17, 1985.

### **C) Junior Professorships (CPJs)**

Introduced by the French Research Planning Act, the junior professorship is a new way of recruiting full professors. Recruitment is based on a research and teaching project submitted by a doctorate holder or equivalent.

Their recruitment and working conditions are regulated by Decree no. 2021-1710 of December 17, 2021 on the junior professorship contract provided for in article L. 952-6-2 of the French Education Code and article L. 422-3 of the French Research Code.

### **D) Contract teacher-researchers (ECCs)**

Contract teacher-researchers are recruited based on article L954-3 of the French Education Code, to carry out teaching and research duties, after receiving the opinion of the selection committee provided for in article L. 952-6-1. These may be “springboard” positions for early-career teacher-researchers aspiring to a long-term career in higher education and research, such as those offered through competitive examinations to become researchers in research organizations or lecturers in universities. These positions provide the institution with an appropriate response to temporary and/or specific needs, particularly in the context of research projects. They are intended to meet a temporary full-time or part-time need, corresponding to the temporary replacement of a tenured or contract staff member.

### **E) Post-doctoral researchers, senior researchers and high-level researchers**

These staff are recruited on a temporary basis under fixed-term contracts (CDD), depending on their qualifications and professional experience. They carry out research functions in line with laboratory research projects.

### **F) Contract doctoral students**

These are students who, after obtaining the national Master's degree or based on the recognition of an equivalent level, prepare a doctorate. A staff member authorized to supervise research (holder of a “*Habilitation à Diriger des Recherches*”) supervises them. After completing their doctorate and defending a thesis, these students are awarded the degree of doctor.

Doctoral students are managed by the doctoral schools grouped within the Centre-Val de Loire doctoral college, shared by the University of Orléans, the University of Tours and INSA Centre-Val de Loire.

Their working conditions are regulated by Decree no. 2016-1173 of August 29, 2016 amending Decree no. 2009-464 of April 23, 2009 on contract doctoral students in public higher education or research institutions.

## 1.2 Research support staff

Tenured and contract library, engineering, administrative, technical, social and healthcare staff (BIATSS) are staff members who provide support and assistance to teaching and research.

These are public service employees who may be attached to different ministries: the Ministry of Higher Education, Research and Innovation, or the Ministry of National Education and Youth.

In higher education institutions, they carry out their duties within academic divisions, laboratories or central services, and are involved in research, teaching and the dissemination of knowledge, as well as in related administrative activities.

Contract BIATSS staff are also recruited on a temporary basis on fixed-term contracts (CDD), depending on their qualifications and professional experience. They provide research support related to laboratory research projects.

BIATSS research support staff occupy positions grouped into 3 categories: C, B and A.

## 2. Recruitment processes

Tenured and contract staff at the University of Orléans are recruited in accordance with the main principles of public service recruitment, which aim to assess only the skills, experience and qualities of candidates. Furthermore, the University of Orléans is committed to fighting discrimination and promoting gender equality in all its recruitment processes.

Most of the above-mentioned recruitment procedures are carried out online, on platforms provided by the University, the Ministry or others (notably Euraxess), depending on the type of recruitment.

Several stages mark out the recruitment process at the University of Orléans:

- 1) Expression of need, preparation of job profiles and recruitment panels;
- 2) Publication of offers;
- 3) Submission of applications;
- 4) Candidate selection (file review and interviews), recruitment results and approval by the relevant authorities;
- 5) Welcoming new recruits.

A body of national texts and a set of texts and commitments from the institution regulate the various stages in the recruitment process, from the recruitment phase up to the appointment phase.

The range of positions available within academic institutions is varied, and may be permanent or temporary. Each type of staff has its own recruitment process, handled by the human resources



office, which is supported by the laboratories for staff recruited as part of research projects, and the doctoral schools for the recruitment of doctoral students.

All supporting documents (recruitment procedures and guides, templates, etc.) are forwarded to the recruiting services to ensure transparency and to support them in the recruitment process.

A selection committee is set up for all recruitments, to ensure equal treatment of candidates and avoid any form of discrimination during recruitment. Selection committee members are bound by an obligation of impartiality, objectivity and neutrality.

