



OTM-R CHARTER

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UM OTM-R CHARTER¹

University of Montpellier is committed to supporting research and promoting excellence in Human Resources for research and education.

In 2015, UM developed a Human Resources Strategy for Researchers (or HRS4R) in order to bring its practices up to the standards set by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C). Adopted by the European Commission (EC) in 2005, these two sets of standards and requirements aim to promote research careers in Europe.

For its commitment, the University of Montpellier was granted the “HR Excellence for Research” European award by the European Commission in March 2015. It is the first university in France to receive this label.

In addition to bringing greater national and international visibility and attractiveness to the institution, the award facilitates the granting of European funds in H2020 and contributes to securing European funds – about 10 million Euros annually – managed by UM (Article 32 of AGA).

HRS4R is fully embedded in the University strategy. As such, it is part of the Research strategy within the five-year institutional master plan. Consequently, UM central administration was reinforced with specific offices and departments in order to better disseminate and further implement C&C standards.

The HRS4R award attributed to University of Montpellier as early as 2015 is a testimony of the University’s commitment and actions to best align its practices with the standards of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

With this charter, the University of Montpellier choses to inform researchers and all staff on this recruitment policy and [communicate on its Open, Transparent and Merit-based Recruitment process](#).

Exception to the recruitment process

Although the University of Montpellier fully adheres to the standards of the HR Excellence in Research award, some exceptions remain possible, notably for urgent recruitments under funded research programs that call for pre-identified scientists.

¹ OTM-R: Open Transparent Merit based Recruitment

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1. University employees

The University mostly employs tenured staff but it may also recruit employees on a contract basis.

- Tenured staff are civil servants that are recruited through competitive ranking exams to hold a permanent position in public service. France's civil servants employment conditions are regulated by law and decrees.
- Contract-based employees are recruited by the University under fixed-term public law contract to compensate for the absence of tenured staff, or to carry out special missions for which there is a lack of dedicated civil servant category, or while pending appointment of tenured staff.

The University personnel is organized into two main categories: education and research staff, and staff involved in facilitating and supporting the university's education and research activity.

1.1 Education and research staff

1.1.1 Tenured Research-Professors

University professors and assistant professors are permanent employees who actively take part in fulfilling a dual public service mission: education and public research. They participate in the elaboration and transfer of knowledge, ensure the supervision, counseling and orientation of students, and contribute to research work.

1.1.2 Fixed-term contract-based Research-Professors

Comprising:

- Temporary Education and Research assistants (*attaché.e.s temporaires d'enseignement et de recherche (ATER)*) carry out educational and research-related missions as part of their PhD studies or as preparation to enter the French Higher Education system via competitive ranking exams.
- Associate and visiting professors (*enseignant.e.s associé.e.s, PAST²*) are professionals who duly possess professional experience. They carry out Research-Professor missions, either part- or full-time.

1.1.3 Fixed-term contract-based Researchers

Comprising:

- Fixed-term contract-based researchers (post doctorate positions) are recruited to carry out research work.
- Fixed-term contract-based doctoral students are students who undergo training for, and through, research to gain a doctor's degree.

1.2 Support staff involved in education and research activity

This staff category is comprised of tenured and contract-based engineers, administrative, technical, social & health, and library workers (*BIATSS, bibliothèque, ingénieurs, administratifs, techniques, sociaux et de santé*) hired within the French Ministry of Higher Education, Research and Innovation, and the French Ministry of Education. They hold positions for various Higher Education Institutions in a variety of fields: research, research

² PAST: Temporary Associate Personnel

support, educational support, administration, student affairs, technical departments, preventative medicine, university libraries, and more.

They may be recruited at manager or engineer, assistant engineer, technician or supervisor, or employee level. These positions are organized into three civil servant categories:

- Category A: Manager status, open to Bachelor's graduates and up;
- Category B: Intermediate manager status, open to high school graduates and up;
- Category C: Employee status, open to certificate of vocational aptitude (CAP³) graduates and up.

2. The recruitment process

The recruitment of University tenured and contract-based staff is aligned with the public service main recruitment standards, which take into account a candidate's skills and competences. In addition, the University of Montpellier has embedded practices to fight discrimination and promote gender equality in its recruitment processes.

All recruitments are digitized on the university's or the Ministry's platform, depending on the type of recruitment, except for administrative and technical ranking tenure exams which are in the process of becoming fully digitized.

