

OTM-R (Open, Transparent and Merit-Based Recruitment Policy)

(15-4-2025 EN version)

Check-list for an open, transparent & merit-based recrutement :

-/- : item not implemented (2/23 = 8,7%)

-/+ : item partially implemented (2/23 = 8,7%)

+/- : item substantially implemented (9/23 = 39,1%)

+/+ : item fully implemented (10/23 = 43,5%)

	Open	Transparent	Merit-based	Answer	Réponses / Commentaires
1 - Have we published a version of our OTM-R policy online (in the national language and in English) ?	X	X	X	<p>-/+ yes partially</p> <p>+/+ yes fully</p>	<p>Initial response : The rules for recruiting permanent and temporary staff are defined at national level, are public and can be consulted at the following adress : https://www.galaxie.enseignementsuprecherche.gouv.fr/ensup/candidats.html and https://www.place-emploi-public.gouv.fr/ However, not all positions are available on our website and most are only in French. Efforts will be made in this respect. Indicator : proportion of French / English ads placed.</p> <p>Update : A « working at UT » web page detailing our HR policy is available in French : https://www.univ-tours.fr/l-universite/recrutement-1 but also in English on our international website : https://international.univ-tours.fr/english-version/international-researchers-staff-support/working-at-the-ut</p> <p>8-10-2024 : OTM-R goes online in French</p> <p>5-12-2024 : OTM-R goes online in English</p>

2 - Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions ?	X	X	X	+/- yes substantially	<p>Initial response : There is a recruitment guide for teacher-researchers and administrative staff. The guides are available on the intranet. An English version will follow. Indicator : information message to all staff.</p> <p>Update : For the recruitment of contractual staff, a « recruiters' guide » and templates for interview minutes are available.</p> <p>8-10-2024 : mapping of all recruitment processes underway</p> <p>Upcoming : all recruitment processes will be made available in UTbox (june 2025).</p>
3 - Is everyone involved in the process sufficiently trained in the area of OTM-R ?	X	X	X	+/- yes substantially +/- yes fully	<p>Initial response : Training sessions are offered to those conducting recruitment interviews. In addition, all selection committee chairmen are invited to an annual information meeting. Indicator : number of staff who have received OTM-R training.</p> <p>Update : The members of the Selection committee have access to : - the Ministry 's bias detection grid, - the Ministry's online training module for competition panel members, and can also rely on an internal guide for the functioning of selection committees.</p> <p>Additionally, a meeting for the chairs of the selection committee is organised each year.</p>
4 - Do we make sufficient use of e-recruitment tools ?	X	X		-/+ yes partially +/- yes substantially	<p>Initial response : Digitalisation of applications (partial or complete). Academics: authorisation for online interviews. Well implemented for categories R3+R4, pending for R1 and R2. Administrative staff: not authorised in the legal texts, except for non-permanent staff. Indicators: number of digitalised applications and total number of applications.</p> <p>Update 8-10-2024 : deployment of the Beetween recruitment management tool.</p> <p>Update 15-4-2025 : extending the tool to include readers and teaching contracts</p> <p>Upcoming : digitalisation of recruitment for research contract staff with Beetween (during 2025).</p>

5 - Do we have a quality control system for OTM-R in place ?	X	X	X	-/+ yes partially +/- yes substantially	<p>Initial response: No formal quality control system, but those responsible for the OTM-R process ensure compliance with national statutory rules and specific institutional rules.</p> <p>Update 8-10-24 : - for teaching and research staff : quite large number of disputes: already controlled by regulations, role of the Academic Council and included in the UT's Management Guidelines - out of teaching and research staff : quality control : each person is responsible for a process</p> <p>Upcoming : introduction of a survey as part of onboarding : systematise the system of feedback reports after 2 months - see onboarding.</p>
6 - Does our current OTM-R policy encourage external candidates to apply ?	X	X	X	+/- yes substantially	<p>Initial response : All open positions must be published on national or international websites : https://www.galaxie.enseignementsuprecherche.gouv.fr/ensup/candidats.html and https://www.place-emploi-public.gouv.fr/ and EURAXESS Well implemented for R3+R4, but insufficient for R1+R2. Indicators : number of external applicants</p> <p>Update 8-10-2024 : encourage the multiplication of publication media/sources</p> <p>Upcoming : job boards « pushed » onto Euraxess via Beetween, with viewing of associated statistics / data to be considered later (hindsight required).</p>
7 - Is our current OTM-R policy in line with policies to attract researchers from abroad ?	X	X	X	-/+ yes partially +/- yes substantially	<p>Initial response : To be developed further. Existing procedures via the visiting professors programme and the « Studium » programme for high-level guests. Indicator : number of international applicants.</p> <p>Update : UT has renewed its participation in the international THE ranking, in order to raise its profile and make itself more visible and attractive internationally. At European level, the university is involved in the NEOLAIA alliance, and was awarded the European University label in the call for proposals launched by the European Commission. It recently joined the European COARA coalition (COalition for Advancing Research Assessment) to work towards a more qualitative evaluation of its research.</p> <p>We should also mention the introduction of the “convention pour séjour recherche” (research residence agreement) aimed at facilitating the procedures for foreign doctoral students and researchers, as well as the activation of the thesis co-supervision scheme.</p>

