



# ***OTM-R policy***

*recruitment policy and processes based on OTM-R principles*

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University of Paris 8 is committed to supporting and promoting excellence in human resources for research and teaching. This excellence is achieved by ensuring that our recruitment policy complies with the principles of OTM-R, Open, Transparent and Merit-based Recruitment of Researchers, as promoted by the European research policy on human resources (Euraxess).

To give concrete expression to this commitment, University of Paris 8 is applying for the European Commission's 'HR Excellence in Research' label and has made the implementation of the HRS4R approach a key part of its institutional strategy.

For the most part, these OTM-R principles are well established in the University of Paris 8's standards and practices. As the heir to the Vincennes Experimental Centre, University of Paris 8 has been driven since its creation by core values such as intangible respect for fundamental rights, inclusion and social commitment. University of Paris 8 has always endeavoured to bring these values to life in its research and teaching, as well as in its management practices, particularly human resources management. In addition, as a public higher education and research institution, University of Paris 8 applies French regulations, which set out key principles such as equal access to national competitions, the principle of non-discrimination and equality between gender. The recruitment process for staff at University of Paris 8 – tenured research lecturers (enseignants-chercheurs) and library, engineering, administrative, technical, social and health staff (BIATSS) staff - is therefore governed by a set of national texts as well as texts and commitments from the institution which are directly in line with the principles of openness, transparency and merit-based recruitment.

However, the commitment and efforts of University of Paris 8 go beyond this regulatory framework and have already led the university's management to develop its practices in order to bring them as close as possible to the standards required by the European Commission, particularly in terms of recruitment, and to inform its community and potential candidates of its commitments in this area. This alignment effort will continue and be strengthened over the coming years as part of the implementation of the HRS4R action plan.

### **Exceptions to the recruitment process**

Although University of Paris 8 has fully adhered to the principles of the HRS4R label, exceptions may be made, particularly in the case of urgent recruitment financed by specific research programmes requiring pre-identified candidates.

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## Initiating employment campaigns

Each year, for contracts specific to the public sector, attached to employment categories dependent (detailed in points 1.1.1 and 1.1.2) on the Ministry of Higher Education and Research (such as Temporary Teaching and Research Assistants (ATER), Associate and Visiting Professors (PAST-MAST), tenured research lecturers (enseignants-chercheurs), the university launches an annual employment campaign.

At the start of the employment campaign, recruitment needs are expressed by the research and training structures (Research Units and Training and Research Units) to the Human Resources Department. The requests are then submitted to the various bodies (Social Committee of Administration (CSA), Academic Council (CAC) and Administration Board (CA)). The CAC discusses the job requisitions according to the nature of the needs in terms of research and training and the resources available and allocated, in particular by the Ministry of Higher Education and Research. The annual recruitment strategy or employment campaign begins with the examination of requests for the creation and/or renewal of positions.

The review of requests for the creation and/or renewal of positions by the members of the CAC is organised in pairs of pre-instructors, with equal representation (men/women, members of the Research Commission and the Training and University Life Commission), whose opinions are then submitted to the CAC, which collectively finalises a ranking of requests for posts in the light of the priorities defined in the opening letter for the employment campaign, based on training and research indicators. The CAC begins by assessing requests for the creation of additional posts, to determine their relevance in terms of staffing levels, attractiveness and consistency with institutional policy. The lowest-ranking requests for renewal are put up for discussion with a view to redeploying the posts concerned and responding favourably to a request for the creation of a new post. All of this work is carried out using an electronic platform on which applications submitted over the last four years are stored, providing a valuable historical record to aid decision-making.

In addition to the national regulation, the recruitment process, from the opening letter to the validation of the selection criteria by the university bodies, is structured around indicators defined by the bodies and according to the nature of the open position. These indicators relate to the recognition of qualifications, mobility and experience, whatever they may be. These criteria help to guide the selection committees on the basis of objective criteria. In addition, guided among other things by our gender equality plan, non-discrimination is anchored in our recruitment processes.

For employment categories not covered by contracts specific to the public sector, such as fixed-term contracts for researchers (detailed in point 1.1.3), the recruitment policy is based usually on needs of the research projects obtained. In this case, it is the project coordinator, in conjunction with the Human Resources Department, who issues a job description relating to the needs/missions associated with the projects. These recruitments take place outside the employment campaign period and throughout the year.

