



HR EXCELLENCE IN RESEARCH

Université Grenoble Alpes

Charter for the Open Transparent Merit-Based (OTM-R) recruitment policy

Since January 2020, **Université Grenoble Alpes** has brought together the public higher education bodies of Grenoble and Valence. In association with national research institutions and the major international instruments present in the region, we are building our research and innovation policy on a global scale. A driver of progress and a laboratory for innovative initiatives, we interact with our numerous partners to accompany a changing society.

Université Grenoble Alpes is built on six academic divisions:

- Grenoble National Higher School of Architecture (ENSAG-UGA)
- The Faculty of Humanities, Sport and Societies
- Grenoble INP, Université Grenoble Alpes Graduate Schools of Engineering and Management (Grenoble INP-UGA)
- The University School of Technology
- The Faculty of Science
- Sciences Po Grenoble, School of Political Studies (Sciences Po Grenoble IEP-UGA)

Three of the above are component institutions (ENSAG-UGA, Grenoble INP-UGA and IEP-UGA) subject to specific prerogatives, notably in terms of the recruitment and career management of staff assigned to them.

In addition to these academic components there are 4 elementary units (outside of academic units) and transversal units.

The institutions which compose Université Grenoble Alpes are engaged in a joint certification process in accordance with the European [Human resources strategy for researchers](#) procedure (HRS4R). UGA members thus actively participate in the building of a European research space, in line with the recommendations of the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#).

The action plan in place forms part of a continuous improvement drive and more particularly axis 3 of the [UGA Strategic Plan](#):

"Through a responsible employer policy, make UGA and its departments a space of shared fulfilment, initiative and learning for the staff".

The recruitment policy is also in keeping with UGA's values, as set out in the 2021-2023 strategic plan:

- Openness to the world and others: Interdisciplinarity, creativity, role in the region and strength of connection with the region, modernity, curiosity, welcome, humanism and diversity
- Mutual respect: Trust, diversity, transparency and pluralism
- Probity/integrity/scientific ethics: The freedom to research and share, the freedom to create
- High standards/excellence: Global commitment, public service, UGA's standards of success, high standards in teaching, access to high-level expertise

- Responsibility: Solidarity, education of enlightened citizens, social and environmental responsibility, duty of support.

The “HR Excellence in Research” certification obtained by UGA in April 2021 guarantees an open, transparent and merit-based (or OTM-R) recruitment policy for researchers and teacher-researchers.

Scope of persons concerned

Université Grenoble Alpes researchers and teacher-researchers have a dual responsibility to ensure the development of fundamental and applied research and to transmit the resulting knowledge to students.

Within this population, UGA annually recruits:

Tenured staff:

- professors and lecturers, via competitive recruitment, either through a synchronised national session or according to needs.

Contract staff:

- researchers and teacher-researchers recruited under contract to execute research tasks or in the framework of a junior professor chair

- PhD students

- assistant researchers and lecturers acting in the framework of their PhD or upon its completion

- associate professors and senior lecturers, professionals from the private sector acting as teacher-researcher or for ENSAG teaching, on a full or part-time basis.

Part 1 Tenured Teacher-Researchers

1.1 Publication of positions and applications

Job descriptions are published in French and English.

They contain information on:

- The title of the position and date of vacancy
- The employer and host research & training structure
- Required and desired experience and skills
- Selection criteria
- Support offered in terms of career advancement
- Place of work, specific benefits provided by UGA
- Application procedure and deadline, teaching, research and administrative contacts
- Reference to the OTM-R policy, and engagements relative to quality of working life and equal opportunities
- Any necessary weblinks to further information

NB: ENSAG does not possess broad responsibilities and manages its recruitment via a national framework under decree of the Ministry for Culture: job descriptions meet a national standard and thus some of the references above do not apply to this component institution.

All vacant positions are published on:

- [Galaxie](#), the national application managed by the Ministry for Higher Education & Research
- or on [Place de l'emploi public](#) for public service positions under the Ministry for Culture,
- [Euraxess](#)
- UGA and its components' [employment sites and spaces](#).

The composition of the application file is established on a national level. The documents to be provided are limited strictly to those wholly necessary for a fair, transparent selection based on applicants' merit.

The application file is dematerialised. Documents are to be transmitted exclusively via electronic means. Transmitted documents are stored in strict compliance with the rules for the protection of personal data.

All applicants receive emails confirming the registration and follow-up of their application.