## 2.1 Recruitment of tenured teaching and research staff

### Recruitment of teacher-researchers

Tenured teaching and research staff are recruited via competitive examination, transfer or secondment in the same recruitment campaign, during the so-called synchronized session.

#### 1) Expression of need, creation of job profiles and selection committees

Positions open to competition are determined after discussions between academic division and laboratory managers and the University's governing body, during their annual "*Contrats Internes d'Objectifs et de Moyens*" ("Internal Contracts of Objectives and Means"), and during discussions concerning the implementation of the employment campaign. The Board of Directors votes them.

Job profiles are drafted in both French and English, and include the evaluation criteria to be taken into account by the selection committees, as well as the constraints associated with the position and the procedures for interviewing candidates. The Disciplinary Expert Committees (CEDs)<sup>1</sup> and the Academic Council then validate these profiles before publication.

Meanwhile, the Teaching and Research Staff Service (SPE-EC) draws up a recruitment schedule, which is circulated to the Chairs of the CEDs, and the members of the CEDs meet to draw up a proposal for the composition of the selection committee. The Academic Council examines these proposals and appoints the members, Chairs and Vice-Chairs of each selection committee in accordance with the rules laid down by the [Ministry](#). The composition of these committees is published on the University of Orléans website.

#### 2) Publication of offers

Information on [recruitment campaigns for tenured teacher-researchers](#) is published on the University of Orléans website.

Job profiles are also published on the Galaxie ministerial platform and on Euraxess.

#### 3) Submission of applications

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<sup>1</sup> Disciplinary Expert Committees (CEDs) are colleges of experts specific to the institution, corresponding to one or more sections of the *Conseil National des Universités* (CNU). CEDs are primarily used to appoint members of the institution's selection, recruitment and promotion committees and commissions. They also provide advice on certain recruitment and career development phases for the University's teaching and research staff (both tenured and contract).

Cf. CED internal regulations (2023-2028) adopted by the Board of Directors on April 21, 2023.

For one month, candidates can submit their applications with the required documents via the Galaxie ministerial application interface. Applications are reviewed and approved as they are submitted, so that applicants can be informed of the status of their application as soon as possible.

4) Candidate selection (file review and interviews), recruitment results and approval by the relevant authorities

As soon as the publication campaigns are closed, applications are forwarded to the Chair and Vice-Chair of the selection committees. On receipt of the application files, the selection committee meets to examine the files, determine the candidates selected for the interview, interview the candidates and suggest a ranking of the selected candidates.

Once the selection committee meetings have been held, the SPE-EC sends the candidates' rankings to the Academic Council for its opinion, and then to the Board of Directors for approval.

Candidates are first informed if they have been selected after the first selection stage. When they are selected for the interview, they are informed of the rankings validated by the Board of Directors via the Galaxie ministerial application.

All information on positions, applications and results can be found on the Ministry's website: <https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html>.

Upon request, interviewed candidates may be informed of the reasoned opinions issued by the selection committees.

5) Welcoming new recruits

Successful candidates are welcomed at an induction day. The HR Office handles the administrative aspects of the new recruit's file, while the academic division and laboratory take charge of teaching and research. A mentor accompanies the new recruit during his or her first year on the job.

## 2.2 Recruitment of contract teaching and research staff

### A) Recruitment of ATERs, PAST/MASTs, CPJs, ECCs

Recruitment campaigns take place between March and September of each year, to fill vacancies at the start of the academic year, and throughout the year if necessary.

1) Expression of need, creation of job profiles and selection committees

Positions open to recruitment are determined after discussions between academic division and laboratory managers and the university's governance.

2) Publication of offers

All vacancies are published on the University of Orléans website.

Job profiles are also published on the Galaxie ministerial platform and on Euraxess for ATERs and CPJs. For the recruitment of contract teaching and research staff, job profiles will also be published on Euraxess from the introduction of this job status, i.e. from 2024-2025.

### 3) Submission of applications

Candidate registration campaign: for each type of staff, the schedule, procedures and profiles of research/teaching positions or disciplines are available on the University website. Applications are reviewed and approved as they are submitted, so that candidates can be informed of the status of their application as soon as possible.

