

The Open, Transparent and Merit-Based Recruitment (OTM-R) policy of UTT

Engagement stratégique de l'UTT pour un recrutement

Ouvert, Transparent et basé sur le Mérite

1 PREAMBLE

University of Technology of Troyes (UTT) has built its strategic policy on 3 fundamental principles supported by the European Charter for Researchers and the Code of Conduct for the recruitment of researchers:

- The Social Responsibility of its organisation;
- Scientific excellence;
- The development of a European scientific area.

To this end, UTT has chosen to coordinate the EUT+ (European University of Technology) within which it implements its humanistic, scientific, and open ambitions. In this way, it's building a leading European university, active in research, which takes up societal challenges in an interdisciplinary and transdisciplinary manner.

Furthermore, the UTT management team is sensitive to the link between the performance of the institution and its ability to attract, retain, remunerate and develop staff in such a way that they are able to meet the multiple challenges of a University of Technology today. Therefore, UTT gives the issue of human resources its central role. Particular attention is paid to the human resources management policy applied to researchers. This management concerns all aspects of their professional life: their careers, their training needs, their working conditions, etc. It is designed for researchers and directed towards the institution's strategy, particularly with regard to attractiveness and management of positions.

Finally, being aware that improving the daily life of its scientific community requires long-term continuous support, the UTT management team is fully committed to the HRS4R accreditation process. The latter represents one of the pillars of the internal transformation of UTT and the palpable concretization of an evolution of practices towards researchers.

One of the objectives of this evolution is to guarantee **a recruitment policy based on merit, openness and transparency**. This is why UTT is working to define its needs in terms of profiles to be recruited, to increase its national and international visibility and to make the access to the different "Human Resources" tools for the scientific community more fluid.

2 A DIVERSITY POLICY

Part of the UTT's "Human Resources" evolution aims to develop in-depth and comprehensive methods to promote diversity, fluidity and singularity of careers in all fields associated with research. Thus, career development systems must take into account the diversity of backgrounds and origins and encourage transfer activities in addition to publications and teaching.

UTT wants to base the construction of careers on the consolidation of resources and skills, the contribution of new ideas and the contribution to the development of the institution, in other words, on a model that takes into account the contribution to societal and economic development.

In order to sustain a diverse and mobile scientific community and to foster the development of talented individuals who participate in the production of knowledge for society, UTT is building a model that accompanies its researchers in the administrative and mobility-related obstacles.

3 A RECRUITMENT POLICY BASED ON EQUITY

Personnel management is based on the principle of fair treatment of employees and the prevention of all forms of discrimination, in accordance with French ministerial policies on professional equality between women and men, disability and, more generally, diversity. Pursuant to Article 6 of Law No. 83-634 of 13 July 1983 on the rights and obligations of civil servants: "No distinction, direct or indirect, may be made between civil servants on the grounds of their political, trade union, philosophical or religious opinions, their origin, their sexual orientation or gender identity, their age, their patronymic, their family status or pregnancy, their state of health, their physical appearance, their disability or their membership or non-membership, whether real or assumed, of an ethnic group or race."

Recruitment, which is the result of the implementation of the employment campaign, is a major tool of a human resources policy. It is fully in line with a forward-looking management of staff, jobs and skills, allowing to anticipate quantitative and qualitative needs, especially through a redefinition of skills and professions adapted to the strategy of the institution. The general principles of recruitment adopted by UTT must be applied during the different recruitment campaigns, whatever the type of position to be filled. They are the values that should guide the action of the different people involved in the recruitment process of our institution.

Furthermore, UTT builds its teams through **open and transparent** recruitment procedures. This commitment implies a systematic publication of vacancies with a full description of the job profiles highlighting the diversity of skills required as well as the adoption of realistic recruitment schedules.

The principle of transparency also presupposes regular information for candidates, established before the selection process on the recruitment methods and then, at the end of the procedure, on the results.

