

OTM-R HR Excellence in Research Checklist – University of Burgundy Europe

	Open	Transparent	Merit-based	Answer: ++ yes, completely +- yes, to a large extent -+ yes, partially -- no	Suggested indicators (or form of measurement)
OTM-R system					
1-Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-+ yes, partially	<i>The regulations are defined at State level on recruitment websites (www.odyssée.enseignementsup-recherche.gouv.fr) and, within this regulatory framework, we already apply the OTM-R principles. For contract staff, we have had a charter for the management of contract staff in place since a decision by the Board of Governors on 16 May 2022. Certain positions are advertised on EURAXESS (including postdoctoral and researcher positions). Each year, the university's recruitment policy is submitted to the various governing bodies (Social Administration Committee, Restricted Academic Council, Board of Governors), along with details of the profiles and advertised positions. → Action: publication of all lecturer-researcher and postdoctoral positions on EURAXESS.</i>
2-Do we have an internal guide clearly defining OTM-R procedures and practices for all types of positions?	x	x	x	++ yes, completely	<i>There is no single document, but several specific guidance documents are published at each stage of the recruitment process. These documents are available on the intranet: - Guidelines for selection committees for tenured and contract-based academic staff; - A charter for the management of contract staff. → Measures: procedures and documents to be developed for the recruitment of PhD and postdoctoral researchers; creation of a guide for lecturer-researchers setting out all the relevant procedures.</i>
3-Are all those involved in the process sufficiently trained in the field of OTM-R?	x	x	x	+– Yes, to a large extent	<i>The institution plans two types of training each year: - Training for the chairs and vice-chairs of selection committees; - Training for all BIATSS staff (library staff, engineers, administrative, technical, health and social staff) participating in selection panels. The online platform "Mentor" provides training, as does "Safire". The UBE has a guide for selection panels for ITRF competitions (Engineers, Research and Training Technicians). → Action: creation of a guide for the recruitment of lecturer-researchers to ensure that all committee members are aware of the relevant documents and</i>

					<i>recommendations.</i>
4-Are we making (sufficient) use of online recruitment tools?	x	x		++ Yes, completely	<i>The entire recruitment process is paperless for every vacancy at the University. The “Beetween” software is used for BIATSS staff.</i>
5-Do we have a quality control system for OTM-R?	x	x	x	+ Yes, to a large extent	<i>The institution has control measures in place. The administrative departments ensure control through existing procedures. For academic staff, the institution has an impartiality framework. The chairs of the Selection Committees present the committees’ work to the CACR. For BIATSS staff, there is a practical guide for members of the selection panels. This guide has been designed as a support and reference tool for teams organising standard administrative competitions, enabling them to manage the stages of the competitions in which they are involved as smoothly as possible (understanding how competitions are organised and conducted, helping managers to organise their assigned tasks with maximum legal certainty, information on the main legislative, regulatory and case-law provisions in force).</i>
6-Does our current OTM-R’s current policy encourage external candidates to apply?	x	x	x	+ Yes, substantially	<i>All external applications are encouraged by publishing all job vacancies on job search platforms, including EURAXESS for vacancies that may be attractive internationally. → Action: to encourage international external applications, job vacancies will be published with a detailed profile in English.</i>
7-Is our current OTM-R in line with policies aimed at attracting foreign researchers to the site?	x	x	x	-+ Yes, partially	<i>The UBE’s policies to attract international students are not sufficiently highlighted in its job advertisements. The university has a ‘Welcome Desk’ for students. → Action: a “Welcome Desk” will also be made available to postdoctoral researchers.</i>
8-Is our current policy on OTM-R in line with policies aimed at attracting under-represented groups?	x	x	x	+ Yes, substantially	<i>In accordance with current regulations, committees and panels are primarily composed of an equal number of men and women (with at least 40% of one gender on selection committees). With regard to the consideration of disability, a policy framework has been established, and a specific recruitment procedure exists, depending on the role. This involves “BOE” (Beneficiaries of the Employment Obligation) recruitment, which is open to beneficiaries of the employment obligation. The principles of non-discrimination are incorporated into the training programmes for recruitment staff. Every year, data is communicated to the community via the Single Social Report (RSU), which is discussed by the Board of Directors and published on the institution’s website The RSU presents gender-disaggregated statistics, as well as data on staff</i>

