

## **INSA TOULOUSE OTM-R POLICY**

### *Introductory remarks*

In 2017, INSA Toulouse applied for the HR Excellence in Research label. The establishment has a long-standing commitment to improving its practices and services for the benefit of teaching researchers, researchers and all its staff. This trajectory is in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers <https://www.insa-toulouse.fr/rejoindre-les-equipes/#label-hr>

In 2022, following the internal mid-term self-assessment, the label was renewed until the next phase of on-site assessment in spring 2025.

The renewal of the INSA label, supported by the entire INSA community, means that the school is now fully integrated into the European Higher Education and Research Area.

The label thus recognizes the progress made in the management of teaching and research staff, and in particular the internationalization of recruitment and induction practices, the implementation of a support unit for career management and employment of teaching and research staff, the commitment to support the professional training of teaching and research staff (mandatory continuing education plan on taking up post, participation in conferences, support for mobility...); the label also supports ISO 9001 certification for HR functions, which was obtained in 2014.

INSA's action plan for HRS4R accreditation includes forty-three actions, either completed or underway, which reflect the school's ambition and enable the principles of the Charter and the EC Code to be fully adopted for the benefit of staff. Nonetheless, open, transparent and merit-based recruitment is nothing new for INSA, which already applies these principles to its recruitment processes, albeit without taking care to publicize them (recruitment is already based on existing documents) and to group together its initiatives in a coherent fashion.

Despite the progress that has been made, the school remains aware that more needs to be done, in particular to increase its openness to international applications from lecturers and researchers; further action to foster a high-quality research environment also remains a priority. The label is thus a catalyst for improving the establishment's international profile.

### *Open, transparent and merit-based recruitment at INSA Toulouse*

The various stages in the recruitment process for teacher-researchers and researchers, from the recruitment phase through to the appointment phase, are governed by a body of national or company texts. In line with the OTM-R policy, INSA has adopted the principles of the Code of Conduct for the recruitment of teacher-researchers and researchers.

The range of teaching and research positions is varied, with positions defined as tenured or non-tenured (postdoctoral researcher on fixed-term or permanent contract, temporary teaching and research associate (ATER), research engineer on fixed-term or permanent contract).

#### **I. Recruitment of non-permanent staff**

INSA has set up a charter for contract staff, which has now been published in English/. The profiles of contract positions are defined by the laboratory director and his team, and put forward for recruitment.

At institutional level, all the contractual provisions set out in the French Research Programming Act (LPR) are applied to recruitment linked to the activities of the Industrial

and Commercial Activities Department (SAIC). The hiring committee, comprising an HR manager and lecturers/researchers, has been in operation for several years, monitoring regulations and analyzing employability and hiring conditions.

Permanent positions are examined by the Comité Social d'Administration, made up of the director and ten staff representatives, which is responsible for examining human resources management policy, and in particular the development of professional skills and qualifications; the Commission Consultative Paritaire à l'égard des Agents Non Titulaires (CCP ANT) is then consulted on any individual question relating to the professional situation of non-tenured staff.

## *II. Recruitment of permanent staff*

Job profiles for tenured staff are defined by the laboratories and departments using a specific file submitted by the establishment's management, then validated by the governing bodies (management board, executive committee, scientific council and board of directors).

The recruitment process for full professor positions is as follows:

1. Job profile definition phase
2. Publicity and information phase
3. Selection and recruitment phase
4. Appointment phase
5. Evaluation phase

These phases are all elements of control to ensure OTM mastery of recruitment.

1. Defining the job profile of a teacher-researcher

The phase is OPEN, TRANSPARENT, BASED ON MERIT because:

- ☐ Profiles are defined by a collective of stakeholders and experts.

The school is currently examining its needs using a number of tools: a standard template for job applications, mapping of disciplines taught in relation to the teaching model, consumption of teaching model hours and identification of potential teaching and research staff by department, weighting of additional hours, etc. And for the Research section: originality of the research profile in relation to the scientific challenges facing the Toulouse site, differentiating factors in a local, national and international context, links with engineering and doctoral training. Discussions and decisions are made by the Management Committee. Job profiles are presented to and validated by the Executive Board, before being submitted for approval to the Board of Directors and the Scientific Advisory Board (CAR and CSR), meeting jointly. Particular attention is paid to drafting part of the profile (notably the job title and key words) in English.