8 - Is our current OTM-R policy in line with policies to attract underrepresented groups ?	X	X	X	-/+ yes partially +/- yes substantially +/+ yes fully	<p>Initial response : The recruitment policy complies with national rules applicable in this area : gender equality, positions reserved for candidates with different abilities. Policy included in official recruitment documents. Indicator : number of applicants from under-represented groups.</p> <p>Update : The UT has implemented the plan for professional equality between women and men in 2021.</p> <p>8-10-2024 : - FIPHP assessment : data available at the Disability Mission - any potential disabilities taken into account when recruiting candidates (see automatic e-mail template).</p> <p>Upcoming : brochure on non-discrimination in recruitment currently being produced.</p>
9 - Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers ?	X	X	X	+/- yes substantially +/+ yes fully	<p>Initial response : This is one of UT's declared strengths.</p> <p>Update : UT has further improved support and assistance programmes, in particular by increasing fundings allocated via the Rabelais Foundation and others for doctoral students. More generally, UT is also implementing a more equitable and coherent pay policy, with a reduction in salary gaps for equivalent posts.</p>
10 - Do we have means to monitor whether the most suitable researchers apply ?				-/- No	<p>Initial response : To comply with national rules, we can only check the number of applications, the number of candidates interviewed and the number of candidates selected.</p> <p>Update : No progress to report.</p>
11 - Do we have clear guidelines or templates (i.e. Euraxess) for advertising positions ?	X	X		+/+ yes fully	<p>Initial response : All published positions comply with the official templates (including EURAXESS).</p> <p>Update : Note the introduction of a standard recruitment form.</p> <p>Update 15-4-2025 : the Recruitment Authorisation Request (RAR – DAR in french) in the Beetween tool provides a common and standardised framework</p>
12 - Do we include in the job advertisement references / links to all the éléments foreseen in the relevant section of the tool-kit ?	X	X		-/- No	<p>Initial response : Work to be done.</p> <p>Update : No progress to report.</p>

					<p>Upcoming :</p> <ul style="list-style-type: none"> - on the UT careers website: put the Euraxess link on line - systematically include a link to research job offers (previously by profession : researcher : include a recurrence with the Euraxess toolbox).
13 - Do we make full use of Euraxess to ensure our research vacancies reach a wider audience ?	X	X		-/+ yes partially	<p>Initial response : This is only done systematically for teaching/research positions. Indicator : number of advertisements/job offers published on EURAXESS.</p> <p>Update 8-10-24 : for research positions, encourage publication on Euraxess.</p> <p>Upcoming : automatic uploading of job boards on Euraxess via Beetween.</p>
14 - Do we make use of other job advertising tools ?	X	X		+/+ yes fully	<p>Initial response : The use of specific national websites is made compulsory by national rules : https://www.galaxie.enseignementsuprecherche.gouv.fr/ensup/candidats.html and https://www.place-emploi-public.gouv.fr/</p>
15 - Do we keep the administrative burden to a minimum for the candidate ?	X			+/- yes substantially	<p>Initial response : Digitalisation of applications (partial or complete).</p> <p>Update 8-10-24 :</p> <ul style="list-style-type: none"> - no account to create to apply for UT job vacancies - simple response with 5 fields to complete + CV + covering letter <p>Upcoming : future extension of the system to research staff</p>
16 - Do we have clear rules governing the appointment of selection committees ?		X	X	+/+ yes fully	<p>Initial response : National Decree No. 84-431 of 6 June 1984. Indicator: statistics on the composition of selection committees.</p>
17 - Do we have clear rules concerning the composition of selection committees ?		X	X	+/+ yes fully	<p>Initial response : National Decree No. 84-431 of 6 June 1984.</p>
18 - Are the committees sufficiently gender-balanced ?		X	X	+/+ yes fully	<p>Initial response : National Decree No. 84-431 of 6 June 1984.</p>
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	+/- yes substantially +/+ yes fully	<p>Initial response: An information meeting and a guide are made available to the chairmen and members of selection committees + compliance to national rules of ethics and equal opportunities.</p> <p>Update : Each member of the selection committees must now systematically sign the « declaration of conflicts of interest » form.</p> <p>8-10-24 : - introduction of a <i>grid for detecting situations of bias</i></p>

					- non-discrimination guide sent to Selection Committee members (document ?)
20 - Do we inform all applicants at the end of the selection process ?		X		+/- yes substantially	<p>Initial response : Implemented for R1+R3+R4, pending for R2.</p> <p>Update 8-10-24 :</p> <ul style="list-style-type: none"> - publication of results online (competitions / examinations) - job offers : information by e-mail with the optional possibility of specifying the reasons for the rejection of the application (see below)
21 - Do we provide adequate feedback to interviewees ?		X		+/- yes substantially	<p>Initial response : Implemented for R3+R4, pending for R1+R2.</p> <p>Update 8-10-24 :</p> <ul style="list-style-type: none"> - not for the results of competitions due to mandatory and standardised official publication - for specifying the reasons for the rejection of the application, <i>existing model in Beetween</i> (for auditioned candidates only, and not for the recruitment of Academics).
22 - Do we have an appropriate complaints mechanism in place ?		X		+/- yes substantially	<p>Initial response : Complaint / claim / appeal mechanism available in accordance with the legal framework.</p> <p>Update 8-10-24 : In addition to the appropriate mechanism for all regulatory recruitment, possibility to write to recrutement@univ-tours.fr for any further required information.</p>
23 - Do we have a system in place to assess whether OTM-R delivers on its objectives ?				<p>-/- No</p> <p>-/+ yes partially</p>	<p>Initial response : Currently not available.</p> <p>Update : There has been a delay in implementing monitoring of our progress in relation to the OTM-R objectives.</p> <p>8-10-24 : Regular review and updating if necessary of the OTM-R policy as part of the HRS4R action plan.</p> <p>Upcoming : future draft of a questionnaire to be sent to users, to ensure that the OTM-R policy is having its intending effect. <i>Update 15-4-2025 : this will be included in the draft staff questionnaire / survey currently being developed by the HR department.</i></p>