# 1 University staff

The majority of staff working at the university are permanent employees. Non-tenured staff may, however, be called upon to fill vacant posts or to recruit staff with specific skills not covered by employment categories dependent on the Ministry of Higher Education and Research (professionals, for example).

- Tenured staff are recruited by competition to occupy a permanent position. Tenured staff are subject to the national law and the specific statutes of their *corps and grade*.
- Fixed-term contract staff are recruited under contract (under public law) by the University. They may be recruited for a limited period or for an indefinite period, depending on the nature of the need (replacing a vacant post or carrying out duties for which no civil servant exists, etc.).

There are two main categories of staff: teaching and research staff and BIATSS staff (library, engineering, technical, administrative, social and health staff) who are responsible for support functions for teaching and research activities.

## 1.1 Teaching and research staff

### 1.1.1 Tenured research lecturers (enseignants-chercheurs)

**University professors and lecturers** are permanent staff who contribute to the fulfilment of a dual public service mission: teaching and public research. They are involved in developing and transmitting knowledge, directing, advising and guiding students and contributing to the development of research.

### 1.1.2 Fixed-term contract for teachers and researchers recruited on a temporary basis

These include:

- **Temporary Teaching and Research Assistants (ATER)** carry out teaching and research duties with a view to preparing a thesis or taking competitive entrance examinations for higher education.
- **Associate and visiting professors** are professionals with proven professional experience. They are part-time or full-time lecturers.

### 1.1.3 Fixed-term contract researchers recruited on a temporary basis

These include:

- **Contract researchers** are recruited to carry out research duties.
- **Contract researchers with post-doctoral status** are recruited to carry out research duties. Post-doctoral status is established no later than three years after obtaining the doctorate, for a minimum of one year and a maximum of three years.
- **Contractual doctoral candidates** are researchers preparing for their doctorate, which is training for and through research.

### 1.1.4 Secondary school teachers assigned to higher education

Secondary school teachers may, at their request, be assigned to higher education establishments under the statutory provisions governing the body to which they belong.

The role of these teachers is purely educational, they do not carry out research.

## 1.2 BIATSS staff

These are permanent and contractual **library, engineering, administrative, technical, social and health staff** (BIATSS) from the Ministries of Higher Education, Research and Innovation and National Education. They carry out their duties in the various structures of higher education establishments and in very different areas of professional activity: research, research support, teaching support, administration, finance, HR, schooling, technical services, preventive medicine, university libraries, etc.

They occupy positions in three hierarchical categories:

- Category A: executive status, usually with a 3-year higher education qualification
- Category B: intermediate status, access from the baccalaureate
- Category C: employee status, no qualifications required

## 2. Recruitment processes

The University's permanent and contract staff are recruited in accordance with the main principles of notional policy recruitment, which aim to assess only the skills and qualities of candidates. University of Paris 8 is also committed to promoting gender equality in all its recruitment processes and to combating discrimination. University of Paris 8 is also committed to recruiting disabled people and has signed an agreement with the *Fonds pour l'insertion des personnes handicapées dans la fonction publique* (FIPHFP).

Most recruitment procedures are now, or are in the process of being, paperless, both for national procedures and for procedures initiated by the institution.

The recruitment process always comprises five stages:

- 1- Publication of job offers (mainly in French and English for European and international projects)
- 2- Reception of applications
- 3- Selection (examination of applications and auditions)
- 4- Results (validation and communication)
- 5- Assumption of duties

However, specificities linked to the type of staff and the nature of the recruitment may require particular procedures.

### 2.1 Recruitment of teaching and research staff

The processes differ depending on whether the recruitment is permanent (tenured staff) or temporary (fixed-term contract staff).

#### 2.1.1 Permanent staff

- Organisation of recruitment at University of Paris 8

Tenured research lecturers (enseignants-chercheurs) are recruited by national competitive examination, transfer or provisional assignment, either in a single recruitment campaign, the so-called synchronised session, or on an ad hoc basis.

