



## Guidelines for Open, Transparent and Merit-Based Recruitment of Researchers (OTM-R)

The recruitment of researchers at Université Bretagne Sud (UBS) falls into three categories:

- Academic staff (lecturers and university professors) and research fellows (*enseignants-chercheurs*) under contract
- Scientific staff (PhD students and post-doctoral researchers)
- Technical staff who may be recruited for roles that support research work

The recruitment section of the human resources (HR) department is responsible for part of the university's recruitment process, particularly for teaching staff. The stated aim is to ensure that the procedure is professional and secure.

The laboratories themselves are responsible for recruiting scientific and technical staff.

PhD students are recruited by the doctoral schools.

A range of recruitment processes is required due to the different categories of staff involved: tenured / non-tenured, research fellows, researchers, PhD students, engineers and technicians. Nevertheless, the procedure is uniform within each category, regardless of the type of recruitment (permanent or temporary).

All the recruitment procedures and model documents (the recruitment authorisation request and the recruitment form template) are available on the university's ENT (digital work space) for maximum transparency and to facilitate the work of the units tasked with recruitment.

*It is planned to draw up a recruitment guide containing all the information about the recruitment process not just to clarify the rules and procedures but primarily to assist university staff. This guide will cover everything from the request for authorisation to the drafting and publication of vacancies and the selection of applicants.*

## I - Publication of vacancies and the application phase

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### I.1 - Publication of vacancies

► *Recruitment of all staff under contract or with tenure excluding applicants recruited via competitive exam and PhD students under contract:*

A **job profile** for all advertised vacancies must be drawn up:

- Jointly between the line manager and the HR recruitment section for the following vacancies: librarians, engineers and technicians as well as administrative, welfare and health staff (tenured or under contract, permanent or temporary).
- Jointly between the laboratory and the department, subject to initial approval by the functional directors and the governance of the university, with the entire process tracked by the HR recruitment section.

*This procedure does not exist for jobs for researchers employed under contract, and will be implemented between the project leader or a representative (the recruitment contact person(s)) and the HR recruitment section.*

With regard to the **advertising** of vacancies (excluding for PhD students):

- The posts for all librarians, engineers and technicians plus administrative, welfare and health staff as well as lecturers (under contract or tenured) are advertised on the UBS website in the Recruitment section.
- These posts are published on the official Pôle Emploi (Jobcentre) website and (depending on the nature of the position) on the BIEP – Interministerial Public Sector Employment Exchange – website (which advertises job offers, internships and apprenticeships published in the public sector at state and regional level as well as in public hospitals) or the APEC website (Association for Executive Recruitment) for highly-specialised positions.

*Research posts in the broadest sense (research fellows, researchers and research support engineers) must also be published on the Euraxess platform.*

The **publication** of job offers includes the following information:

- Required profile
- Place of work
- Recruitment method, type of contract, duration of contract, expected starting date
- Experience
- Gross monthly salary
- Workload
- Mission
- Main activities
- Skills required
- Work environment and context
- Teaching and administrative contact for the recruitment of lecturers
- Contact person in the recruitment section

Researchers may be recruited externally as well as from institutional, industrial or university partners or from within UBS in order to ensure academic excellence at the institutional and individual level. This objective is in line with the university's goals in terms of its development, brand and international expansion.

► *Recruitment of PhD students:*

Thesis proposals are published on the Thèse en Bretagne Loire server or on other professional networks depending on the relevant doctoral school.

## ***1.2 – Simplified administrative process for applicants***

▶ *For all vacancies for staff under contract and tenured staff excluding those recruited via competitive exam and PhD students under contract, applications must be sent by e-mail to the designated contacts or to the HR recruitment section (the exclusive contact for teaching staff).*

- For teaching staff:

The following documents are requested at the time of application: CV, letter of motivation, a copy of degree certificate(s) and a written viva report for doctorates.

Supporting documents (proof of ID, copy of criminal record, bank details, copy of family record book, etc.) are only requested if the applicant is selected in order to complete the recruitment phase and draw up the contract or finalise the appointment.

- For librarians, engineers and technicians as well as administrative, welfare and health staff:

Supporting documents (proof of ID, copy of criminal record, bank details, copy of family record book, etc.) are only requested if the applicant is selected in order to complete the recruitment phase and draw up the contract or finalise the appointment.

▶ *For the recruitment of tenured staff via competitive exam:*

The procedures are governed by national rules.

Applications are submitted in line with the information provided on the UBS website.

This information is included in the job description published on the Galaxie portal, the ministerial website for lecturers.

The documents to be submitted are stipulated by ministerial decree.

For librarians, engineers and technicians as well as administrative, welfare and health staff, applications must be submitted on the different Cyclades or Webitrf platforms depending on the membership body.

▶ *Recruitment of PhD students:*

Applicants are invited to fill in an online application and download the supporting documents on TEBL (Thèses en Bretagne Loire).