The commissions or committees set up for the various recruitments are composed in such a way as to bring together the expertise and skills required to assess the suitability of candidates for the posts to be filled. Their composition guarantees a balanced representation of women and men.

The UTT gender equality plan is part of this process. The latter takes stock of the situation of the UTT with regard to gender equality. In addition, it proposes the implementation of actions from 2020, divided into 4 main areas and their implementation methods:

- Evaluation, prevention and treatment of pay gaps,
- Ensuring equal access for women and men to bodies, grades and jobs,
- Reconciliation of personal and professional life,
- Combating sexual and gender-based violence, harassment and discrimination.

UTT also ensures that the distribution of promotions corresponds to the respective share of women and men and is close to their representation in the workforce. To this end, this balance must be respected in all preparatory acts for promotions. Sex-disaggregated data are presented annually in the single social report. In particular, part-time work should not be a discriminatory criterion for promotion to a higher grade or to a higher category. Taking it into account in the analysis of a promotion file constitutes indirect discrimination prohibited by law.

Furthermore, Article 6 sexies of Law 83-634 of 13 July on the rights and obligations of civil servants provides that employers must take all appropriate measures to guarantee respect for the principle of equal treatment of persons with disabilities, and in particular to enable them to develop a career path and access higher-level functions. As a result, the consequences that the disability may have on the organisation of the work or the particular needs of the staff members must not affect the assessment of their skills and professional value and the possibility of promotion of these staff members. The reports on them should not refer to the disability either, but only to the professional aspects that can inform the opinions given.

UTT wishes to develop its recruitment policy in favour of teachers-researchers with disabilities by contractual means or by competitive examination.

Within the framework of its recruitment campaign for teacher-researchers, UTT opens up the possibility of recruitment by contractual means in application of article L352-4 of the civil service code. The general conditions of access prior to recruitment are specified in the modified decree n°95-979 of 25 August 1995 relating to the recruitment of disabled workers in the civil service.

The contractual recruitment procedure is intended to facilitate the recruitment of scientists with disabilities as lecturers at UTT. Indeed, it allows them to be recruited on a one-year contract leading to tenure. It is a complementary and derogatory way of access to the civil service but does not replace the competitive entrance examination.

In accordance with the ordinary competitions, the assessment of candidates for recruitment by contract, carried out in the light of their skills, is subject to the same conditions. Candidates with disabilities may be eligible for special arrangements for the tests.

In order to ensure equal treatment of candidates, the sole purpose of the recruitment commissions or committees is to assess their respective qualifications, experience and merits in order to decide between them.

In addition, in order to ensure fair treatment, the situation of certain staff members should be analysed under the following conditions: staff members recently assigned to the institution must not be penalised with regard to their potential for promotion. To this end, the evaluations obtained in the previous post are examined.

The ambition is to enhance the recognition of staff skills and career paths by pursuing the objective of harmonising procedures, wherever relevant, in a continuous process of simplifying management and enhancing the intelligibility of procedures.

4 AN OUTWARD-LOOKING RECRUITMENT POLICY

UTT aims to reduce internal recruitment or endorecruitment.

As regards the recruitment of lecturers (contract and tenured), UTT is keen to encourage the recruitment of researchers who have acquired professional experience outside UTT, preferably abroad.

Advertisements are systematically published in French and English to facilitate the application of non-French speaking researchers. The selection committees are aware of the importance of external recruitment and career paths that include mobility (geographical, disciplinary, etc.) are valued.

5 FACILITATING RECRUITMENT PROCESSES

5.1 Definition of job profiles

The job profiles are proposed at the time of the multiannual employment campaign after validation by the Administrative Board. They correspond to the translation into human resources of the development strategy defined by the institution. The definition of scientific and academic recruitment needs is carried out within a steering committee, in compliance with the strategic axes of the institution, between the Research Department, the Training and Pedagogy Department and the Human Resources Department.

