

INSA TOULOUSE OTM-R POLICY

Introductory statements

In 2017 INSA Toulouse applied to the HR Excellence in Research standard but the establishment's continuous commitment to improve its practices and services toward the academic and/or research staff¹, as well as the administrative staff, is not new. This vision is in cope with the principles of the European Charter for the Researchers and the Code of conduct for the recruitment of researchers [<http://www.insa-toulouse.fr/en/institution/label-hr-excellence-in-research.html>]. At the moment INSA is at the first stage of the process and is waiting for its application to be evaluated.

The entire establishment's community supports this application. If the establishment is granted this standard, it would fully consecrate INSA Toulouse as part of the European higher education environment. This standard would also highlight the progress that has been made in managing teachers-researchers and researchers, especially when it comes to welcoming and recruiting staff from abroad. Moreover, a helpdesk dedicated to their position and career management has been put in place and a commitment to support teachers-researchers' professional training has been made. As a result, the label would also be an addition to the HR ISO 9001 standard that INSA was granted four years ago.

The INSA action plan for the HRS4R standard is made of 46 points. Once completed, it will illustrate the establishment's ambition. Indeed, INSA will adopt all the principles of the Charter and the European Commission Code, which will benefit the staff. Nonetheless, open-transparent-merit-based recruitment is not a novelty at INSA since these principles are already followed during the recruitment process. It is true that recruitment is based on existing documents and INSA might have some troubles putting together its own initiatives and make them known.

The school is aware that it still need to make progress, especially in recruiting international staff. Keeping on these actions to develop a better high quality research environment is another priority. The label would indeed improve the establishment's international profile.

The different stages of an open, transparent and merit-based recruitment at INSA Toulouse

The different stages of the recruitment process for teachers-researchers and researchers, from the recruitment to the nomination, are ruled by a national corpus or by the establishment's rules. In accordance with the OTM-R policy, INSA follows the principles of the Code of conduct for the recruitment of researchers.

Teachers-researchers and researchers positions may vary from one to another: they may or may not hold tenured positions and be researchers, post-doctorates or researchers-engineers, under fixed-term or permanent contract, or ATER (a special fixed-term contract for teachers-researchers after completed the PhD degree).

I. Recruitment of non-tenured staff

¹ With regard to tenured positions, it should be highlighted that researchers are recruited by important research centres such as CNRS, INRA, etc. Nonetheless, even if INSA employs these researchers, tenured teachers-researchers will be recruited for academic and research purposes. Researchers under fixed-term contract will be asked to work for its laboratories.

An English version of the Charter on members of contract staff was published on the INSA website [<http://www.insa-toulouse.fr/en/institution/label-hr-excellence-in-research.html>]. Before they are submitted to the recruitment team, fixed-termed contract positions are defined by the director of laboratory and his/her team.

Fixed-term contracts are defined for three years and respect the framework of the Industrial and Commercial Activities Department (SAIC in French) and the French legislation. The recruitment team is composed of an HR executive and teachers-researchers or researchers. This method has been in place for several years now and is in charge of implementing regulation, analysing the candidate's employability and defining the recruitment conditions. Making sure that the recruitment is financially viable is another of its duties. Long-term contracts are subject to the Technical Committee's examination (composed of the Director and 10 staff representatives). It is competent to examine the HR management policy led by the establishment and professional competences and qualifications development. Last but not least, the Consultative Parity Commission (CCP ANT), especially dedicated to non tenured staff, is consulted on any enquiry regarding their professional situation.

II. Recruitment of tenured staff

Tenure positions are defined by laboratories and the concerned department and follow a predefined method (<http://www.insa-toulouse.fr/en/institution/label-hr-excellence-in-research.html>) brought up by the school's direction. It is validated later by several bodies: Direction², Direction Committee³, Scientific Council and Board of Directors.

Step 1. Job description of teacher-researcher positions

Step 2. Publicity and information

Step 3. Selection and recruitment

Step 4. Nomination

Step 5. Evaluation

Step 1. Job description of teacher-researcher positions

This stage is open, transparent and merit-based when

- Job descriptions are defined by a group of stakeholders and experts. They gather to do a brainstorming in order to appreciate the needs. Several tools are used as basis: elaboration of a framework when positions are opened, listing of materials and courses taught in the establishment, working hours needed for teaching and targeting teachers/researchers' and researchers' potential for each department, extra-hours... Regarding research activities: applicants should have a profile that cope with the scientific challenges and aims of the area of Toulouse, personal assets that make them better in a local, national and international context/environment, education in engineering and PhD degree as well. During the Direction

² The direction is composed of the INSA Director, the directors of studies and research, the Director of General Services, the Vice-President of the Scientific Council of studies, the President of the Selection Committee, the Human Resources Director, the Director-accountant of Financial Services and the students' Vice-President.