The recruitment process comprises five phases:

- a. Job publication
- b. Application process
- c. Selection (application assessment and interview)
- d. Results (validation by the University's governing bodies and dissemination)
- e. Job starting

However, specific recruitment processes may apply depending on the type of staff being hired.

Processes also vary whether the recruitment is permanent (tenured staff) or temporary (contract-based staff).

2.1 Recruiting education and research staff

Processes vary whether the recruitment is permanent (tenured staff) or temporary (contract-based staff).

2.1.1 Tenured staff

- Organizing recruitment at University of Montpellier

Recruiting tenured education and research staff is carried out via public service competitive ranking exams, by transfer or secondment within a single recruitment campaign: the synchronized session.

- a- All information related to jobs, applications, and results is available on the Ministry of Higher Education website: <https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html>.

The following in-house organizational details of the recruitment process are managed by the University:

- b- Applicants registration campaign
- c- Selection committee confer to assess applications, interview and rank candidates

³ CAP: Certificate of vocational aptitude

- d- Results are validated by the University's governing bodies and disseminated to candidates via the Ministry online platform
 - e- Welcoming laureates (administrative file, greeting newly recruited staff, starting the job) upon final appointment choices of Ministry selected candidates and nominated Research-Professors
- Regulation and legal texts
 - [Décret n°84-431 du 6 juin 1984 fixant les dispositions statutaires communes applicables aux enseignants-chercheurs et portant statut particulier du corps des professeurs des universités et du corps des maîtres de conférences.](#)
 - [Arrêté du 13 février modifié 2015 relatif aux modalités générales des opérations de mutation, de détachement et de recrutement par concours des maîtres de conférences](#)
 - [Arrêté du 13 février 2015 modifié relatif aux modalités générales des opérations de mutation, de détachement et de recrutement par concours des professeurs des universités](#)

2.1.2 Contract-based staff

- Organizing recruitment at University of Montpellier

Recruitment is carried out in two ways:

- Via a recruitment campaign at the beginning of the academic year to fill job vacancies
- All year long to staff positions that become available during the academic year
 - a- All job offers are posted on the University institutional website: <https://www.umontpellier.fr/en/about-us/recruitments>
 - b- Applicants registration campaign: application calendar, procedures, job and academic/ research field description are available on [the University website](#) for each staff category and recruitment is carried out as follows:
 - c- Selection committee confer to assess applications, interview and rank candidates, except for Temporary Education and Research assistant (ATER) applicants whose selection is based on their application file assessment only.
 - d- Results are validated by the University's governing bodies and disseminated to candidates by the HR department
 - e- Welcoming laureates (administrative file, greeting newly recruited staff, starting the job)

Specificities of contract-based researcher and doctoral student positions

- Contract-based researchers are recruited all year long, in line with the recruitment process for research support staff (cf. par. 2.2.2 below)
 - The recruitment process for doctoral students on university-funded doctoral positions is specific to each doctoral school. It starts with the publication of the job offers on the doctoral school website (annual campaign, research project, application file and/or interview) and via specific scientific networks. In the long-term, UM wishes to promote their publication on Euraxess job portal as well.
- Regulation and legal texts
 - [Décret n°88-654 du 7 mai 1988 relatif au recrutement d'attachés temporaires d'enseignement et de recherche dans les établissements publics d'enseignement supérieur](#)

- [Article 954-3 du code de l'éducation utilisés principalement à l'université pour des contrats sur des missions d'enseignement \(ATE\)](#)
- [Décret n°85-733 du 17 juillet 1985 relatif aux maîtres de conférences et professeurs des universités associés ou invités.](#)
- [Cadrage relatif au recrutement et à la gestion des personnels enseignants-chercheur.e.s et enseignants contractuels de l'UM.](#)
- [Décret n° 2016-1173 du 29 août 2016 modifiant le décret n° 2009-464 du 23 avril 2009 relatif aux doctorants contractuels des établissements publics d'enseignement supérieur ou de recherche](#)
- [Décret 2009-464 du 23 avril 2009 relatif aux doctorants contractuels des établissements publics d'enseignement supérieur ou de recherche](#)

2.2 Recruiting support staff involved in education and research activity

Processes vary whether the recruitment is permanent (tenured staff) or temporary (contract-based staff).

2.2.1 Tenured support staff

- [Organizing recruitment at University of Montpellier](#)

Recruiting tenured support staff (BIATS) is carried out via public service competitive ranking exams, by transfer or secondment.

