

Artois University – OTM-R Checklist

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OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No

OTM-R checklist for organisations					
	Open	Trans- parent	Meritbas ed	Answer : ++ +/- -/+ --	Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+	A note regarding the OTM-R HR policy has recently been drafted. However, awareness efforts remain necessary to familiarize personnel with our new HR strategy, which focuses on open, transparent, and merit-based recruitment (https://www.univ-artois.fr/implementation-hrs4r-strategy)
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	We do not have an internal guide; however, the documents listed below are available to staff via the intranet and are regularly updated: – Charter for Contract Staff – Researcher Toolkit – Guidelines for the Operation of Selection Committees (COS) – Deliberation on API Committees

					<ul style="list-style-type: none"> – Galaxie Website – Internal Regulations of the Governing Bodies
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	<p>Some staff members receive training through the following programs:</p> <ul style="list-style-type: none"> – Training on residence rights for foreign nationals – Information meeting for selection committee chairs (COS) – Distribution of videos on cognitive judgment biases – Upcoming awareness session for members of academic and research support staff recruitment committees on cognitive biases in recruitment – Training on the inclusion of staff with disabilities
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	<p>The university regularly uses the following tools:</p> <p>Galaxie/Odyssée: for tenured and contractual faculty members (teacher-researchers)</p> <p>FLATCHR: for contractual research support staff and postdoctoral researchers</p> <p>ADUM: for PhD students</p> <p>Web ITRF: for tenured research support staff</p> <p>Euraxess (partially): for postdoctoral researchers and junior professorships (Chaires de Professeur Junior – CPJ)</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	<p>The university does not currently have a quality control system in place, but a comprehensive quality approach is being developed. However, we have already implemented several quality tools, such as:</p> <ul style="list-style-type: none"> – Unique Social Report (RSU)

					<ul style="list-style-type: none"> – Gender Equality Plan – Annual Survey on Research Resources – Disability Master Plan – Recruitment and Census Survey
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>French law requires that recruitment offers for permanent positions be publicly advertised, both for contract and tenured positions. Candidate profiles are subject to specific inquiries. Some positions must be posted on the Euraxess website (such as junior professorships and postdoctoral fellowships). On ADUM, thesis supervisors can share their offers via Campus France and Euraxess.</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/-	<p>French practices and regulations require that job postings or recruitment-related information are systematically written in French. However, job offers published on Euraxess must be translated into English. There is a specific pathway for foreign researchers to access academic staff positions.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/+	<p>As previously mentioned, we have several tools in place to support initiatives aimed at underrepresented groups, including:</p> <ul style="list-style-type: none"> – The Gender Equality Action Plan – The Disability Master Plan – Information sessions for Selection Committee Chairs – Distribution of videos on cognitive judgment biases

					<p>– Upcoming awareness sessions for members of recruitment committees for teaching and research support staff on cognitive biases in hiring</p> <p>– Training on the integration of staff with disabilities</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	<p>In terms of remuneration, the University of Artois has implemented a system allowing the payment of a monthly bonus to certain contractual staff members, particularly those supporting research activities.</p> <p>At the national level, and this also applies to the University of Artois, academic staff have seen a substantial increase in their remuneration over the past three years (up to 2027), especially in terms of allowances. This includes the introduction of the RIPEC – Compensation Scheme for Teaching and Research Staff- and a significant increase in the amounts paid.</p> <p>New staff members at the University of Artois are welcomed each year by the university's leadership and its main administrative departments.</p> <p>For several years, the university has also implemented a system allowing newly appointed lecturers to receive teaching load reductions for a maximum period of two years. This includes an annual reduction of 48 tutorial hours (TD) to allow them to focus more on their research activities.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	<p>The recruitment system for teacher-researchers in France is organized in two stages, including a national phase called the qualification by the National Council of Universities, which ensures that</p>