2. Publicity and information phase

The phase is OPEN, TRANSPARENT, BASED ON MERIT, indeed:

- ☐ In order to lighten the administrative burden for candidates, only regulatory documents are requested.

Publications are made on the ministerial application GALAXIE-ANTEE, which recalls the regulatory documents. Profiles are entered using Euraxess keywords, and are also published on the INSA Toulouse website.

Applications are submitted electronically via the GALAXIE platform.

If the application is admissible, the Chairman of the Selection Committee has direct and automatic access to it.

☐ French regulations must include the following points:

-Candidates are informed of the validity of their application by an acknowledgement of receipt. GALAXIE-ANTEE is used to monitor the candidate's file. Candidates can view the status of their application at any time. An e-mail is automatically generated if any action is taken by the HR department (request for additional documents, declaration of admissibility or inadmissibility, results of the various recruitment phases, etc.).

-Candidates are informed of the selection schedule. The calendar is posted on the school's website.

### 3. Selection and recruitment phase

The phase is OPEN, TRANSPARENT, BASED ON MERIT because :

☐ The Selection Committee (COS) is composed of equal numbers of independent experts.

The composition of the

COS is subject to strict regulatory constraints (parity between men and women, parity between university professors (PR) and lecturers (MCF) in the case of MCF recruitment, majority of members from outside the institution, majority of members who are experts in their discipline). It is published before the COS begins its work on the INSA Toulouse website and on Galaxie.

- The OTM-R policy is presented at the meeting of selection committee chairmen, using a PPT support.

Regulatory points concerning the composition and operation of COSs are recalled, and the COS operating guide drawn up by the Ministry and the INSA calendar are distributed. Similarly, the various administrative support documents are forwarded to COS chairmen (rapporteur's report template, COS deliberation minutes, COS attendance list, etc.) Particular attention is paid to compliance with the rules of impartiality.

- The role of the selection committee member is defined as follows

Each member of the COS has a role as a competition jury, as defined by Decree 84-431 of June 6, 1984, setting out the statutory provisions relating to teacher-researchers. This role is described in detail in the COS operating guide.

### 4. Appointment phase

The phase is OPEN, TRANSPARENT, BASED ON MERIT, so :

☐ At the end of the RAC, a certificate of eligibility is drawn up and forwarded to the Ministry, together with the Director's proposal for appointment, the attendance lists and minutes of the COS and RAC deliberations, and the decision to set up the COS. Once the candidate has accepted the position, the Ministry assigns the recruited candidates. MCFs are

appointed by the Minister of Higher Education and Research, while PRs are appointed by publication in the Journal Officiel and by decree of the President of the Republic.

Recruited lecturers are informed that they then have one year in which to apply for reclassification (taking into account service rendered prior to their appointment to the corps).

#### 5. Evaluation phase

The phase is OPEN, TRANSPARENT, BASED ON MERIT because :

- ☐ Candidates may request to see the reports on their application drawn up by the COS and/or CAR rapporteurs (this option is reserved for ranked candidates).
- ☐ The monitoring of applications is part of the quality approach. Indicators have been put in place (e.g. number of requests to refuse tenure). The assessment also includes the number of appeals lodged by applicants.

The entire recruitment process for teaching and research positions is set out in the recruitment guide. It constitutes the operational roadmap for recruitment, aimed at laboratory and training department directors, selection committees and, in particular, their chairmen, and finally, restricted scientific and administrative boards. It is made up of existing documents, which have been harmonized: EC statutes, decrees on recruitment procedures setting out the conditions for application and the documents to be submitted, the COS (Selection Committee) operating guide, the instruction sheet on the recruitment process, the note on compliance with the principle of impartiality, and the COS rules of procedure.