Public service ranking exams, organized at national or regional level (school district level), comprise two selection phases (written test or application file, and interview) after which candidates are ranked by merit.

Laureates are appointed to higher education institutions by the local school district administration (*Rectorat*) or by the Ministry of Education, Research and Innovation, according to their ranking and appointment wishes. Internal ranking exams are subject to public service seniority conditions, while external ranking exams are subject to obtained educational degree conditions.

- a- All information related to jobs, applications, and results is available on
 - the Ministry of Higher Education website:

<https://www.enseignementsup-recherche.gouv.fr/pid24790/concours-et-recrutements-des-ingenieurs-et-personnels-techniques-de-recherche-et-de-formation.html>

- the *Rectorat* website:

<https://www.ac-montpellier.fr/cid87742/personnels-administratifs-sociaux-sante.html>

Most ranking exams are organized as follows:

- b- Applicants registration campaign
- c- They comprise two selection phases: Eligibility test (written test or assessment of application file) and admission test (interview)
- d- Publication of results, management of appointment wishes, appointment of laureates
- e- Welcoming laureates (administrative file, greeting newly recruited staff, starting the job)

Positions that become available by transfer or secondment are published on [Place de l'Emploi Public](#) and follow a two-phase recruitment process by a recruitment commission, with assessment of application files and interviews. Results are communicated to each candidate individually.

- Regulatory texts
 - [Loi n° 83-634 du 13 juillet 1983 portant droits et obligations des fonctionnaires](#)
 - [Loi n° 84-16 du 11 janvier 1984 portant dispositions statutaires relatives à la fonction publique de l'Etat](#)

2.2.2 Contract-based staff

- Organizing recruitment at University of Montpellier
 - a- All job offers are published on [UM institutional website](#) and, depending on their specificities, they are relayed on other websites, including: [Euraxess](#), [Linkedin UM](#), [Place de l'Emploi Public](#), [APEC](#), [Indeed](#), [Pôle Emploi](#) ...

Most recruitments are organized as follows:
 - b- Job applications are submitted on the University dedicated recruitment platform
 - c- Assessment of applications by the recruiting structure, with the help of the HR department, enables to pre-select candidates who will be interviewed by a commission, comprised of members of the recruiting structure and a HR department staff
 - d- Results are communicated to each candidate by the HR department
 - e- Welcoming laureates (administrative file, greeting newly recruited staff, starting the job)
- Regulation and legal texts
 - [Décret n°86-83 du 17 janvier 1986 modifié, relatif aux dispositions générales applicables aux agents non titulaires de l'Etat](#)
 - [Cadrage relatif au recrutement et à la gestion des personnels contractuels de l'UM](#)

3. Greeting and integrating personnel

Job starting conditions are jointly determined with the laureate, the hosting structure and the HR department.

The welcoming procedure is facilitated and anticipated. Upon her/his arrival at UM, the newly recruited staff receives a welcoming guide and a digital passport that provides access to digital resources (institutional email address, intranet, ENT...).

In addition to that, every year, all newly recruited staff are invited by the University president for a day of orientation during which the institution's organization, its various support offices and their representatives are presented.

Training is available for recruited staff to ease their transition into their new job, to help them acquire new skills required by their position, or to progress.

The institution offers its staff the possibility to receive career support and advancement guidance from the dedicated office within the HR department: the "Recruitment, training and support" office in charge of these missions (career assessment, career boost training sessions, workshops on job search techniques).

The University pays special attention to these services for staff with disability. In this domain, the University implements actions from a master plan that seeks to facilitate the inclusion of employees with disability within the academic and scientific community.

Finally, all UM staff categories benefit from a variety of additional services such as: administrative restaurants, daycare and day-camp services, as well as privileged access to a wide cultural, sports and leisure offer.

UM contract-based doctoral students benefit from the above and also receive tailored welcoming and guidance services from their respective doctoral school. A welcoming day is jointly organized annually by UM Doctoral College and the doctoral schools, specific training is offered within the doctoral schools (scientific and technical training) and by the Doctoral College (professional and transferable skills training, to facilitate future job market penetration).

Several schemes are implemented to accompany PhD students and their supervisors during their thesis work, such as:

- A doctoral student charter;
- A training charter;
- The individual thesis monitoring committee;

A “Doctoral student supervision, support and problem prevention” scheme has also been implemented. It comprises 3 axes:

- 1) Training of supervisors;
- 2) Coach doctoral students who face difficulties during their PhD studies, and;
- 3) Commission for mediation and conciliation.