

Recruitment policy based on open, transparent and merit principles

OTM Recrutement Policy

Implementation of Open, Transparent and Merit-based recruitment at INSA Lyon

The various stages of the recruitment process for lecturers and researchers, from the recruitment phase to the appointment phase, are standardised through a body of national texts or those drawn up by the institution. In accordance with the OTM-R policy, INSA is incorporating this regulation for the recruitment of lecturers and researchers.

There are a wide and varied range of posts for lecturers and researchers. Posts are defined as tenured posts or contract posts (researchers on fixed-term postdoctoral contracts, assistant professors (ATER), contracted PhD students, part-time visiting professor (PAST), guest professors).

I. Recruitment of contract staff

INSA adopted a charter for contract staff on 1 September 2017, published on the intranet and referred to in contract approvals. Job descriptions for contract staff are written by recruitment service directors (laboratory director and/or director of the department of academic affairs) and advertised.

In accordance with French regulations, researcher contracts are linked to the duration of the project and may be extended to three years, renewable if the project is not complete and depending on budget availability. The researcher hiring committee is delegated to laboratory management.

With regard to ATER and PAST contract staff recruited to vacant civil service lecturer and researcher posts, a procedure has been established with an ad hoc committee in charge of recruitment. This committee is made up of the directors of the laboratory and the department of academic affairs and/or representatives of management and experts in the discipline concerned.

The recruitment of PhD students is delegated to doctoral schools brought together within the University of Lyon, which awards the degrees. Enrolment takes place in each institution.

The recruitment of guest professors (senior foreign lecturers and researchers) suggested by the laboratories must be approved by a sub-committee of the Board of Directors.

These procedures and recruitment committees ensure compliance with regulations, and assess employability and hiring conditions.

II. Recruitment of tenured staff

The recruitment process for tenured lecturer and researcher posts is as follows:

1. Job description definition phase
2. Advertising and information phase
3. Selection and recruitment phase
4. Appointment phase
5. Assessment phase

These phases constitute the key controls for ensuring OTM recruitment.

1. Lecturer and researcher job description definition phase

This phase is OPEN, TRANSPARENT and MERIT-BASED when:

Job descriptions are written by a group including a range of stakeholders and experts. Discussion takes place within the institution to assess the requirements on the basis of several tools:

For the definition of recruitment needs:

- Development of a model framework for job requisitions devised jointly by the research department and the department of academic affairs

For the teaching section, the group builds on:

- Mapping of the disciplines taught with regard to the curriculum;
- Number of hours in the curriculum;
- Identification of the potential of lecturers and researchers by departments, burden of overtime, etc.

For the research section:

- Originality of the research profile in relation to the scientific issues addressed by the Lyon site, differentiating factors in a local, national and international context;
- Relationship with the training of engineers and PhDs.

Discussions and decisions are made in the steering committee. Job descriptions are submitted and approved by the executive board before an opinion is delivered by a lecturers and researchers sub-committee of the Board of Directors and the Scientific Advisory Board (CAR and CSR) meeting jointly. Particular attention is paid to the writing of part of the description (especially the title of the post and keywords) in English.

2. Advertising and information phase

This phase is OPEN, TRANSPARENT and MERIT-BASED when:

- o Applicants are only asked for regulatory documents in order to reduce their administrative burden.
Posts appear on the ministerial GALAXIE-ANTEE application, which sets out the regulatory documents required. Job descriptions mention Euraxess keywords.
Posts also appear on the INSA Lyon website.
Applications are paperless and submitted only on the ANTEE platform on GALAXIE. If the application is admissible, the paperless application is sent to the president of the selection committee.

The following points, on which our institution reports information, are also mandatory under French regulations:

- Applicants are informed by an acknowledgement of receipt of the validity of their application. The applicant's application is followed up using GALAXIE-ANTEE. The applicant can view the status of their application at any time. An electronic message is generated automatically if their application is subject to intervention by the HR department (request for additional documents, declaration of admissibility or inadmissibility, outcome of various recruitment phases, etc.)
- Applicants are informed of the selection timetable posted on GALAXIE

3. Selection and recruitment phase

This phase is OPEN, TRANSPARENT and MERIT-BASED when:

- The composition of the selection committee (CoS) is balanced, made up of independent expert members.
The composition of the CoS complies with strict regulatory requirements (gender balance, balance between university professors (PR) and associate professors (MCF) for MCF recruitment, majority of members who are external to the institution, majority of members who are experts in the discipline concerned).
The composition of the CoS is subject to a decision by a lecturers and researchers sub-committee of the Board of Directors (CAR) and a decision by the director of INSA Lyon. It is made public on the institution's website and on the GALAXIE CHIRON site before the CoS starts its work.
- The OTM-R policy is presented at a meeting of presidents of the selection committees.
Attendees are reminded of the regulations on the composition and operation of the CoS. The guide to the operation of the CoS drawn up by the ministry and the INSA timetable are distributed. Similarly, various administrative support documents are provided to CoS presidents (template assessor's report, minutes of CoS decisions, CoS attendance sheet, etc.).
Specific information is provided on compliance with impartiality rules.
- The role of a member of the selection committee is defined
Each member of the CoS plays a role as a member of an assessment panel for competitive examinations as laid down by decree 84-431 of 6 June 1984 setting out the statutory provisions relating to lecturers and researchers. It is explained in detail in the guide to the operation of the CoS. INSA guidelines also give details on the holding of the CoS and, more precisely, the role of the president and vice-president of the CoS.

4. Appointment phase

This phase is OPEN, TRANSPARENT and MERIT-BASED when:

- At the end of the CAR meeting, a declaration of admissibility is drawn up and sent to the ministry along with the director's proposal for the appointment, attendance sheets, and the minutes of decisions of the CoS and CAR, and the decision on the composition of the CoS. When the applicant has accepted the post, the ministry proceeds with the placement of the applicants recruited. MCF appointments are made by the director of INSA Lyon, while PR appointments are subject to publication in the Official Gazette and a decree by the President of the Republic.
The lecturers and researchers recruited are informed that they then have a year to request their reclassification (taking into account services provided before their appointment to the body).

5. Assessment phase

This phase is OPEN, TRANSPARENT and MERIT-BASED when:

- A post-competitive examination meeting is held to gather the opinions of the CoS presidents to find out how the competitive examination went and what areas could be improved for the next session.
- Applicants can request to see the reports on their application written by assessors from the COS and/or CAR (this option is only available to classified applicants).
- Follow-up of applications, whether internal or external recruitments, is one of the indicators required to prepare the annual report and for the next year's employment campaign.

- The entire recruitment process for lecturer and researcher posts is explained in the guidelines, during the meeting of CoS presidents and through the CoS guide.