1.2 Examination and selection

1.2.1 Recruitment rules

The recruitment rules are established on a nationwide level by the Ministry for Higher Education & Research and are common to all French universities. The regulatory reference texts are as follows:

- *Decree n°84-431 of 6 June 1984 – consolidated version of 5 September 2014 in which the conditions for application are specified*
- *Decree of 13 February 2015 modified by Decree of 23 July 2019 relative to the general terms for transferral, secondment and recruitment via competition for university lecturers and professors*
- *Decree of 10 February 2011 relative to the EC equivalence tables for titles, works and positions specified in Articles 22 and 43 of Decree n° 84-431 of 6 June 1984 (qualification exemption, additional documents to be provided by applicants in overseas positions).*

Furthermore, these rules are specified for the Institution under the Management Guidelines for Mobility, in particular for recruitments via transfer or out-posting.

The recruitment rules for ENSAG are established on a nationwide level by the Ministry for Higher Education & Research and are common to all national schools of architecture (ENSA). The regulatory reference texts are as follows:

- *Decree n°2018-105 of 15 February 2018 relative to the specific status of ENSA professorial and lecturer bodies,*
- *Decree of 24 April 2018 relative to disciplinary fields,*
- *Decree of 7 May 2018 relative to the procedure for registration on the qualification lists for professorial and lecturer positions with ENSA.*

1.2.2 Selection committees ¹

A selection committee is set up for each position opened via competition. The committee is responsible for examining applications and interviewing applicants. The committee establishes a ranking which is then presented to the relevant UGA bodies.

The composition and operation of committees comply with [the national regulatory framework](#) and are published with the job description on UGA and its academic divisions' websites.

Selection committees are independent. Members declare in writing any existing links to the applicants and assess the level of such links to determine the possibility of a conflict of interest.

Applicants are recruited in terms of their relevance to the position published, on the basis of scientific merit, career background, skills and responsibilities.

The selection committee chairperson guarantees the compliance of all the committee's actions with the principles of unity, impartiality, ethics and confidentiality.

¹ Committees at ENSAG are set up according to specific applicable rules.

Selection committees are composed according to national rules:

- Between 8 and 20 members,
- 50% external members (external experts, international members, etc.),
- At least 50 % of members must come from the field in question,
- At least 40 % from each gender (for professors outside of derogatory sections),
- Quorum requirements: half the members and at least half external members and at least half from the field

The committee as a whole must have all the relevant experience, qualifications and skills to assess the applicant. Committee members are informed of gender equality issues and the principles of non-discrimination.

1.2.3 Selection and interviews

Following the administrative admissibility phase, the selection committee examines all applications and interviews applicants. The terms of the interview are made known to the applicants on their call to interview two weeks prior to the interview date, or specified in the in-house rules of the committee, published online (for ENSAG).

Selection criteria are based on past experience, skills acquired and the applicant's potential. In accordance with the principles of "judging merit", "variations in the chronological order of CVs", "recognition of mobility experience" and "seniority" of the Code of Conduct for the recruitment of researchers, the assessment criteria are in keeping with the requirements of the position in terms of research, management and teaching skills.

Merit is to be assessed qualitatively and quantitatively, with the focus on the results of a diversified career path, taking into account career breaks, lifetime professional development and the added value of experience outside of the research aspect.

The selection committee must produce 2 reports for each applicant, to which it adds an opinion of each application and a single, reasoned view of the competition in general. The committee also draws up a shortlist of candidates selected after the interview, which is to be ranked by order of preference during a second committee meeting. Close attention is to be given to the drafting of these opinions and reports, which HR departments may transmit to applicants on request.

At the end of the recruitment procedure, the chairpersons of each selection committee present the committee's works in the form of a hearing before the academic units and the select council or equivalent body (except ENSAG).

1.3 Appointment, taking up of the position

Applicants will be notified of the institutions' decision via the [national Galaxie application](#) (or [Simplified Procedures](#) for ENSAG) on dates set according to the national calendar, and must declare their posting wishes.

The definitive results of the annual campaign are published on Galaxie and the Ministry for Culture website.

In accordance with the "transparency" principle of the Code of Conduct for the recruitment of researchers, all applicants receive notification at the end of the selection process.

The Galaxie application provides details on the procedure for lodging complaints by applicants who believe they have been treated negligently, unfairly or improperly.

