

# OTM-R CHARTER OF THE UNIVERSITY OF ANGERS: CHARTER FOR OPEN , TRANSPARENT , AND MERIT - BASED RECRUITMENT

## SUMMARY

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## PREAMBLE

The University of Angers has made the development of the scientific potential of its research units one of the major challenges of its 2022-2027 multi-year institutional contract. Providing its researchers with the means and conditions conducive to the development of high-quality public research is therefore a strategic priority for the institution in the coming years.

This priority is accompanied by objectives including increasing the visibility and promotion of research activities within society and supporting UA projects in competitive national and international calls for proposals. In this regard, the " **HR Excellence in Research** " quality label awarded to the UA by the European Commission on December 4, 2020, for an initial period of five years, in recognition of its Human Resources Strategy for Research (**HRS4R**), secures access to European funding and gives the institution greater visibility and attractiveness at national and international level.

In 2007, the University of Angers chose to adhere to the European Union's recommendations set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C), two texts adopted in 2005 by the European Commission and aimed at promoting research careers in Europe. In 2024, the principles contained in the Charter and the Code were revised, rewritten, and streamlined to form the twenty principles that make up the new European Charter for Researchers.

The University of Angers has therefore rolled out its HRS4R 2020-2025 action plan, a collective process of continuous improvement aimed at improving the working conditions of its researchers and research staff, supporting careers and professional development, ensuring

ethical and responsible research, non-discrimination, and implementing of an open, transparent and merit-based recruitment policy (OTM-R).

As part of its efforts to renew its certification for a period of three years and in order to communicate its OTM-R recruitment approach, the University of Angers has chosen to use this charter to report on its recruitment policy with regard to teaching and research staff and, more generally, all staff at the institution.

This document is therefore intended for candidates and staff of the University of Angers, to explain the types of staff and the recruitment procedures for these staff members.

### **Exception to recruitment procedures**

Although the University of Angers has fully adhered to the principles of the Charter and the Code, exceptions may be possible, particularly in the case of urgent recruitments financed by specific research programs requiring pre-identified candidates.

## **Title 1 Staff**

There are two main categories of staff working at the University of Angers (UA): teaching and research staff, and staff providing support for teaching and research activities.

The majority of staff working at the University of Angers (UA) are permanent civil servants governed by a legal status. However, the UA also recruits contract staff, who are governed by a contract concluded directly with the UA.

Civil servants are recruited through competitive examinations, transfers or secondments to fill permanent positions in the civil service. They are governed by national laws and decrees, and local administrative acts.

Contract staff are recruited under public law contracts concluded with the University, for a limited period:

- For permanent assignments to cover for the absence of permanent staff, to perform specific duties for which no civil service corps exists, or pending the appointment of permanent staff.
- For temporary assignments, in particular to meet the needs of subsidised research projects. In this context, contract staff may be recruited on a project contracts or scientific assignment contract in order to meet the specific needs of the institution.

### **> 1.1 Teaching and research staff**

The University of Angers (UA) has more than 1,100 teachers and teacher-researchers who divide their activity between higher education and research.

More than half of them are tenured.

Each teacher and teacher-researcher is assigned to a component of the University: *faculty* or teaching and research unit (UFR), institute or school. Each teacher-researcher is attached to a research unit (also called a laboratory) for their research.

#### ***1.1.1 Tenured teaching and research staff***

**University professors (PR) and senior lecturers (MCF)** are tenured staff who contribute to the fulfillment of a dual public service mission: teaching and public research. These staff

members participate in the development and transmission of knowledge, provide leadership, advice and guidance to students, and contribute to the development of research.

**University hospital teaching and research staff (university professors and hospital practitioners - PUPH, university lecturers- MCUPH)** jointly perform teaching duties for initial and continuing training, research duties and hospital duties, in accordance with the provisions governing the practice of medicine, pharmacy and dental surgery.

### *1.1.2 Contractual teaching and research staff*

These include:

- **Junior professor chair (CPJ)** are fixed-term contracts under public law that enable the recruitment of individuals with a PhD or equivalent degree for a research and teaching project and, at the end of the contract and following evaluation, enable these individuals to become tenured university professors.
- **Temporary teaching and research assistants (ATERS)** perform teaching and research duties with the aim of preparing a thesis or sitting higher education recruitment examinations.
- **Contractual teaching and research staff (ECERs)** are recruited on the basis of the expanded responsibilities and powers of the University of Angers (withing the meaning of the 2007 law on the freedoms and responsibilities of universities, known as the " LRU" ). They perform teaching and research duties defined in their employment contract, comparable to those of tenured teaching and research staff, to compensate for the long-term absence of tenured teaching and research staff (on secondment to EPSTs, statutory mobility or for health reasons), or as part of teaching and/or research programs with non-permanent funding.
- **Associate and visiting lecturers (MAST-PAST)** are professionals with proven professional experience. They are associated or visiting lecturers on temporary contracts for teaching and research duties, on a part-time or full-time basis, at the level of Senior Lecturer (MAST) or University Professor (PAST) as appropriate.
- **University clinical heads, hospital assistants, university hospital assistants and university hospital practitioners** have a threefold mission of teaching, research and care.

