

The Open, Transparent and Merit-based recruitment policy at INSA Rouen Normandie

INSA Rouen Normandie started in 2017 in the “Human Resources Strategy for Researchers” process initiated by the European Commission. The aim of this commitment was to display in full transparency its priorities and actions in terms of welcoming and integrating research staff, permanent and non-permanent.

The obtaining by INSA of the HRS4R label in 2019 is a recognition from the European Commission with regard to its HR policy. It places our institution in the European higher education and research area.

This approach gave INSA new benchmarks and improved the overall visibility of its HR policy for researchers. Consideration has thus been given to recruiting, career development, professional equality and even quality of life at work. Many actions have been implemented such as the creation of tools to facilitate recruitment, drafting documents, guides, charters to harmonize practices and make them more transparent.

Our institution is aware that progress remains to be made, particularly in terms of the internationalization of researchers and teacher-researchers.

INSA Rouen Normandie has embarked on an “Open, Transparent and Merit-based Recruitment” process, an OTM-R process, driven by the European Commission.

Open, Transparent and Merit-based recruitment

The different stages of the recruiting process for teacher-researchers and researchers, from recruiting to taking up a post, are framed by national or institutional texts which provide the framework. In accordance with the OTM-R policy, INSA ensures compliance with the rules and procedures for the recruitment of these personnel.

The recruitment of researchers at INSA Rouen Normandie concerns several categories:

- Teacher-researchers
- PhD students
- Post-docs
- Temporary teaching researcher assistants (ATER)
- Research engineers.

Each type of staff has a dedicated recruitment process. The Human Resources supports the recruitment of teachers, researchers, lecturers and research engineers. The recruitment of doctoral students is provided by the graduate school and the one of postdocs and engineers contractual researchers is performed by laboratories.

All of the recruitment procedures and guides as well as the frameworks of documents have been sent to the recruiting departments in order to ensure transparency and to support them in the recruitment process.

All recruitments give rise to the drafting of a recruitment jury which is a decisive player in ensuring equal treatment of candidates and contributing to the fight against all forms of discrimination. Jury members are subject to an obligation of impartiality, objectivity and neutrality.

1. Recruitment of permanent staff

The recruitment of permanent staff meets regulatory obligations which provide the framework. Regarding the rise in recruitment needs, INSA Rouen Normandie annually questions the directors of the structure and presents all the requests within various boards and committees (enlarged management committee, scientific council, studies council, committee technical and board of directors). The objective is to be transparent and to open the positions most in line with the institution's research strategy.

Regarding the organization of competitions, the rules are also transparent.

1.1 *Teacher-researcher positions*

- Each job profile is drawn up jointly by the department and laboratory directors and then validated by the bodies and committees.
- A management calendar is established by the Human Resources Department and distributed to a restricted body and to the chairmen jury.
- The "selection committee" procedure is reviewed and voted on each year.
- The composition of the selection committee is established by the director of the department and laboratory concerned after consultation with their department and laboratory council.
- The composition of the selection committee is equal with a minimum proportion of 40% of people of each gender and more than half of the members must be specialists in the discipline.
- The composition of the selection committee is subject to deliberation by the restricted board of directors and a decision by the director.
- Each president and vice president of the jury ensures the availability of members for all the tests.
- It is transmitted to president board guide operation of the committee's selection developed by the Ministry in which is particularly reminded regulations.
- Job publications are made on the GALAXIE ministerial application as well as on the establishment's website.
- The files are dematerialized and deposited on a dedicated recruitment platform.
- The eligible applications are transmitted are the president.
- At the end of the recruitment, the restricted board validates the classification made by each selection committee, a certificate of admissibility is established and sent to the ministry accompanied by the proposal for the appointment of the director, the attendance lists and the minutes of deliberation.
- Candidates have the possibility of requesting consultation of the reports relating to their candidacy drawn up by the rapporteurs.

1.2 BIATSS positions

- Each job profile is written by the line manager and validated by the human resources department.
- A management calendar is established by the Human Resources Department and distributed to all staff.
- The positions are advertised and are therefore posted on the INSA Rouen Normandie website.
- The composition of the jury is made by the president with the support of the Office of ITRF competition.
- The jury must be equal and respect different composition rules depending on the category of the post open to the competition.
- The composition of the jury is checked by the organizing center and the Ministry.
- The ITRF competition office ensures the availability of members for all tests.
- The operating guide for ITRF competitions produced by the association PARFAIRE is sent to the president of the jury.
- Postings are made on the SENORITA ministerial application.
- All the files are studied by the jury members.
- A follow-up is ensured with the candidates as for their application at the end of each phase of the recruitment.
- At the end of the recruitment, the results are published by the organizing center on the website of the Ministry.
- The jury is sovereign, however the candidates have the possibility of requesting a feedback on their candidacy from the president of the jury.

Note that INSA Rouen Normandie has implemented a support system for candidates with the creation of a training module " Competition " and put at the disposal guides and books.

2. Recruitment of contractual staff (excluding doctoral students)

INSA Rouen Normandie has drawn up a management charter for contractual agents as well as a recruitment guide specific to non-tenured agents which details all the steps to be followed so that recruitment complies with the OTM-R policy.

The process detailed in the recruitment guide is mandatory for recruitments lasting at least one year and recommended for those lasting less than one year.

- The functions to be filled must be made explicit by those involved in recruitment.
- A job offer must be written with certain mandatory elements, a model is available to recruiting services.
- The positions are published on the institution's website and on Euraxess Jobs.
- The selection of candidates is done through the study of files and a recruitment interview made up of at least two people.
- The candidate is informed by the laboratory of the follow-up given to his application.
- The traceability of the selection process is done via a report on which must appear the dates of publication of the position, the distribution channels, the number of applications received, the dates of the interviews and the names of the members of the recruitment committee.

3. Recruitment of doctoral students

All thesis proposals are posted on the INSA website.

An ad hoc recruitment jury meets each candidate, a jury made up of several people including people outside the thematic / thesis subject / research unit and one person representing the doctoral school concerned.

Candidates preselected by the thesis director, on the basis of their scientific profile and their knowledge, are auditioned by the jury.

Interviews can either take place face-to-face or remotely depending on the candidate's availability.

The Scientific Council of the Doctoral School then validates, or not, the triptych Thesis director / Successful candidate / Thesis subject. Each candidate receives a letter informing him of the outcome of his application (not chosen / retained, with possible classification).

Implementation of a scientific monitoring of the progress of the thesis by a steering committee ("monitoring committee", as provided for in the Doctorate degree of May 25, 2016) which meets 2-3 times during the thesis in order to support, guide and advise the doctoral student in the orientation and progress of his research. Recently, an annual progress report has also been requested from the doctoral student (implementation in progress).

It should be noted that it is up to all stakeholders (thesis director, doctoral student, director of the doctoral school and director of the host laboratory) to sign a thesis charter which establishes the rights and duties of each.

4. Derogations

Derogations are possible from the processes and rules described above only to retain, extend or reinstate researchers, or to develop actions of positive discrimination. The exemption process must then be transparent, justified and documented. Under no circumstances may the suitability of the candidate for the post and his merits be waived to claim it.