The terms for the taking up of the position are defined in consultation with the host organisation and the Human Resources department. Any formalities are to be anticipated as far as is possible, in particular those pertaining to access to UGA's digital resources.

Part 2

Teacher-Researchers and Contractual Researchers²

2.1 Publication of positions and applications

Job descriptions at UGA and its component institutions should be provided in French and English.

They contain information on:

- The job title
- The date of vacancy and duration of the contract
- The employer or host organisation
- Required and desired experience and skills
- Selection criteria
- Remuneration
- Place of work, specific benefits provided by UGA
- Application procedure and deadline, contacts
- Reference to the OTM-R policy, and engagements relative to quality of working life and equal opportunities
- Any necessary weblinks to further information

All vacant positions are published on:

- [Euraxess](#) as of January 2023 and where possible
- UGA and its components' [employment sites and spaces](#).

The documents to be provided for application are limited strictly to those wholly necessary for a fair, transparent selection based on applicants' merit.

The application file is dematerialised. Documents are to be transmitted exclusively via electronic means.

All applicants receive emails confirming the registration and follow-up of their application.

2.2 Examination and selection

2.2.1 Recruitment rules: regulation for the management of contract staff

The employer's management regulation is a common framework for the recruitment, remuneration and career guidance of UGA contract staff. It testifies to the wish to clarify and harmonise management rules in addition to the career guidance in place for all contract staff.

It is based on the principle of transparency in recruitment terms and criteria, which are aimed at enabling the institution to recruit the applicants with the most appropriate profile in terms of the skills required for the position.

It also lays down the principles of remuneration based on the job category and the valuation of acquired experience, in compliance with the broader framework of public service remuneration policies.

It reiterates the institution's career safeguarding policy, and specifies support schemes in place for agents.

The overall aim of this policy is to promote career mobility and simplify access to permanent or tenured positions for contract staff wishing to take this path.

2.2.2 Recruitment committee

The recruitment committee must be composed of at least 2 to 4 people, including the project manager or thesis supervisor. The recruitment commission is independent, there must be no conflict of interest for members and decisions are to be taken objectively and on the grounds of proof rather than personal preferences.

2.2.3 Selection and interviews

² At the time of its enactment, this section of the Charter does not concern ENSAG, which recruits a limited number of contractual staff.

Following the administrative admissibility phase, the recruitment committee examines all applications and interviews applicants.

According to the type of position, selection criteria are based on past experience, skills acquired and the applicant's potential.

Committee members must base their choice on objective criteria linked to the profile of the position, the applicant's skills and professional background, in addition to their ability to integrate the team, understand the aspects of the position and exercise the relevant tasks.

2.3 Appointment, taking up of the position

Selected applicants are notified by email and/or telephone and must confirm their acceptance of the position. In accordance with the "transparency" principle of the Code of Conduct for the recruitment of researchers, all applicants receive notification at the end of the selection process.

The terms for the taking up of the position are defined in consultation with the host organisation and the Human Resources department. Any formalities are to be anticipated as far as is possible, in particular those pertaining to access to digital resources.

Derogation of recruitment procedures

While UGA complies with and applies the principles of HRS4R certification, certain exceptions are possible, in particular in the case of urgent recruitments or those funded by specific research programmes and requiring the upstream identification of applicants.

Part 3 Welcoming and support

Welcoming and integration

UGA and its academic components have a specific website which provides all key information on the organisation of the institution, working environment and quality of working life, training and career support.

On taking up their position, new recruits are provided with access to this website and digital resources (institutional email, intranet access, etc.).

All newly-recruited staff are invited to an annual integration day to discover their new working environment in addition to UGA facilities (catering, cultural and sporting facilities, etc.). The career support and guidance services are also presented during this event.

Contractual PhD students avail of specific welcoming and monitoring organised by the Doctoral College. A "Welcome Day" is organised in association with the doctoral schools and several measures are in place to support PhD students throughout their doctorate, in particular the "[Doctoral Charter](#)" and the "[Individual thesis supervision committee](#)".

Career guidance

Newly-recruited staff have access to training sessions to facilitate the taking up of their position and/or acquire new skills.

Specialised career guidance advisors provide support to agents in their projects for advancement, mobility or retraining.

Contractual researchers are also encouraged to meet experienced researchers to discuss their career aims, scientific project and openings to permanent positions.

A mentoring scheme was put in place at the start of the 2022 academic year.