### *1.1.3 Contract Researchers*

These include:

- **Contractual researchers who have held a PhD for less than three years (postdoctoral contract)** are recruited to carry out research as part of a project selected and funded through an international or national call for proposals or defined by the institution. The proposed activity provides the researcher with professional experience complementary to their PhD.
- **Contractual doctoral students on doctoral contracts** are students enrolled in preparation for a doctorate, recruited **on a three-year contract**, on the recommendation of the director of the doctoral school, for research activities specified in their contract, possibly supplemented by additional activities such as teaching, dissemination of scientific information or expert mission, with a regulated minimum salary.
- **Research assistants enrolled in doctoral programmes** are students registered to prepare a doctoral degree, recruited **on contracts of less than 3 years** , particularly if funding does not allow for 36-month recruitment, on the recommendation of the director of the doctoral school, for research activities, within the framework of a category A position, specified by their contract (related to the preparation of their PhD), possibly supplemented by a combination of teaching activities.

## > 1.2 Teaching and research support staff

This includes **library, engineering, administrative, technical, social and health** staff (BIATSS). They carry out their duties in different structures of higher education institutions and in a wide range of fields : research, research support, teaching support, administration, student services, technical services, preventive medicine, university libraries, etc.

The *engineering and technical research and training staff* (ITRF) sector, which falls under the Ministry of Higher Education and Research, represents more than 80% of the BIATSS staff at the UA.

ITRF staff are civil servants divided into five *categories* : research engineers (IGR), study engineers (IGE), assistant engineers (ASI), research and training technicians (TECH) and research and training technical assistants (ATRF).

These staff members hold positions at the managerial or engineer level, assistant engineer, technician or technical assistant, divided into three categories of civil servants:

- Category A (IGR, IGE, ASI): executive status, access from BAC+2
- Category B (TECH): intermediate executive status, access from BAC level
- Category C (ATRF): employee status, access from CAP (vocational training certificate)

The National Education and Higher Education Administration (AENES) sector represents 9% of the BIATSS staff at the University of Angers. This sector comprises four civil service categories:

- Category A: Administrator of National Education, Higher Education and Research (AENESR) and State Administrative Attaché (AAE)
- Category B: Administrative Secretary for National Education and Higher Education (SAENES)
- Category C: Administrative Assistant in the National Education and Higher Education Administration (ADJAENES)

The library sector (4% of BIATSS at the University of Angers) comprises five categories of civil servants as follows:

- Category A: Chief Curator, Curator and Librarian,
- Category B: Specialized Assistant Librarian,
- Category C: Library storekeeper.

The medical and social services sector (3% of BIATSS at the UA) includes doctors, nurses and social workers.

BIATSS staff can also be recruited on a contract basis:

- on a project contract, for a maximum period of three years.
- on a fixed-term contract (CDD) for a maximum period of six years.
- on a permanent contract (CDI), after a period on a fixed-term contract.

## **Title 2 Recruitment processes**

Permanent and contract staff are recruited in accordance with the main principles of recruitment in the civil service, which aim to assess only the skills and qualities of candidates. In addition, the University of Angers is committed to combating discrimination and promoting gender equality in all its recruitment processes, in accordance with its equality action plan ([Board of Directors resolution no. CA127-2024 of December 12, 2024](#)).

Recruitment is carried out electronically on the platforms of the University or the Ministry in charge of higher education, depending on the type of recruitment, with the exception of certain competitive examinations for administrative and technical civil servants organised outside the UA.

### **1 – Communication on vacant positions**

The UA widely publishes its job offers, notably using its website and the website of the Ministry of Higher Education (civil service positions), in coordination with other partner organizations such as the CNRS, INSERM, INRAE, their laboratories present on the sites, and Doctoral Schools.

- *The University of Angers has expanded its use of EURAXESS and improved its English-language information for international recruitment. (Action No. 5 of the HRS4R 2020-2025 plan)*

### **2 – Information on positions**

The University of Angers (UA) provides clear and transparent information on vacant research and teaching/research positions, as well as engineering and technical positions. This information, contained in the job descriptions, includes required qualifications, the skills sought, the characteristics of the job, the host research team, working conditions and remuneration.

- *The University of Angers (UA) has systematised the information available, which sometimes varies depending on the department and laboratory. It also aims to make its information more precise and comprehensive, particularly regarding career prospects. Special attention is being paid to the recruitment of contract staff (BIATSS) with an [operational recruitment guide available on its intranet](#), including advice sheets (Action No. 3 of the HRS4R 2020-2025 plan).*
- *Discussions are underway to evolve the recruitment process for contract researchers or research support staff with a view to simplifying administration simplification and increasing transparency (HRS4R Action Plan 2026-2029).*

### **3 – Use of digital technology**

Applications are submitted online. Candidates can find the necessary documents and forms for their application on [the UA website](#) (or on [the Ministry website for civil servant or teaching assistant positions](#)). The UA ensures the accessibility of these documents. The UA is committed to requesting only the documents strictly necessary for recruitment.