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

Recruitment is organised by each university:

- b- Candidate registration campaign
  - c- Selection committee meetings: examination of applications, candidate hearings and ranking.
  - d- Results validated by the university councils and candidates informed on the ministerial platform
  - e- Reception of successful candidates (administrative file, reception of new arrivals, integration into the post) following the management of the wishes of ranked candidates and appointment of teacher-researchers by the Ministry.
- Regulatory texts / reference texts
    - Décret n°84-431 du 6 juin 1984 fixant les dispositions statutaires communes applicables aux enseignants-chercheurs et portant statut particulier du corps des professeurs des universités et du corps des maîtres de conférences (laying down the common statutory provisions applicable to tenured research lecturers (enseignants-chercheurs) and laying down the special status of the body of university professors and the body of associate professors)
    - Arrêté du 13 février modifié 2015 relatif aux modalités générales des opérations de mutation, de détachement et de recrutement par concours des maîtres de conférences (on the general terms and conditions for transfers, provisional assignments and recruitment by competition of associate professors)
    - Arrêté du 13 février 2015 modifié relatif aux modalités générales des opérations de mutation, de détachement et de recrutement par concours des professeurs des universités (on the general terms and conditions for transfers, provisional assignments and competitive recruitment of university Professor)
    -

### 2.1.2 Fixed-term contract staff

- Organisation of recruitment at University of Paris 8

There are two ways of recruiting:

- by campaign to fill vacancies at the start of the academic year,
  - on an ad hoc basis to fill vacancies arising during the year.
- a- All vacancies are published on the university website: <https://www.univ-paris8.fr/-Recrutement-concours>
  - b- Candidate registration campaign: For each type of staff, the timetable, terms and conditions and job profiles or research/teaching disciplines are available on the university website and take place as follows:
  - c- Submission of applications, review of administrative admissibility by the HR Department, transmission of applications to the advisory committees, meetings of the advisory committees: review and classification of applications.

For the recruitment of ATERs, an application has been set up to facilitate the submission of applications and the review and examination of admissibility.

- d- The results are validated by the university councils (only for ATER and PAST/MAST posts) and the candidates are then informed by the HR department.
- e- Reception of successful candidates (administrative file, reception of new arrivals, integration into the post)

### Special cases of fixed-term contract researchers and doctoral candidates

- Fixed-term contract researchers (post-docs) are recruited on an *ad hoc* basis in accordance with the procedures applicable to research support staff (see 2.2.2 below).

- In the case of contract doctoral candidates on doctoral contracts funded by the institution, it is up to the doctoral students to propose a research project to a supervisor, who may or may not agree to supervise the doctoral student.
- Regulatory texts / reference texts
  - Décret n°88-654 du 7 mai 1988 relatif au recrutement d'attachés temporaires d'enseignement et de recherche dans les établissements publics d'enseignement supérieur (on the recruitment of Temporary Teaching and Research Assistants (ATER) in public higher education establishments)
  - Article 954-3 du code de l'éducation utilisés principalement à l'université pour des contrats sur des missions d'enseignement (ATE) (used mainly at universities for teaching contracts)
  - Décret n°85-733 du 17 juillet 1985 relatif aux maîtres de conférences et professeurs des universités associés ou invités. (on Associate and Visiting Professors (PAST-MAST)).
  - Cadrement relatif au recrutement et à la gestion des personnels enseignants-chercheur.e.s et enseignants contractuels de l'UM (Framework for the recruitment and management of tenured researcher lecturer staff and fixed-term contract teaching staff at the UM).
  - Décret n° 2016-1173 du 29 août 2016 modifiant le décret n° 2009-464 du 23 avril 2009 relatif aux doctorants contractuels des établissements publics d'enseignement supérieur ou de recherche (on fixed-term contract for doctoral candidates in public higher education or research establishments)
  - Décret 2009-464 du 23 avril 2009 relatif aux doctorants contractuels des établissements publics d'enseignement supérieur ou de recherche (on fixed-term contract for doctoral candidates in public higher education or research establishments)
  - Décret n° 2021-1450 du 4 novembre 2021 relatif au contrat post doctoral de droit public prévu par l'article L. 412-4 du Code de la Recherche (on the public-law post-doctoral contract)

## 2.2 Recruitment of BIATSS staff

The processes differ depending on whether the recruitment is permanent (tenured staff) or temporary (fixed-term contract staff).

### 2.2.1 Tenured staff

- Organisation of recruitment at University of Paris 8

Tenured BIATSS staff are recruited either by national/academic competitive examination, or by transfer or provisional assignment.