UTT has refined its model in order to respond efficiently to scientific and academic expectations. Indeed, the needs of scientific activities should not be given more importance than those of the academic activities in the drafting of the job profiles. In the same way as academic needs must not be allowed to alter scientific activity.

5.2 Publication of offers

UTT's commitment to EUT+ further increases its influence and attractiveness. It allows the university to respond to the strategic axis of strengthening its scientific teams according to the best international standards and to promote the recruitment of researchers or teacher-researchers who have demonstrated significant experience outside the institution.

Beyond the respect of the various legal publication obligations, UTT attaches particular importance to the clarity, visibility and internationalisation of the publication of its job profiles.

It has expanded its publication channels to attract excellent profiles more effectively. In particular, the EURAXESS website has become a natural relay.

In addition, the traceability of applications is the subject of a "Back-up" system within the Human Resources Directorate. That said, joint monitoring between the various recruitment players (Human Resources Department, Administration Research Department and Training and Pedagogy Department) is implemented in order to provide more precise administrative and operational responses.

5.3 Selection Committees

The composition of the selection committees is available on the UTT website.

All members of the UTT selection committees are sensitive to the fight against implicit gender bias in recruitment and are required to complete an impartiality form to ensure complete impartiality.

University professors and lecturers:

Selection boards are set up to fill posts of university professors and lecturers. The selection committee constitutes the recruitment panel which proceeds to an audition of the candidates and to a ranking of them.

The members of a selection committee must be in an active position. The committee is composed of 8 to 20 professors and researchers, at least half of whom are from outside the institution.

In principle, the committee must have a minimum proportion of 40% of each gender. However, this rule may be waived for the recruitment of PRs in certain CNU sections according to ministerial guidelines.

Tenured research professors:

The committee shall be composed of professors-researchers and similar staff, at least half of whom shall be from outside the institution, of a rank at least equal to that applied for by the person concerned. Its members are proposed by the president and appointed by the academic council or, for institutions which do not have one, by the Administrative Board, sitting in a formation restricted to the elected representatives of teacher-researchers and similar staff. They are chosen on the basis of their expertise, the majority of whom are specialists in the discipline in question. The composition of the committee shall contribute to a balanced representation of women and men when the gender distribution of teachers in the discipline so permits.

Contractual research teachers:

A selection committee is set up for each job advertised. Half of it is composed of permanent staff members of UTT. Four external personalities are appointed for each recruitment for their expertise and must represent the disciplines of UTT. The selection committee must respect the parity between men and women, following the example of the rules relating to selection committees in force for the recruitment of civil servants.

Applicants for a doctoral project:

For candidates for a doctoral project whose recruitment is entrusted to the Doctoral School Council, admission is examined by a selection committee comprising internal members of the Doctoral School Council and the UTT Scientific Council. The selection committee examines the motivation of the doctoral student, his/her ability to master the field of research concerned, the funding and material conditions of the research, the number of doctoral students supervised by the doctoral director(s), etc. (see the "Doctoral student guide").

5.4 Reception conditions

The UTT stakeholders have changed their policy for the reception of newly recruited researchers and research teachers.

The research units have already implemented reception offers for researchers arriving at UTT. However, a collegial reflection on their standardisation allows to favour the recruitment of the best candidates through an offer:

- Human and shared;
- Attractive in terms of means and working conditions;
- Simplifying for the recruits, whatever their nationality, as well as for their families, from an administrative and logistic point of view.

A humane and shared integration policy implies the creation of an integration pathway shared by all stakeholders.

An attractive and simplifying offer allows a serene start for the recruited researcher as well as for his/her close family. Human and financial means are allocated to make UTT an attractive employer on the financial, contractual and logistical levels (support for administrative, real estate and academic procedures). This is why UTT deploys consistent actions in favour of a simple and easy integration.

The whole set of measures applied to the researchers testifies to the ambitions of UTT in terms of sustainable development and social responsibility. The application of an Open, Transparent and Merit-based recruitment policy is one of the essential links in the deployment of these same ambitions for all the activities of our University.