- *The UA has systematised the use of digital tools by creating links to guidance documents where appropriate. (Action No. 10 of the HRS4R 2020-2025 plan).*

### **4 – Information on recruitment and classification procedures**

The recruitment procedure for each type of position is defined and available with the job description. Each candidate knows what technical skills are expected.

**For MCF-PRs**: on the UA website, they are informed of the recruitment procedure schedule, the date of interviews, the "profiles" or job descriptions, the application procedures and the composition of the selection committees.

Contact email addresses are posted on the UA website.

Candidates are informed via the ODYSSEE ministerial website whether and when they will be interviewed. They are then summoned by the selection committee, which provides details of the interview process.

The profile (or job description) and the ODYSSEE ministerial website will inform candidates if a situational exercise is planned during their interview: the details of the expected exercise and the interview procedures (exercise, duration) will be specified.

**For ATERs** : recruitment is based on application.

On the UA website, candidates are informed of the list of vacancies and that the profiles (job descriptions) can be consulted on the ministerial website.

The UA website displays the campaign calendar, the date of publication of the results, the application procedures and the characteristics of the position to be filled (service obligations, remuneration).

Contact email addresses are posted on the UA website.

Candidates are informed of the eligibility of their application and their ranking via the ministry's website. The list of ranked candidates is then published on the UA website.

Candidates are informed of their recruitment by the host department.

**For MAST-PAST and ECER** : the UA website displays the recruitment calendar, recruitment conditions, the list and details of available positions, and the characteristics of the positions (duration, service obligations, remuneration, age limit).

A specific section "how to apply" invites candidates to download an application form to return by email.

Contact email addresses are provided.

**ECERs** apply directly via the UA website (using an online form). They are informed about the position available and the procedures for assessing the eligibility of their application.

For both MAST-PAST and ECER programs, there is no mandatory interview. Selection juries and committees rank applications according to criteria that establish a hierarchy based on merit.

- *The University of Angers (UA) ensures that the ranking criteria for positions are clearly explained in the published job description, allowing all candidates to understand what is expected. This ongoing improvement process is based on an analysis of past recruitment efforts. Furthermore, the UA is working towards greater precision, particularly for candidates unfamiliar with the standard recruitment procedures at French universities. (Action #2 of the HRS4R 2020-2025 plan) .*

Candidates are informed of the application processing procedure, regardless of their profile:

<b>Population type</b>	<b>Publication and notification procedures for candidates</b>
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<p>Teacher-researchers tenured [R3 and R4] and contract [R1 and R2]</p>	<p>Procedure managed on the ODYSSEE ministry website.</p> <p>Notifications sent to candidates regarding the status of their application.</p> <p>Notification sent via ODYSSEE to candidates at the end of the process or by the UA for ATERs.</p> <p>MCFs and PRs receive an assignment notice via the ODYSSEE ministry website.</p> <p>ATERs are informed by email that their application has been accepted.</p>
<p>ECER &amp; MAST-PAST [R2-R3]</p>	<p>Procedure and positions published on the UA website.</p> <p>Candidates is informed by email whether their application has been accepted.</p> <p>At the end of the procedure, candidates are informed by email that they have been accepted.</p>
<p>Postdoctoral researchers [R2]</p>	<p>Publication of offers on the University website and on the EURAXESS website (in English).</p> <p>Notification made by the researchers to the successful candidates at the end of the process.</p> <p>The recruitment process is managed by the Research, Innovation and Doctoral Studies Department (DRIED): the recruitment request letter is sent to the recruiting laboratory for validation. The recruitment is then validated by the various departments involved (DRIED, Finance Department, Human Resources Department).</p>
<p>PhD students [R1]</p>	<p>Publication of doctoral offers on the bi-regional platform <i>AMETHIS</i> BRETAGNE – PAYS-DE-LA-LOIRE, a platform allowing applications for doctoral projects.</p> <p>Minutes of the interview by the doctoral school giving the final ranking proposed by the doctoral schools.</p> <p>Validation of the final ranking by the University's Vice-President for Research.</p> <p>Notification of selected and unsuccessful candidates by doctoral schools via <i>AMETHIS</i> .</p> <p>Response deadline of 7 days, before calling the supplementary list.</p> <p>Registration of doctoral students.</p> <p>Contract issued by the HR department.</p>
<p><b>Population type</b></p>	<p><b>Publication and notification procedures for candidates</b></p>
<p>BIATSS staff [R2 to R4]</p>	<p>Sending a contract proposal to the selected candidate.</p> <p>The candidate is given approximately 3 days to accept the offer.</p> <p>Sending an email with read receipt to successful candidates.</p>

	<p>For BIATSS recruitment <b>for research projects</b>, each laboratory (each researcher) handles the recruitment of its own candidates.</p> <p>Notification sent by researchers to successful candidates.</p> <p>The recruitment process is managed by the DRIED (sending the recruitment request letter to the recruiting laboratory for validation of this request. Then, validation via FUA of the recruitment by the various departments concerned: DRIED, DAF, DRH).</p>
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## 5 – Composition of recruitment panels.