## ***1.3 - Acknowledgment of receipt and additional information***

▶ *For all vacancies for staff under contract and tenured staff excluding those recruited via competitive exam and PhD students under contract*

The contact details for the HR recruitment section for librarians, engineers, technicians, etc. and research fellows are included in the job offers.

▶ *For PhD students:*

An acknowledgment of receipt is automatically sent for submitted applications; the details of a contact at the doctoral school are available for any questions.

## II - Selection and evaluation phase

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### II.1 - Composition of selection committees

A recruitment panel (or “jury”), selection committee or recruitment board is set up for the recruitment of all personnel. These panels are key actors for ensuring that applicants receive equal treatment and to help combat all forms of discrimination.

Panel members are bound by a duty of impartiality, objectivity and neutrality. Applications are shortlisted and the candidates who seem to best meet the criteria for the post are interviewed by the recruitment board, either face-to-face or remotely in line with the applicant’s availability.

#### ► *Recruitment of research fellows:*

The selection committee is the designated recruitment panel for lecturers and university professors. It is governed by Decree No. 84-431 of 6 June 1984 laying down the common statutory provisions applicable to research fellows and concerning the special status of the body of university professors and body of lecturers. In addition, the committee issues a simple opinion on the recruitment of certain research fellows employed under contract.

A selection committee is formed to help fill each research fellow vacancy. The committee is not an enduring entity.

The regulations dictate that over half the members of the selection committee elected at the time of its creation should be specialists in the relevant discipline.

In addition, the selection committees must have at least 40% male and 40% female members and at least two persons of each sex. The number of members is set at between 8 and 16 people.

The rules and processes for setting up selection committees are posted on the HR intranet. The chairpersons of the committees are notified every year before the work of the committees starts.

Selection committees are also set up on the same model for the recruitment of research fellows employed under contract but with relevant rules and procedures.

#### ► *Recruitment of technical research staff under contract:*

*Ad hoc selection committees or recruitment boards must be set up for each post.*

#### ► *Recruitment of PhD students:*

An ad hoc recruitment panel interviews each candidate. The panel consists of several members including individuals from outside the relevant discipline, thesis topic and research unit; in some cases, there is a representative from the doctoral school and HR.

In general, regardless of the type of staff, the composition of these panels will attempt to reflect the following principles:

- The search for professional competence and personal aptitudes
- Gender balance

- The inclusion of members from outside the recruiting department
- A minimum of three members

## **II.2 - Selection and interviews**

### **▶ Recruitment of tenured staff via competitive exam:**

All applications received that fulfil the regulatory requirements are studied by the panel. Applicants who are declared eligible are then interviewed by the panel.

### **▶ Recruitment of librarians, engineers and technicians as well as administrative, welfare and health staff under contract (excluding PhD students):**

All applications received are examined by the recruiting department alone.

### **▶ Recruitment of lecturers employed under contract:**

All the applications received are examined by the HR recruitment section (eligibility formalities) and the recruiting department.

*All applications received should be examined by the HR recruitment section and the recruiting department.*

Applications are then shortlisted and the candidates who appear to best meet the criteria for the post are interviewed by the recruitment board either face-to-face or remotely depending on the availability of the applicant.

### **▶ For PhD students:**

Shortlisted applicants are interviewed on the basis of their scientific profile and knowledge by a panel consisting of the director of the doctoral school and professors from the school. Interviews may be conducted in person or by videoconference depending on the availability of the applicant.

*A training course on how to conduct recruitment interviews could be offered by HR to all staff who might be called on to sit on a competitive exam panel or recruitment board.*

## **II.3 – Recognising the merit and potential of candidates**

### **▶ For the recruitment of all staff employed under contract or tenured positions open to competitive exam:**

The skills required for the position are published in the job advertisement or job description.

### **▶ Recruitment of PhD students:**

The Decree of 22 February 2019 sets out the skills required of doctoral graduates and lists the doctorate in the national directory of professional certification.

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## III - Appointment phase

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### III.1 – Providing feedback to applicants

#### ▶ Recruitment of tenured staff via competitive exam:

All librarians, engineers and technicians as well as administrative, welfare and health staff receive their marks at the end of the exam process.

In the case of teaching fellows, the reasons why their application has been unsuccessful are communicated to applicants who make the request.

#### ▶ Recruitment of staff employed under contract (excluding PhD students):

All applicants receive an email notifying them about the outcome of their application (successful / not successful, and, where applicable, their ranking).

#### ▶ Recruitment of PhD students

In the week following interviews, all applicants receive a letter notifying them about the outcome of their application (successful / not successful, and, where applicable, their ranking or their inclusion on the waiting list).

*For the recruitment of staff under contract and tenured staff, a feedback process should be set up for applicants who were interviewed but were unsuccessful so that – at their request – they may be notified about the strengths and weaknesses of their application.*