



**UNIVERSITÉ DE  
MONTPELLIER**



HR EXCELLENCE IN RESEARCH

# ***OTM-R CHARTER***

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# **UM OTMR CHARTER<sup>1</sup>**

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. In 2024, the principles contained in the Charter and Code were revised, rewritten and streamlined to form the twenty principles of the new European Charter for Researchers.

For its commitment, the University of Montpellier was granted the European “HR Excellence for Research” award by the European Commission in March 2015. It was the first university in France to receive and then maintain this award (2020).

In addition to bringing greater national and international visibility and attractiveness to the institution, the award facilitates the granting and securing of European funds managed by the University of Montpellier (Article 18 Horizon Europe).

The “HR Excellence for Research” award is fully embedded in the University strategy. As such, it is part of the Research strategy within the five year institutional master plan and is included among the company's continuous improvement initiatives monitored by a dedicated committee headed by the Steering Department. Consequently, UM central administration was reinforced with specific offices and departments in order to better disseminate and further implement the standards of the new European Charter for Researchers.

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.

With this Charter, the University of Montpellier chooses to inform researchers and all staff on this recruitment policy and to 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.

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<sup>1</sup> OTM-R: Open Transparent Merit based Recruitment

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# 1. University employees

The University mostly employs tenured staff but 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 for a limited period of time:

- On permanent assignments 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.
- On temporary assignments, in particular to meet the needs of research contracts. In this context, contract-based employees may be recruited on a project or scientific assignment basis to meet the specific needs of the University.

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.

**University hospital Research-teaching staff** (*University professors-hospital practitioners and University assistant professors-hospital practitioners-PH*) combine teaching duties for initial and continuing education with research and hospital duties, in compliance with the provisions governing the practice of medicine, pharmacy and dental surgery.

### 1.1.2 Fixed-term contract-based Research-Professors

Comprising:

- Junior Professorships (*Chaires Professeurs Junior* or tenure-tracks) are recruited on the basis of a research and educational project undertaken by PhD graduates or of equivalent degree, which will lead to tenure in the category of university professors at the end of the contract and after evaluation by the tenure commission.
- **Temporary Education and Research assistants (ATER, *attaché temporaires d'enseignement et de recherche*)** carry out educational and research-related missions as part of their PhD studies or as preparation to take competitive ranking exams into the French Higher Education system.
- **Associate and visiting professors (PAST<sup>2</sup>)** are professionals with proven professional experience. They carry out research and education missions, either part- or full-time.
- **University clinical supervisors-hospital assistants, university hospital assistants and university hospital practitioners** complete a triple mission of education, research and providing patient care.

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<sup>2</sup> PAST: Temporary Associate Personnel

### 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 doctoral 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*) who are hired within the French Ministry of Higher Education and Research, and the French Ministry of Education. They hold positions for various Higher Education Institutions in a variety of fields: research, research support, educational support, administration, student affairs, technical departments, preventative medicine, university libraries, and more.

They may be recruited as manager or engineer, assistant engineer, technician or technical assistant on positions that 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 (CAP<sup>3</sup>) 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 electronically managed on the University's or the Ministry's platform, depending on the type of recruitment, except for some administrative and technical ranking tenure exams.

The recruitment process comprises five phases:

- Job publication
- Application process
- Selection (application assessment and interview)
- Results publication (with prior validation by the University's governing bodies for certain types of staff)
- Job starting

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

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<sup>3</sup> CAP: Certificate of vocational aptitude

## 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 support staff

- Recruitment organization 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”, or by recruiting as the need arises.

- 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>.

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
- 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) following the final appointment choices of Ministry selected candidates and nominated research-professors.

#### Specific cases of University hospital Research-teaching staff:

Recruiting University assistant professors-hospital practitioners and University professors-hospital practitioners is carried out via public service competitive ranking exams organized by discipline and by order from both the Ministry of Higher Education and Research and the Ministry of Health.

- 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 6 février 2023](#) relatif aux modalités générales des opérations de mutation, de détachement et de recrutement par concours des MCF, PR et CPJ
  - [Décret n° 2021-1645 du 13 décembre 2021](#) relatif au personnel enseignant et hospitalier des centres hospitaliers et universitaires

## 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/universite/travailler-a-lum/personnels-enseignants-titulaires>
  - b. Candidate registration campaign: for each type of staff, the timetable, procedures and job profiles or research and teaching disciplines are available on the University website.
  - 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 assessing their application file.
  - 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)

### Specific cases of University hospital Research-teaching staff:

Recruiting of university clinical supervisors-hospital assistants and university hospital assistants is carried out on decision of the university hospital center's general manager and of the involved education and research unit's director, on the recommendation of the head of department or head of the internal structure, after consultation with the board of the education and research unit and the institutional medical committee of the institution. Procedures for compiling files and submitting applications are defined each year by order from both the Ministry of Higher Education and Research and the Ministry of Health.