For permanent positions subject to competitive recruitment, the composition of recruitment panels and selection committees is defined by law. This information is available on the University of Angers website and on the website of the Ministry of Higher Education (ODYSSEE).

Note : For civil servant teaching and research positions, the official term for the recruitment panel is " *selection committee* " (CoS). For other positions, the term used here is *recruitment panel* , or, for teaching and research assistants (ATERs), *recruitment committee*. For ATERs, the name of the contact person in the host department or laboratory is indicated on the job description.

- *The procedures for publishing the composition of commissions, committees and juries for national positions, which are already in effect, are currently being reviewed with a view to improving them for contract positions. (Action No. 2 of the HRS4R 2020-2025 plan and continuation 2026-2029).*
- *For BIATSS staff, the procedures for communicating the composition of the recruitment panel will be reviewed within the framework of the HRS4R 2026-2029 Action Plan.*

## 6 – Training of panel members for fair and transparent recruitment

Recruitment is carried out by "juries" and selection committees that ensure fairness between candidates. These juries and committees are composed according to rules of competence, integrity, and gender balance, unless this is impossible. The University of Angers (UA) ensured that jury and selection committee members are informed and trained to ensure full compliance with regulatory recruitment procedures and the ethical framework. For many years, this has been an ongoing focus of the UA, both in term of technical and regulatory issues, as well as combating stereotypes related to important topics such as gender equality (Equality Action Plan), non-discrimination, and disability (Disability Master Plan).

As part of the skills development plan, training is offered to members participating in recruitment panels to reinforce good practices for successful recruitment.

The UA more generally recommends that at least one member of the recruitment committee should have completed the training course for the recruiters offered in the UA training plan.

- *The UA is committed to systematising mastery of all aspects of recruitment through ongoing training for selection committees and recruitment juries, including for the recruitment of contract staff. (Actions n°1; 6; 18; 19; 20; 24 of the HRS4R 2020-2025 plan).*

## 7 – Recruitment Results

The UA systematically informs candidates of the results obtained. A report on the competitions is made available to participants in the final stage of recruitment (provided upon request).

For ATER positions, only the list of ranked candidates is published.

For the ECERs, an opinion on each candidate (or two opinions if there were interviews: before and after the interview) and a general report are available to the candidate upon request.

For MAST-PAST, one opinion per candidate (two if interview) is available on request.

Appeal procedures are systematically indicated on official documents.

## 8 – Summary Guides

- *The entire recruitment process must be formalised in guides intended for members of committees and juries, as well as for all types of researchers and teacher-researchers applying for positions at the University of Angers (UA), and constitutes a cross-cutting objective within the framework of the HRS4R process to which the UA is committed. (Actions 2 and 11 of the HRS4R plan 2020-2025 and continuation 2026-2029).*
- For BIATSS staff, a [recruitment guide](#) was developed in 2024. It can be consulted on the intranet and is available to anyone who needs to recruit contract staff.

There are specific features in the recruitment process depending on the types of personnel.

### > 2.1 Recruitment of teaching and research staff

For teacher-researchers, an annual campaign and a possible ongoing campaign allow recruitment to be opened up to tenured teacher-researchers.

For contract teaching and research staff (ATER, ECER and MAST-PAST), a "first" (main) campaign allows their recruitment and a second (supplementary) campaign is opened if positions are not filled or if positions are declared vacant after the first campaign.

The University of Angers is committed to opening applications to an international audience as much as possible. All job descriptions for university professors and senior lecturers are published with a summary of the position and research area in English and French.

Depending on the disciplinary field, postdoctoral positions are available in English. The University of Angers also provides staff responsible for recruitment and the ongoing publication of job postings with a standard job description template in English.

The schedule of key deadlines is communicated to candidates on the job descriptions or on the platforms (application deadline, desired start date, etc.)

#### 2.1.1 Tenured staff

- The organization of recruitment at the University of Angers

Tenured teacher-researchers staff are recruited through competitive examinations, transfers or secondments in a single recruitment campaign during the synchronized session or through ongoing recruitment as needed.

All information relating to positions, applications and results can be found on the ministry's website:

<https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html> .

It is also available on the EURAXESS platform.

The recruitment process is managed by the University:

- a. Candidate registration campaign,
- b. Selection committee meetings: review of applications, candidates interviews and ranking,
- c. Validation of results before the University authorities and notification of candidates on the ministry's website,
- d. Welcoming successful candidates (administrative paperwork, welcoming new arrivals, integration into the position) after managing the preferences of ranked candidates and appointment of interested parties by the Ministry.

### **Organisation and establishment of selection committees and juries**

*For teacher-researchers – R3 and R4 (University professors (PR) and senior lecturers (MCF)*

The rules relating to the constitution and composition of a selection committee (CoS) are communicated in advance to each department and outlined in the CoS operating guide for teacher-researchers (ministerial document), which is sent to the president and vice-president of the CoS. This guide details all the steps in the recruitment process for tenured teacher-researchers.