The competitions, organised at national or academic level, comprise two selection phases (written tests and oral examinations), at the end of which a list of successful candidates is drawn up in order of merit.

These successful candidates are assigned to the establishments by the rectorat or the Ministry of Higher Education and Research, depending on their ranking and their wishes. Internal competitions are subject to seniority in the civil service and external competitions to diploma requirements.

- a- All information on jobs, applications and results can be consulted here
- On the Ministry website:



<https://www.enseignementsup-recherche.gouv.fr/pid24790/concours-et-recruitment-of-engineers-and-technical-research-and-training-staff.html>

- On the site of the interacademic service for examinations and competitions (SIEC) :

<https://www.siec.education.fr/candidats/concours/>

Most competitions are organised as follows:

- b- Candidate registration campaign
- c- There are two selection phases: Eligibility tests (written test(s) or file study) and admission tests (oral test).
- d- Publication of results and management of wishes and assignments for successful candidates
- e- Reception of successful candidates (administrative file, reception of new arrivals, integration into the post)

Positions for transfer or provisional assignment are published on the *Choisir le service public* website and are subject to a two-stage recruitment process (examination of applications and hearings) by a recruitment committee. The results are communicated individually to each candidate.

- Regulatory texts
  - [Loi n° 83-634 du 13 juillet 1983 portant droits et obligations des fonctionnaires](#) (on the rights and obligations of tenured staff)
  - [Loi n° 84-16 du 11 janvier 1984 portant dispositions statutaires relatives à la fonction publique de l'Etat](#) (on statutory provisions relating to the French State civil service)

## 2.2.2 Fixed-term contract staff

- Organisation of recruitment at University of Paris 8
  - a- All vacancies are published on the [University's website](#), and depending on their specific nature, they are also advertised on other sites: [choisirleservicepublic.fr](http://choisirleservicepublic.fr), EURAXESS, LinkedIn, and specific websites for certain research networks.  
Recruitment is organised as follows:
  - b- Collection of applications
  - c- Applications are examined jointly by the HR department and the recruiting department in order to shortlist candidates.
  - d- Hearing by a committee made up of a member of the HR department and members of the structure
  - e- Notification of results to all candidates by HR department
  - f- Reception of successful candidates (administrative file, reception of new arrivals, integration into the post)
- Regulatory texts: reference texts
  - [Décret n°86-83 du 17 janvier 1986 modifié, relatif aux dispositions générales applicables aux agents non titulaires de l'État](#) (relating to the general provisions applicable to non-tenured staff)
  - Décret n° 2021-1449 du 4 novembre 2021 relatif au contrat de mission scientifique prévu par l'article L. 431-6 du Code de la Recherche (on the scientific mission contract)
  - Management charter for non-tenured staff
  - University of Paris 8 recruitment processes

## 2.3 Selection criteria and procedures

### 2.3.1 General selection criteria

For all the positions offered, the main selection criteria obviously depend on the tasks and responsibilities that will be entrusted to the person recruited. In order to fully meet the needs of the tasks and responsibilities, these criteria are based primarily on the experience and qualifications of the candidates.

The selection/recruitment committees' analyses of experience and qualifications are based on the characteristics of the OTM-R principles, on equal treatment for all candidates and on respect for the transparency of the process. In fact, multi-dimensional career paths and experience (linked to sector mobility, geographical mobility, etc.) are not an obstacle to recruitment, and the assessment of careers is based on a balance of qualitative and quantitative characteristics (for example, over and above bibliometric criteria or the number of doctoral students supervised, teamwork, teaching, public awareness, non-formal qualifications, etc. are also considered).

Applicants could request to see reports on their application drawn up by the selection committee's members.

### 2.3.2 Selection process

#### - Selection Committees (COS)

Selection committees (COS) set up to recruit tenured research lecturers (enseignants-chercheurs) in compliance with OTM-R principles. COS are defined by national rules governing their constitution and operation. They are made up of 8 to 12 members, with equal representation of men and women, at least half of whom are from outside the university. For the recruitment of associate professor (Maître de conférences), the committee is made up equally of associate professor (Maître de conférences and university Professors or equivalent staff. When recruiting university Professors, only staff of the same rank may take part in the COS.