					only the most qualified researchers are eligible to apply for teaching and research positions
Advertising and application phase Phase de publicité et d'application					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	The university uses the standard profile templates from the Galaxie portal for all faculty and contractual teaching-research staff recruitments. For the recruitment of research support staff, the profiles outlined in the administrative guidelines issued by the Ministry of Higher Education and Research are used.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	On the website of the University of Artois, a dedicated page for the HRS4R certification has been created, providing potential applicants with access to all relevant and useful information. <ul style="list-style-type: none"> – https://www.univ-artois.fr/overall-presentation – https://www.univ-artois.fr/definition-hrs4r-label – https://www.univ-artois.fr/our-involvement-initiative – https://www.univ-artois.fr/implementation-hrs4r-strategy
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	Currently, the University of Artois uses the Euraxess website for publishing junior professorship positions and postdoctoral contracts
14. Do we make use of other job advertising tools?	x	x		++	The University of Artois uses the Galaxie/Odyssée platform to publish job openings for teaching and research positions, including ATER positions (Temporary Teaching and Research Attachés). For research support positions, the university uses the FLATCHR platform, which allows job postings

					<p>to be shared across a wide range of employment websites.</p> <p>Most positions are also published on the university's official website.</p> <p>The ADUM platform is used for contractual PhD candidates.</p>
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-	<p>For tenured positions, national legal requirements are quite strict, which means that candidates are typically required to submit a number of administrative documents, such as proof of identity, a copy of their diploma, an activity report, a criminal record certificate, etc. For non-tenured positions—particularly for research support staff—the process is more flexible, as applications usually consist simply of a CV, sometimes accompanied by a cover letter.</p>
Selection and evaluation phase Phase de sélection et d'évaluation					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	<p>The appointment of selection committees is made by the President of the University, in accordance with the decree governing the status of teaching and research staff, and following consultation with the restricted Academic Council. The same procedure applies to the API committees responsible for proposing the recruitment of Temporary Teaching and Research Attachés (ATER), Part-Time Associate Professors (PAST) / Associate Lecturers (MAST), or visiting staff. Selection panels for the Research and Training Engineers and Technicians (ITRF) track are appointed either by the Minister in charge of Higher Education and Research (ESR) or by the President of the University.</p>

17. Do we have clear rules concerning the composition of selection committees?		x	x	++	As previously mentioned, national regulations establish strict rules regarding the composition of selection committees, whether for hiring teacher-researchers or for competitive examination panels for tenured research support personnel.
18. Are the committees sufficiently gender-balanced?		x	x	++	National regulations require gender parity in the composition of selection committees, with each gender representing at least 40% of the committee members. Competitive examination panels for research support staff must also adhere to strict gender parity. For the recruitment of contractual staff, the university strives to apply the same rules.
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	-/+	There is no overarching guideline, but certain provisions aim to address gender bias and conflicts of interest
Appointment phase Phase de nomination					
20. Do we inform all applicants at the end of the selection process?		x		++	Whether for candidates applying for positions as teacher-researchers, for the research support staff competition, or for obtaining a Fixed-Term Contract, they are systematically informed of the outcome of their application through the platforms on which they submit it (Galaxie, Odyssee, WebITRF, Flatchr).
21. Do we provide adequate feedback to interviewees?		x		+/-	Candidates for the positions of teacher-researchers may request the transmission of the two reports that have been prepared regarding their application. Candidates for an administrative or technical competition may consult the reports written by the juries
22. Do we have an appropriate complaints mechanism in place?		x		+/-	National regulations stipulate that an unsuccessful candidate may file an administrative appeal

					and/or a hierarchical appeal, followed by a contentious appeal before the administrative court.
Overall assessment Évaluation globale					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	The University of Artois does not have a proper OTM-R evaluation system; however, it does have a range of monitoring indicators for the Disability Master Plan, the Single Social Report, the Gender Equality Plan, and the evaluation by the High Council for the Evaluation of Research and Higher Education (HCERES).