In addition to this guide, each president or vice-president of CoS is invited to attend training provided by the institution, which covers regulatory aspects and the principles of non-discrimination and gender equality, and raises awareness of the various biases that may exist in this area. This training also serves as a reminder of the principles of openness to diversity of profiles and mobility (intersectoral, interdisciplinary, geographical, etc.). (Action No. 6 of the HRS4R 2020-2025 plan.)

### **Candidate selection, interview and evaluation – *application analysis, pre-selection, interviews***

*For teacher-researchers – R3 and R4 (University professors (PR) and senior lecturers (MCF)*

After the eligibility review phase, the selection committees examine the applications without distinction or order of priority. After deliberations, the committee draws up a shortlist of candidates to be interviewed.

All candidates receive a pre-interview assessment (which is provided upon request), explaining why they have been accepted or rejected for interview. The selection committee then interviews the selected candidates under identical conditions for each candidate (particularly regarding interview duration). Interviews are conducted in French. The interview may include a short, identical teaching or scientific activity scenario, the content of which is proposed by the committee chair and approved by the Academic Council (CAC) of the University (restricted to lecturers and researchers).

Tools and document templates are available to members of the selection committees on the *ODYSSEE ministerial website* . Before the start of the selection process, an email from the HR department is sent to the president and vice-president of the selection committees, providing them with the documents useful to their work (report template, impartiality analysis form, operating guide).

### **Special cases of hospital-university teaching and research staff:**

University lecturers-hospital practitioners and university professors-hospital practitioners are recruited through national competitions organised by discipline by order of the ministers responsible for higher education and health.

- Regulatory texts:

- Decree No. 84-431 of June 6, 1984 establishing the common statutory provisions applicable to teacher-researchers and establishing the special status of the body of university professors and the body of lecturers;

- Decree No. 2021-1645 of December 13, 2021 relating to teaching and hospital staff of university hospitals;

- Order of 6 February 2023 relating to the general procedures for the transfer, secondment and recruitment by competitive examination of MCF, PR and CPJ.

### ***2.1.2 Contractual staff***

All job offers for contract teaching and research staff at the University of Angers (UA) are published on the UA website. Temporary teaching and research assistant (ATER) positions are also available on the dedicated ministerial website and on the *EURAXESS platform* (postdoctoral positions are also published on *EURAXESS* ).

- The organization of recruitment at the University of Angers

Recruitment takes place in campaigns to fill vacant positions for contract teaching and research staff at the start of the academic year.

All job offers are published on the UA website:

<https://www.univ-angers.fr/fr/universite/travailler-al-ua/enseignants-enseignants-chercheurs.html>

a. Candidate registration campaign: for each type of staff, the schedule, procedures and job profiles or research and teaching disciplines are available on the University website.

b. Selection committee meetings: review of applications, interviews of candidates and ranking, with the exception of ATER positions for which selection is based on application review. For ECER and MAST-PAST positions, interviews are not necessarily required.

c. Validation of results by the University authorities followed by notification of candidates by the UA.

d. Welcoming successful candidates (administrative paperwork, welcoming new arrivals, integration into the position).

### **Organization and implementation of recruitment committees and juries**

For the recruitment of contract teaching and research staff (ATER, ECER, MAST-PAST), a recruitment committee is organized for each position. The organization of recruitment process is the responsibility of the host department.

The composition and organization of the recruitment jury differ depending on the types of teacher and research staff concerned.

**For ATER [R1-R2]:**

The *joint ATER recruitment committees* are chaired by the director of the relevant department (or their representative). They are composed of eight members from within the University, appointed by the department's management board, which is restricted to faculty members. These members must include:

- the director of the host department, or his representative;
- the head of the host department or disciplinary field, or his representative;
- the director of the host laboratory, or his representative.

The proposed joint committees must respect gender parity as much as possible. At least six of its members must be tenured teaching and research staff (or equivalent).

**For ECERs (contractual "LRU") [R2-R3]:**

The ECER recruitment committees are composed of 8 tenured teaching and research staff (or equivalent):

- 4 members internal to the University
- 4 external members.

PR and MCF parity is not required; committees may therefore be composed solely of MCF if necessary. Gender parity must be maintained at 40%.

A president and a vice-president of the committee must be appointed.

**For Associate and visiting lecturers (MAST-PAST) [R2-R4]:**

The joint recruitment committees for Associate (*MAST-PAST*) are chaired by the director of the faculty (or his representative with the rank of professor if necessary).

They are composed of 8 members nominated by the management board of the faculty, which is restricted to teaching and research staff. These individuals must include:

- the director of the faculty or his representative with the rank of professor if necessary;
- the head of the department or disciplinary field, or his representative;
- the director of the host laboratory or his representative if necessary (if a research activity is requested).

The joint recruitment committees for Associate positions comprise university professors for PAST positions, and an equal number of university professors and lecturers for MAST positions. Members must be chosen based on their skills and, for the most part, from among specialists in the discipline relevant to the position being advertised.