³ The Direction Committee is composed of the INSA Director, the directors of studies and research, the Director of International Relations, Director of Companies and Foundation Relations, the Director of General Services, the HR Director, the Director-accountant of Financial Services, the directors of departments, services and centres, preventive counsellor

Committee's sessions, members exchange and give their deliberation. Job descriptions are introduced to the group of teachers/researchers and validated during the Direction's sessions before the Board of Directors and the Scientific Council (both organised in small groups) give their approval. A special attention is put on the job description redaction and its translation in English (job position and keywords).

Step 2. Publicity and information

This stage is open, transparent and merit-based when:

- candidates are asked to give only official documents, in order for them to have less paperwork to do. Job publications will appear on the ministerial platform called GALAXIE-ANTEE, on which a list of required documents is available. Job descriptions are registered with Euraxess keywords and are also published on INSA Toulouse website. Applications are dematerialized and submitted to the NUXEO platform. If validated, the application is sent to the Director of the Selection Committee.
- The following points are mandatory (according to the French legislation):
 - Candidates are notified by registered letter with acknowledgement of receipt when their application is valid. They can follow their application on the GALAXIE-ANTEE platform and acknowledge any change in the application stages. The platform sends an automatic email whenever the application is subject to any change from the HR Service (complementary information, validated or rejected application, result of the different recruitment stages...)
 - Candidates have access to the selection calendar through the establishment's web page.

Step 3. Selection and recruitment

This stage is open, transparent and merit-based when:

- The Selection Committee is a joint commission composed of independent expert members. The Selection Committee's composition follows strict regulatory rules: gender equality, equal ratio of university teachers and lecturers (for the recruitment of lecturers), majority of external members and specialist members. Its composition is subject to the Board of Directors' (reduced group) and the INSA Director's approval. Their decision is made public before the Selection Committee publishes any job offer.
- The OTM-R policy is introduced during a meeting that gathers all presidents of the selection committees. Members are reminded of the rules and the selection committee process. They are given the INSA agenda and a guide book written by the Ministry that explains all the steps that such committee must follow. In the same way presidents of selection committees are given additional administrative information and paperwork such as framework for reports, deliberations statements, sign-in sheet.... A special attention is given to respect the rules of impartiality.
- The role of selection committee members is defined as such: each member acts like a selection jury. Their status is defined by Decree 84-431 (June 6 1984) that sets status dispositions for teachers/researchers. Their role is explained in the guide book.

Step 4. Nomination

This stage is open, transparent and merit-based when:

- At the end of the reduced Board of Directors, the Ministry receives from the Selection Committee and the reduced Board of Directors a certificate of admissibility with the Director's nomination proposition, sign-in sheets, deliberations statements and the final composition of the Selection Committee. Once the applicant gives his/her confirmation, the Ministry assigns the new recruit to his/her position. Lecturers are nominated by the Director of INSA Toulouse whereas nominations of university teachers are published in the Official Journal and are subject to a presidential decree. Teachers/researchers who have been chosen are noticed and have a year to ask for their previous experience to be taken into account (the experience they acquired before the nomination).

Step 5. Evaluation

This stage is open, transparent and merit-based when:

- Applicants can give anonymously their opinion through a satisfaction survey. It should be put in place since it is part of the action plan.
- Applicants may ask to consult the reports that have been made regarding their application. These reports are written by the Selection Committee's and the reduced Board of Directors' commissioners (consultation reserved to ranked candidates).
- Applications monitoring is part of the quality process. Indicators such as number of rejections for tenured positions have been put in place

The whole recruitment process for teachers/researchers will be explained in the recruitment guide book (under way). It will be the operational road map dedicated to recruitment, made especially for directors of laboratories and/or departments, selection committees (and their presidents), scientific councils and the Board of Directors. It will be composed of pre-existing documents such as teachers/researchers' status, decrees for recruitment process, impartiality principle, selection committees' rules.