The COS meets to examine applications, select candidates for an interview. Following the interview, they draw up a ranking list which is forwarded to the university authorities and based on criteria that allow a hierarchy of merit to emerge. After ensuring compliance with the procedural and ethical rules governing recruitment, the Academic Board and then the Administration Board validate the application.

Applicants will be informed of the institutions' decisions and will express their wishes on the GALAXIE website.

#### - For the recruitment of ATERs:

The recruitment campaign is run by the school, which sets the application deadlines.

Positions are published on the university website and on Galaxie via the Altair application.

Once the administrative admissibility of the applications has been examined, they are forwarded to the advisory committee, which examines the applications and ranks the successful candidates. This ranking is then submitted to the restricted Academic Board for approval.

#### - Associate and Visiting Professors (PAST-MAST)

Positions are published. Once the administrative admissibility of the applications has been examined, they are forwarded to the advisory committee, which examines the applications and ranks the successful candidates. This ranking is then submitted to the restricted Academic Council and then to the restricted Administration Board for approval.

#### • Regulatory texts: reference texts

##### - Article L. 952-11 du code de l'éducation

##### - Les règles applicables au fonctionnement des comités de sélection dans le cadre des procédures de recrutement des enseignants chercheurs sont définies aux articles 9, 9-1, 9-2 et 9-3 du décret n° 84-431 84-431 du 6 juin 1984 fixant les dispositions statutaires communes applicables aux enseignants-chercheurs et portant statut particulier du corps des professeurs des universités et du corps des maîtres de conférences (article 22 à 30 et

33 pour les maîtres de conférences et 42 à 49-3 et 51 pour les professeurs des universités  
(The rules applicable to the operation of selection committees in the context of recruitment procedures for tenured researchers lecturers staff)

- **Recruitment committees**

Recruitment committees only apply in the case of recruitment on fixed-term contracts for researchers. These recruitment committees are made up of the project responsible for which the recruitment is taking place (possibly a member of the research team) and a member of the Human Resources Department.

Recruitment takes place in two phases. The first stage is to rank the CVs in order to select the candidates for an audition. At the end of the second phase, the auditions, the candidates are selected.

### 3. Welcoming and integrating new staff

The conditions for taking up the post are defined in conjunction with the successful candidate, the host organisation and the HR Department.

Welcome formalities are facilitated and anticipated. Candidates recruited from abroad can, if they wish, take advantage of the services of *Acc&ss paris-nord (EURAXESS Service Centre for the reception of foreign researchers)*: <https://www.univ-paris8.fr/Accueil-des-chercheurs-et-doctorants-etrangers-2298>

In addition, every year the President of university invites newly recruited staff to an induction day, during which they are given a presentation of the organisation, the various support services and the people they work with.

Newly recruited staff have access to training to make it easier for them to take up their duties and acquire new skills to carry out their functions or progress.

The University offers its staff the opportunity to receive support and career guidance from a division of the HR Department: the HR Development Division.

The University also promotes the support and retention of disabled staff. It implements the actions set out in the master plan and facilitates the inclusion of these staff within the university community.

Finally, the university offers a whole range of services to all its staff: canteens, staff travel, various social action and parenting support services, if required, social aid and emergency assistance, as well as access to a range of cultural, sporting and leisure activities.

In addition to these activities, doctoral candidates benefit from a reception and **follow-up service**, as part of their studies at their doctoral school. The Doctoral College organises annual opening meeting, in conjunction with the doctoral schools, and specific training courses are provided by their doctoral school (scientific and technical training) and the Doctoral College (cross-disciplinary and professional training, particularly with a view to encouraging doctoral candidates to enter in job market).

A number of measures are in place to support doctoral students and their supervisors throughout their studies:

- The doctoral charter,
- The training agreement,
- The individual thesis monitoring committee.

## **4. HRS4R / OTM-R improvement point**

Provide ongoing training for committees and panels, particularly on the biases that can occur during selection/recruitment committees (drafting of an OTM-R vademecum) (Action 8 and 11).

Improve the fluidity of our recruitment procedures in order to perfect our OTM-R policy and strengthen the dissemination of OTM-R principles within the establishment (Action 9, 10 and 12)

Developing the international dimension of recruitment, via our international policy, by improving the use of Euraxess for the publication of job offers and the use of English in HR documents (Action 20)