The proposed joint committees must respect gender parity as much as possible.

**For postdoctoral researchers [R2]:**

The recruitment committees for postdoctoral positions are left to the discretion of the recruiting faculty members. These faculty members have the option of attending training courses to learn how to conduct recruitment interviews.

**For PhD students [R1]:**

Doctoral schools define and specify the procedures for submitting thesis topics and evaluating applications. These thesis topic evaluation procedures are available on the doctoral schools' websites.

**For CPJ [R3-R4]:**

The procedures are codified nationally by decree no. 2021-1710 of December 17, 2021 relating to the junior professor chair contract and by the order of February 6, 2023 relating to the general terms of transfer, secondment and recruitment by competition of senior lecturers, university professors and junior professor chairs.

**For ATER [R1-R2]:**

After the initial review of applications, the joint committees examine the applications without distinction or order of priority. The committees do not interview candidates; selection is based solely on the application materials. Following deliberations, the joint committee establishes a list of ranked candidates.

**For ECER [R2-R3]:**

After the application eligibility phase, the selection committees examine the applications without distinction and without order of priority.

Each candidate is the subject of a report and at least one opinion from the committee.

Interviews are not mandatory. If an interview takes place, a interview report is prepared and the committee issues an opinion before the hearing and an opinion after the hearing.

If the committee wishes to hold interviews, it will, after deliberation, establish a list of candidates to be interviewed. All candidates will then receive an assessment before their interview. The selection committee will then interview the shortlisted candidates under identical conditions for each candidate (particularly regarding the duration of the interview).

**For Associates (MAST-PAST) [R2-R4]:**

After the application eligibility phase, the joint recruitment committees for Associates examine the applications without distinction and without order of priority.

If the joint committee wishes to conduct interviews, it draws up a list of candidates to be interviewed after deliberation. All candidates are notified before the interview. The committee will then proceed to interview the selected candidates under identical conditions for each candidate (particularly regarding the duration of the interview).

**For PhD students [R1]:**

Each doctoral school publishes its recruitment procedure. A standard job posting template for a PhD position is provided. Research laboratories pre-select candidates for interviews. Each candidate receives either a positive response (with an invitation to the interview) or a negative one. During the interview, the jury ranks the candidates according to the evaluation criteria established by the doctoral school. Successful candidates receive a positive or negative response based on their final ranking. If the candidate accepts the position, they receive an email explaining the steps to follow for registration and the establishment of their doctoral contract.

**Special cases of researchers and PhD students on contract:**

- Contractual researchers (post-docs) are recruited on an ongoing basis according to the procedures that apply to research support staff.

- Contractual PhD students on doctoral contracts funded by the institution are recruited according to competitive procedures specific to each doctoral school (ED) and described on their website:

- ED Arts, Letters, Languages (ALL)
- ED Biology and Health (BS)
- ED Law and Political Science Pays de la Loire (DSP)
- ED Plant, Animal, Food, Sea, Environment (VAAME)
- ED Education, Cognition, Languages, Interactions, Health (ECLIS)
- ED Matter, Molecules, Materials and Geosciences (3MG)
- ED Mathematics – STIC (MASTIC)
- ED Economics and Management Pays de la Loire (EDGE)
- ED Sciences of Engineering and Systems (SIS)
- ED Societies, Time, Territories (STT)

Some offers may be published on EURAXESS and on specific scientific networks.

### **Special cases of hospital-university teaching and research staff:**

University senior registrars and university hospital assistants are recruited by decision of the director general of the university hospital and the director of the relevant teaching and research unit, on the recommendation of the head of department or the head of the internal structure, after consultation with the council of the teaching and research unit and the hospital's medical committee. The procedures for preparing applications and submitting them are defined annually by order of the ministers responsible for higher education and health.

#### • Reference texts:

- Article L. 954-3 of the education code: so-called "LRU" contracts used mainly for teaching missions;
- Decree No. 85-733 of July 17, 1985 relating to associate or visiting university lecturers and professors;
- Decree No. 88-654 of May 7, 1988 relating to the recruitment of temporary teaching and research assistants;
- Articles D.412-1 to D. 412-12 of the research code: doctoral contract under public law;
- Decree No. 2009-464 of April 23, 2009 relating to doctoral students under contract in public higher education or research institutions;
- Decree No. 2021-1645 of December 13, 2021 relating to teaching and hospital staff of university hospitals;
- Decree of 25 May 2016 establishing the national framework for training and the procedures leading to the award of the national doctoral degree.

## > **2.2 Recruitment of research support staff**

All research support (administrative) job postings at the University of Angers are published on the University of Angers website. Offers can also be found on the Ministry's website, and for certain specific positions, on the *EURAXESS platform*.

Administrative and technical positions - *BIATSS* (in particular research engineer positions) are published on national job search sites (*APEC, Choisir le Service Public*, LinkedIn, etc.) for a minimum period of 30 days.

The processes differ depending on the nature of the recruitment: permanent (tenured staff) or temporary (contract staff).