### Special cases of contract researchers and doctoral candidates:

- Contract-based researchers are recruited all year long, according to the recruitment process for research support staff (cf. par. 2.2.2 below)
- Doctoral students on doctoral contracts funded by the University are recruited according to the terms of the competition specific to each doctoral school, available on their website:
  - ED166 – Information, Structures, Systems (I2S)
  - ED168 – Chemical sciences and Biology sciences for health (CBS2)
  - ED231 – Economics Management (EDEG)
  - ED459 – BALARD chemistry sciences (SCB)
  - ED461 – Law and Political Science (DSP)
  - ED584 - Biodiversity, Agriculture, Food, Environment, Earth, Water (GAIA)
  - ED58 - Languages, Literature, Culture and Civilizations (LLCC)
  - ED 60 – Territories, Time, Societies and Development (TTSD)
  - ED 463 – Human Movement Sciences (SMH)

Offers are also published on Euraxess and specific scientific networks.

- Regulation and legal texts
  - Décret n°88-654 du 7 mai 1988 modifié relatif au recrutement d'attachés temporaires d'enseignement et de recherche dans les établissements publics d'enseignement supérieur
  - Article L954-3 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 modifié relatif aux maîtres de conférences et professeurs des universités associés ou invités
  - Dispositif relatif aux personnels contractuels de l'UM
  - Articles D412-1 à D412-12 du Code de la Recherche
  - 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
  - Arrêté du 26 août 2022 modifiant l'arrêté du 25 mai 2016 fixant le cadre national de la formation et les modalités conduisant à la délivrance du diplôme national de doctorat;
  - Décret n° 2021-1645 du 13 décembre 2021 relatif au personnel enseignant et hospitalier des centres hospitaliers et universitaires

## 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 (BIATSS) is carried out either 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 (a written test or application file, and an 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 Higher Education and Research, 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

- On the University website:  
<https://www.umontpellier.fr/universite/travailler-a-lum/personnels-administratifs-techniques-et-des-bibliotheques>



- 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:

- Applicants registration campaign:
- Eligibility test (a written test or assessment of application file) and admission test (an interview)
- Publication of results, management of appointment wishes, appointment of laureates
- Welcoming laureates (administrative file, greeting newly recruited staff, starting the job)

Positions that become available by transfer or secondment are published on Choisir le Service 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
  - Code général de la fonction publique
  - Articles L111-1 à L142-3 du code général de la fonction publique relatifs aux droits, obligations et protections des fonctionnaires

### 2.2.2 Contract-based staff

- Organizing recruitment at University of Montpellier:
  - All job offers are posted on the University institutional website: <https://umontpellier.nous-recrutons.fr/>  
This link is also available on the University website under the section “Working at the University”: <https://www.umontpellier.fr/universite/travailler-a-lum/personnels-administratifs-et-techniques-contractuels>

Depending on their specific features, job offers may also be published on other sites: Euraxess, LinkedIn, Choisir le Service Public, APEC, Indeed, France Travail

  - Job applications are submitted on the various dedicated recruitment platforms
  - 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 that is comprised of members of the recruiting structure and a HR department staff.
  - Results are communicated to each candidate by the HR department.
  - Welcoming laureates (administrative file, greeting newly recruited staff, starting the job)

In addition, the University publishes vacancies for generic job profiles for category C BIATSS staff (“Administration and tuition”, “Finance”, “Logistics” and “Human Resources”), thus building up a pool of candidates made available by the HR department to structures that recruit directly and according to their needs.

In the case of contract-based researchers, research structures may organize recruitment operations at their own level (pre-selection, interviews and exchanges with candidates). For this type of staff, job offers are only published on Euraxess, in French and in English.

Finally, apprenticeship offers are published on a dedicated national website, PASS (Place de l'Apprentissage et des Stages).

- 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
  - Dispositif relatif aux 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. In order to help them take up their duties and integrate UM upon arrival, new recruits receive an e-mail in their personal mailbox containing a dematerialized IT passport (PASSUM) which gives them access to the University's digital resources. They are also issued a multiservice card (CMS) which gives them access to UM's various services (parking lot and building access, canteen, and so on).

In addition to that, every year, all newly recruited staff are invited by the University president for a day of orientation at the beginning of September. This day is open to all permanent and contract-based staff, teaching and research staff and administrative and support staff who arrived during the year. To facilitate their induction, they receive presentations on the institution's organization, its various support offices and practical information that may be useful to them. On this occasion, they also receive the staff handbook, which includes information on quality of life at work and support for employees throughout their working lives.

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 in their careers.

The institution offers its staff the possibility of career support and monitoring by the HR department's services, more specifically with a dedicated office within the HR department: the career management and development bureau within the recruitment, training and support office (professional assessment, personalized support, and more).

UM is committed to providing good working conditions for which it deploys a series of master plans. These include a commitment to diversity, gender equality and the fight against all forms of discrimination. The University also encourages employment for staff with disability. In this domain, the University implements actions from a disability master plan that seeks to facilitate the inclusion of employees with disability within the academic and scientific community.

Aware of the challenges and responsibilities it faces in relation to education and research, the University is fully committed to implementing a master plan for ecological transition.

In addition, all UM staff categories benefit from a variety of additional services such as: administrative restaurants, daycare and daycamp 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. Once a year, a welcoming day is organized by UM Doctoral College jointly with 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;
- An individual training charter;
- The individual thesis monitoring committee;

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

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