

TOWARDS HRS4R

December 2020

Sorbonne University's OTM-R ambitions

Open, Transparent and Merit-based Recruitment (OTM-R) of researchers is absolutely necessary to ensure research excellence and the future of the University. It cannot be separated from the development of good working conditions and international attractiveness. The OTM-R policy, built on the guiding principles of the European Charter for Researchers, is a response to this crucial issue for the University.

This policy aims to make the careers of researchers more attractive, to promote their mobility and to ensure that everyone benefits from equal opportunities. In order to implement this, Sorbonne University has evaluated its practices more specifically in terms of the recruitment of researchers and in response, has built a dedicated component of its action plan in the broader framework of the HRS4R certification.

In order to ensure a better formalization in the recruitment of fixed-term or permanent contracted staff, as well as a better dissemination of offers on a European scale, in particular through a better accessibility, Sorbonne University undertakes to formalize a Recruitment Guide, providing in particular models of job descriptions, legal elements and best practices for recruiters, as well as to disseminate all its offers on the Euraxess platform. In addition, Sorbonne University is committed to improving its auditing capacity with regard to compliance with the OTM-R principles (in particular through the implementation of a recruitment tool).

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The different stages of the recruitment process of academic researchers and researchers, from the recruitment phase to the appointment phase, are standardized by a corpus of national texts and a set of texts and commitments of the institution. The panel of academic researcher and researcher positions is varied within Sorbonne University, the positions are defined as tenured or non-tenured (researcher on a fixed-term or post-doctoral permanent contract, temporary teaching and research associate (ATER), research engineers on a fixed-term or permanent contract).

Sorbonne University's OTM-R policy aims to implement, for each phase of researcher recruitment, the ambitions detailed below. This implementation will notably result in the distribution of a complete Recruitment Guide, among the highest priority actions of our action plan.

The steps in the recruitment process are as follows:

- 1. Profile definition phase**
- 2. Advertising and information phase**
- 3. Selection and recruitment phase**
- 4. Nomination/advertisement phase**
- 5. Evaluation phase of the recruitment process**

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1. PROFILE DEFINITION PHASE

The phase can be considered OPEN, TRANSPARENT AND MERIT-BASED when:

- The profiles are defined by a collective of several stakeholders and experts.
- Particular attention is paid to writing part of the job profile (including the job title and key words) in English.
- Requirements are clearly defined on the job description.

2. ADVERTISING AND INFORMATION PHASE

The phase can be considered OPEN, TRANSPARENT AND MERIT-BASED when:

- An effort is being made to dematerialize recruitment procedures and reduce the administrative burden.
- Job postings are published on all the necessary sites—ministerial, specialized—and in particular in EURAXESS. Offers are written in French and English and contain precise information on the missions, working conditions, the recruitment process as well as the University's commitments in terms of non-discrimination.
- The timetable of the recruitment process is clear and easily accessible.
- Candidates receive an acknowledgement of receipt of their application and are informed of the missing documents and/or major steps in the process (acceptance/refusal of applications in particular).

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3. SELECTION AND RECRUITMENT PHASE

As a reminder, a guide is already available to selection committee members. The phase can be considered OPEN, TRANSPARENT AND MERIT-BASED when:

- The composition of the selection committee respects the rules of parity and the presence of independent expert members. It is made public before the start of the Committee's work on the institution's website.
- A specific reminder is made on the respect of the rules of impartiality.
- The OTM-R policy is presented to the selection committee chairmen, who will have to ensure that it is respected during the recruitment process.

4. NOMINATION/RESULTS PHASE

The phase can be considered OPEN, TRANSPARENT AND MERIT-BASED when:

- The legal provisions regarding the information of candidates whose files have been evaluated by a selection committee are respected.
- All candidates are kept informed of the progress of their application, including in case of rejection.
- Candidates have the possibility to request further information on the reasons for the rejection of their application.
- All admitted/recruited candidates have the possibility to be accompanied in their administrative procedures.

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5. EVALUATION PHASE OF THE RECRUITMENT PROCESS

The phase can be considered OPEN, TRANSPARENT AND MERIT-BASED when:

- As much as possible and in compliance with applicable regulations, a data collection effort is made for the purpose of study and audit. Indicators to monitor the quality and transparency of the process are implemented.

THANK YOU