### 4) Candidate selection (file review and interviews), recruitment results and approval by the relevant authorities

As soon as the publication campaigns are closed, applications are forwarded to the selection committees: applications are examined, candidates are interviewed and ranked, with the exception of ATER and PAST/MAST positions, which are selected based on the candidate's file.

Once the selection committee meetings have been held, the SPE-EC sends the candidates' rankings to the relevant bodies for validation. The Human Resources Office informs candidates of the outcome of the procedure.

### 5) Welcoming new recruits

Successful candidates are welcomed by the HR Office, which handles the administrative aspects of their application, and by the academic division and laboratory, where they take up their teaching and research duties.

## **B) Recruitment of contract research staff (funded by research contracts)**

As part of the HRS4R action plan, a specific process is being set up to recruit contract research staff, in close collaboration with the various stakeholders.

### 1) Expression of need, creation of job profiles and selection committees

The laboratory manager, via the scientific head of the research project receiving funding, expresses the need.

### 2) Publication of offers

The job offer is published by the Human Resources Office's Skills Development and Recruitment Service for a period of 1 month for contracts of at least one year, and on various sites: Euraxess, University website...

### 3) Submission of applications

The schedule, procedures and job profiles are available on the University website.

### 4) Candidate selection (file review and interviews), recruitment results and approval by the relevant authorities

The scientific manager, accompanied by at least one other person, is responsible for organizing recruitment sessions: selecting candidates for interviews, organizing the interviews and ranking selected candidates.

The list of selected candidates is forwarded to the HR Office for administrative management of the recruitment process. Confirmation of the candidate selected after the interviews is made via the deliberation form. Feedback is given to each unsuccessful candidate.

#### 5) Welcoming new recruits

The laboratory welcomes and ensures the integration of new employees.

### **C) Recruitment of doctoral students**

#### 1) Expression of need, preparation of job profiles and selection committees, and publication of offers

After consultation between laboratories and doctoral schools, thesis offers are published on the University website, the ADUM national interface, Euraxess and the [Doctoral College Centre-Val de Loire](#) website.

#### 2) Candidate selection (file review and interviews), recruitment results and approval by the relevant authorities

An ad hoc recruitment committee, comprising at least 3 people, interviews the candidates shortlisted by the thesis directors, and forwards their ranking to the doctoral school concerned. The doctoral school validates who is supervising the doctoral student and the successful application.

Each candidate receives a letter informing them of the outcome of their application (unsuccessful / successful, with possible ranking).

All stakeholders sign a [doctoral student charter](#), which defines the reciprocal commitments of doctoral students, thesis directors, research unit directors and doctoral school managers, reiterating ethical principles and drawing on practices already tried and tested, while respecting the diversity of disciplines.

#### 3) Welcome and follow-up of doctoral students

Doctoral students are welcomed at each laboratory. An annual meeting is organized by the doctoral schools.

During the thesis, the progress of the thesis is monitored by an “individual monitoring committee”, as provided for in the May 25, 2016 Decree on Doctorates. This committee meets 2 or 3 times during the course of the thesis to support, guide and advise the doctoral student. One member of the committee is from outside the institution. The doctoral student is also required to submit an annual progress report.

During the thesis period, training courses are offered to doctoral students to help them develop their careers.

Doctoral training is organized around four themes: professional insertion, languages, techniques, research and scientific communication, and specialist fields.

## 2.3 Recruitment of research support staff

### 2.3.1 Recruitment of tenured BIATSS staff

Tenured BIATSS staff members are recruited via competitive examination, transfer or secondment.

#### 1) Expression of need, preparation of job profiles

Positions open to competitive examination are determined after discussions during the Internal Contracts of Objectives and Means of academic divisions and laboratories, and once a year, during discussions between academic division and laboratory management and the University's governance, as part of the job campaign. The Board of Directors approves them.

#### 2) Publication of offers

Information on BIATSS recruitment campaigns (profiles, schedule) is available on the Ministry or Board of Education ("Rektorat") website, and relayed on the University of Orléans website.