### ***2.2.1 Permanent staff***

- The organization of recruitment at the UA

The recruitment of permanent BIATSS staff is carried out either through civil service competitions, or through mobility or secondment.

The competitions, organised at the national or regional (academic) level, include two phases of selection (written or dossier tests followed by oral tests) at the end of which a list of successful candidates is established in order of merit.

These successful candidates are assigned to institutions by the regional education authority or the Ministry of Higher Education and Research, according to their ranking and preferences. Internal competitive examinations are subject to seniority requirements within the civil service, while external competitive examinations are subject to diploma requirements.

All information relating to positions, applications and results is available:

- On the university's intranet site or websites:

[https://intranet.univ-angers.fr/jcms/por\\_5252/actualites?histstate=1](https://intranet.univ-angers.fr/jcms/por_5252/actualites?histstate=1)

<https://recrutement.univ-angers.fr/>

<https://www.univ-angers.fr/fr/universite/travailler-al-ua.html>

- On the ministry's website:

<https://www.enseignementsup-recherche.gouv.fr/fr/recrutements/itrf>

- On the Rectorate's website:

<https://www.ac-nantes.fr/personnels-administratifs-sociaux-et-de-sante-121604>

Most competitions are organised as follows :

- a. Candidate registration campaign,
- b. Two selection phases: eligibility tests (written test(s) or application review) and admission tests (oral test),
- c. Publication of results and management of the preferences and assignments of successful candidates,
- d. Induction of successful candidates (administrative paperwork, welcoming new arrivals, integration into the position).

Positions requiring transfer or secondment are published on the national website *Choisir le Service public (Choose the Public Service)* and involve a two-phase recruitment process (application review and interviews) by a recruitment committee in the presence of the Human Resources Department. Results are communicated individually to each candidate.

- Reference texts:

- General Code of the Civil Service

- Decree No. 85-1534 of December 31, 1985, establishing the statutory provisions applicable to engineers and technical and administrative staff in research and training.

## 2.2.2 Contractual staff

- The organization of recruitment at the University of Angers:

All job offers are published on the University's recruitment website:

Or: <https://recrutement.univ-angers.fr/>

See: <https://www.univ-angers.fr/fr/universite/travailler-al-ua/chercheur-es-et-personnels-d-appui-a-la-recherche.html>

Depending on their specific characteristics, the offers are also posted on other websites: EURAXESS, LinkedIn, *Choisir le Service Public*, APEC, Indeed, France Travail.

The UA recently acquired the digital tool *BEETWEEN*, a tool for multi-disseminating job offers and managing online applications, ensuring transparency in the process and providing candidates automatic information on the progress of their application.

Positions for administrative and technical staff - BIATSS (in particular research engineer positions) are published on national job search websites (*APEC*, *Choisir le Service Public*, LinkedIn, etc.), for a minimum period of 30 days.

The recruitment of contract staff is organized as follows:

- a. Submission of applications on the various broadcasting sites;
- b. Review of applications by the recruiting structures, pre-selection of candidates by the structures, interview by a collegial recruitment committee identical for each candidate, composed of members of the structure of the hierarchical authority to which the job to be filled is placed and possibly, a member of the HR department, upon request and depending on availability;
- c. Communication of results to all candidates by the HR department;
- d. Welcoming successful candidates (administrative paperwork, welcoming new arrivals, integration into the position).

Regarding contractual staff providing support or assistance to research, research structures organize recruitment operations at their level (pre-selection, interview and exchanges with candidates).

### **Organization and implementation of selection committees and juries**

*For BIATS S staff [R2 to R4]*

A [recruitment guide](#) was developed by the HR department in 2024 supplemented by advice sheets. It is available on the intranet and accessible to anyone responsible for recruiting contract staff. The guide specifies that the organization of recruitment committees must be identical for all candidates and must also comply with management guidelines regarding gender parity.

Training is offered by the HR department to members of the recruitment committees.

### **Candidate selection, interview and evaluation – *application analysis, pre-selection, auditions***

*For BIATSS staff [R2 to R4]*

An assessment grid is provided to the recruitment committee to assess each application according to predefined criteria. This grid is submitted to the HR Director or the HR manager for the department overseeing the recruitment process to validate the hiring decision. Without this grid, the offer letter cannot be sent to the selected candidate. The letter must be well-argued so that it can be used in the event of an appeal by an unsuccessful candidate.

For all recruitment processes, the recruitment committees or selection panels ensure that a set of selection criteria, set out in the assessment grids, are taken into consideration.

- Reference texts:

- Decree No. 86-83 of 17 January 1986 relating to the general provisions applicable to non-established State agents;
- Provisions relating to UA contract staff.

### **Title 3 Induction and integration of staff**

The terms of taking up the position are defined in conjunction with the new employee, the host structure and the HR department.

The induction formalities are facilitated and anticipated. Upon arrival, to facilitate their induction and integration within the University of Angers (UA), the newly recruited staff member receives a University *digital passport* ( *PASSUA* ) from their assigned department, granting them access to the University's **digital resources** . They are also issued a multi-service card (CMS) which allows them to access various UA services (parking and building access, catering, etc.).

Once their digital account has been activated, they have access to a **digital onboarding process** accessible via the intranet. This is a digital onboarding process available on the intranet with an information banner on the homepage. This intranet process remains accessible to the employee thereafter.

Furthermore, every year at the beginning of September, all new staff members are invited by the university president to an **induction day**. This day is open to all tenured and contract staff, including teaching and research staff, lecturers, and *administrative and technical staff* who arrived for the start of the academic year or during the previous year. To facilitate their integration, they receive a presentation of the University, its operations, and useful practical information. This welcome day facilitates exchanges and interactions between new arrivals and the University teams (political and administrative).

On this occasion, they also receive the staff guide including information related to quality of life at work and support for staff throughout their professional lives.

New staff members can benefit from a **mentoring or** peer tutoring program. Within this framework, they can meet a colleague with whom they form a "pair" and thus participate in group sessions throughout the academic year.

Newly recruited staff have access to **training** to facilitate their integration into their roles and to acquire new skills to perform their duties or advance professionally.

The UA offers its staff the opportunity to benefit from support and career guidance by the HR management services and from a dedicated office within the HR department: the **career and mobility advisor** (career assessment, personalised support, etc.).

Through a series of master plans, the University of Angers (UA) is committed to providing good working conditions. These plans include the Gender Equality Action Plan and the Disability Master Plan. The University promotes support and retention of staff with disabilities in employment. It implements the actions outlined in the disability master plan and facilitates the inclusion of these staff members within the university community.

Aware of the challenges and responsibilities it faces in relation to teaching and research, the University is fully committed to the implementation of a master plan for sustainable development and social responsibility (DDRS).

Furthermore, the UA offers its staff a range of services: catering, places in nurseries, assistance with the costs of stays in day camps (means-tested), as well as access to cultural, sporting and leisure activities...

Contractual doctoral students also benefit from specific support and guidance throughout their **studies within their doctoral school** . An orientation day is organized annually by the doctoral college in conjunction with the doctoral schools, including a presentation of the services available to doctoral students. Specific training courses are offered by their doctoral school (scientific and technical training) and the doctoral college (cross-disciplinary and professional development courses, particularly aimed at facilitating their entry into the workforce).

Several measures are in place to support doctoral students and thesis supervisors throughout their academic journey:

- the doctoral charter,
- the individual training agreement,
- the individual monitoring committee for the doctoral student.

Specific induction procedures are in place for doctoral students. Each laboratory welcomes doctoral students to its premises. A welcome induction session for doctoral students is organised at the institution level in November each year. Doctoral schools organise more specific induction sessions over the following days.

A digital welcome guide is made available to all new staff members.

Supervisors are encouraged to ensure that all services, tools and support are offered to the new arrival (*managers' checklist*).

## **Key to acronyms and abbreviations used in the document**

ADJAENES: Administrative Assistant in the National Education and Higher Education Administration  
 AENES: Administration of National Education and Higher Education  
 AENESR: Administrator of National Education, Higher Education and Research  
 AAE: State Administrative Officer  
 ASI: Assistant Engineer  
 APEC: Association for the Employment of Managers  
 AMETHIS: platform for submitting PhD proposals  
 ATE: Temporary Teaching Assistant  
 ATER: Temporary Teaching and Research Assistant  
 ATRF: Technical Assistant for Research and Training  
 BEETWEEN: online recruitment platform  
 BIATSS: library, engineering, administrative, technical, social and health staff  
 CAC: Academic Council  
 CDD: Fixed-term contract  
 CMS: Multi-service card  
 CNRS: National Center for Scientific Research  
 CoS: Selection Committee  
 DAF: Financial Affairs Department  
 DDRS: Sustainable Development and Social Responsibility  
 HR: Human Resources Department  
 DRIED: Research, Innovation and Doctoral Studies Department  
 ECER: Contractual teaching and research staff  
 ED: Doctoral School  
 EURAXESS: European portal for researcher mobility  
 FUA: University of Angers Form  
 HRS4R: Human resources strategy for research  
 IGE: Study Engineer  
 IGR: Research Engineer  
 INSERM: National Institute of Health and Medical Research  
 INRAE: National Research Institute for Agriculture, Food and the Environment  
 Indeed: a job search platform  
 ITRF: Engineers and technical research and training staff  
 LRU: Law No. 2007-1199 relating to the Freedoms and Responsibilities of Universities  
 MAST: Associate Lecturer  
 MCF: Senior Lecturer  
 MCU-PH: Senior Lecturer-Hospital Practitioner  
 OTMR: Open, Transparent and Merit-Based  
 PASSUA: University of Angers Computer Passport  
 PAST: Visiting Lecturer  
 PR: University Professor  
 PUPH: University Professor - Hospital Practitioner  
 SAENES: Administrative Secretary for National Education and Higher Education  
 TECH: Research and Training Technician  
 UA: University of Angers  
 UFR: Faculty or Teaching and Research Unit