#### 3) Submission of applications and recruitment phases

The schedule, registration procedures, jury composition, programs and tests are set at national level. Competitive examinations, organized at national, regional (academic) or university level, include two selection phases (written tests or dossiers, followed by oral tests), at the end of which a list of successful candidates is drawn up in order of merit.

The Board of Education or the Ministry assigns successful candidates to institutions according to their ranking and wishes. External competitive examinations are subject to diploma requirements, while internal competitive examinations are subject to seniority in the public service.

All information on jobs, applications and results can be accessed via:

-the Ministry website:

<https://www.enseignementsup-recherche.gouv.fr/fr/recrutements/itrf>

-the Board of Education website:

<https://www.ac-orleans-tours.fr/filiere-administrative-122216>

-the University website:

<https://www.univ-orleans.fr/fr/univ/universite/travailler-luniversite/personnels-administratifs-techniques-bibliotheques>

Positions for transfer or secondment are listed on the Place de l'Emploi Public website and are recruited in two phases by a recruitment committee. The results are communicated individually to each candidate.

#### 4) Welcome

The HR Office is responsible for the administrative management of these staff members' files, and the assignment / academic division / laboratory service is responsible for their induction.

### 2.3.2 Recruitment of contract BIATSS staff

To meet the need for recruitment “as and when required”, the institution set up a dedicated recruitment service in 2018, within the Skills Development and Recruitment Center (DCR). These recruitments are designed to strengthen either the laboratory support teams or the research teams in order to achieve the objectives announced in the funded research projects.

1) Expression of need, preparation of job profiles and selection committees

The need for recruitment may arise for a stand-in, a temporary replacement, an increase in activity or a new function.

In response to the request expressed, and the job description produced, the nature of the offer to be published is specified: job category, profile and skills required.

2) Publication of offers

All offers are published on the University website, and, depending on their specific features, they may be relayed to other sites: Euraxess, Place de l'Emploi Public, LinkedIn, APEC, Indeed...

3) Submission of applications

Applications are submitted on the University's dedicated platform.

4) Candidate selection (file review and interviews) and recruitment results

Applications are examined by the recruiting structures, with the support of the Human Resources Office, to shortlist candidates who are then interviewed by a committee made up of a member of the HR Office and members of the structure.

In agreement with the service concerned, the recruitment service may be asked to make a pre-selection according to pre-established criteria, or to pass on all the applications received.

Successful candidates are called for an interview with the recruitment manager (interview guide).

At the end of the interviews, a deliberation form is completed, and the candidates are ranked. The recruitment service provides a reply to all unsuccessful candidates.

The recruitment manager is responsible for connecting the successful candidate with the BIATSS Staff Service (SPB) in order to compile the file required to set up the contract.

5) Welcome and induction

The service or laboratory concerned welcomes and ensures the induction of the new employee.

Before the end of the trial period, the recruitment manager reviews the new employee's integration with the service concerned.

### III. Derogations

Although the University of Orléans has adhered to the principles of the HRS4R label, exceptions may be made, particularly in the case of recruitment financed by specific research programs requiring pre-identified candidates (doctoral students in the context of CIFRE theses, recruitment in the context of Marie Skłodowska-Curie actions, etc.).

### IV. Staff welcome and induction

Newly recruited staff are welcomed at both institutional and laboratory level. Induction procedures have a common base for all staff, with specific arrangements depending on the type of staff recruited.

Upon arrival at the institution, staff can refer to the “My first steps at the university” section on the intranet. It lists all useful institutional documents (staff handbook, organization charts, current charters, digital services, training courses, benefits, etc.). The staff handbook and all welcome documents are also e-mailed to new recruits.

In addition to the reception provided by the laboratories, the University’s governance and management also organize a welcome day.

The HR services help newly recruited staff with human resources management and social support (disability, social action benefits, etc.). A wide range of training courses is also offered, depending on the requirements of the position and the researcher's profile.

As regards health and safety in the workplace, preventive medicine offers appropriate medical monitoring for staff exposed to occupational hazards.

The 5 doctoral schools of the [Doctoral College Centre-Val de Loire](#) define welcome procedures and provide support for new doctoral students throughout their studies.

*As part of the continuous improvement initiative, a review is underway to harmonize and improve practices for staff arrivals and departures.*