					<i>members distribution by grade and category, relating to HR policy. The RSU lists recruitments made under the procedure for beneficiaries of the employment obligation and reports on the proportion of staff with RQTH (Recognition of Disabled Worker) status within the institution.</i>
9- Is our current OTM-R in line with policies aimed at offering attractive working conditions to researchers?	x	x	x	++ Yes, completely	<i>All policies relating to working conditions are available on the UBE website. Candidates can find specific information on these working conditions there before applying for our job vacancies.</i> <i>Newly recruited senior lecturers receive €6,000 in research grants earmarked by the institution and are granted a reduction in teaching duties. During their training, lecturers are exempted from one-sixth of the teaching duties referred to in the third paragraph of Article 7. They may not undertake any additional teaching during this period (Decree No. 84-431 of 6 June 1984, Article 32). During the five years following their appointment to a permanent post, senior lecturers shall, upon request, receive further training in addition to that referred to in the first paragraph of Article 32, aimed at deepening the teaching skills necessary for the performance of their duties. In this respect, they shall, upon request, be granted a reduction in teaching duties. The total cumulative amount of this reduction in teaching duties over the entire five-year period referred to in the preceding paragraph may not exceed one-sixth of an annual teaching load (Article 32-1).</i> <i>Lecturers and researchers receive support for their research projects. The European "Forthem" alliance contributes to the attractiveness of our university for all staff (academic and administrative).</i> <i>University life is enriched by a substantial range of cultural and sporting activities.</i> <i>→ Action: simultaneously improve the support provided to researchers employed by National Research Organisations (ONRs).</i>
10-Do we have the means to verify whether the most qualified researchers are applying?				+ Yes, to a large extent	<i>The publication of lecturer-researcher posts on EURAXESS ensures wide publicity, which helps attract the most qualified candidates. The very large number of applications received in certain disciplines (e.g. over 150 applications for senior lecturer posts in mathematics), and the high proportion of international applications received, indicate that the job vacancies advertised for these disciplines have been very well publicised. Nevertheless, the UBE does not have a specific verification mechanism to ensure the effective dissemination of its job vacancies. Its approach is selective in that only the best candidates are interviewed. Furthermore, it forms part of the so-called 'synchronised' recruitment campaign at national level, thereby contributing to a 'mixing' of talent and expertise on a national scale. The best candidates are also selected through the national competitive examinations</i>

					<i>for lecturer-researchers in the fields of law and management sciences.</i>
Advertising and application phase					
11-Are there clear guidelines or templates (e.g. EURAXESS) for advertising vacancies?	x	x		++ Yes, completely	<i>Job descriptions for all staff are published on dedicated platforms (Odyssee, EURAXESS, Beetween, Galaxie) as well as on the UBE website under the 'Working at the University' section</i>
12-Does the job advertisement include references/links to all the elements listed in the relevant section of the toolkit?	x	x		-+ Yes, partially	<i>The UBE has documents available, but they are not included in the job advertisement. BIATSS staff have access to information regarding the remuneration scheme and working conditions. On the UBE website, the recruitment page mentions the provisions relating to career conditions. → Action: Job vacancies will include a link to the documents setting out the terms and conditions of employment at UBE.</i>
13-Are we making full use of EURAXESS to ensure that our research job vacancies reach a wider audience?	x	x		++ Yes, completely	<i>EURAXESS (powered by Galaxie and Odyssee) is used for the recruitment of academic staff and certain postdoctoral researchers. For BIATSS staff, the website and the Beetween platform are used.</i>
14-Do we use any other tools for publishing job vacancies?	x	x		++ Yes, completely	<i>The UBE uses national websites (Odyssee, Choisir le service Public, the APEC (Association for Executive Employment) and dedicated social media platforms such as LinkedIn or Indeed). The university's main website features job vacancies for BIATSS staff and for lecturers and researchers. → Action: UBE could recommend that laboratories share their job vacancies with national and international learned societies.</i>
15-Are we keeping the administrative burden on applicants to a minimum?	x			++ Yes, completely	<i>Only the legal minimum is required from candidates, and the entire process is paperless.</i>
Selection and assessment phase					
16-Are there clear rules for appointing selection committees?		x	x	++ Yes, completely	<i>For lecturer-researchers, the procedures followed by selection panels are strictly in accordance with national legislation. The appointment of committees is approved by the CACR. The appointment of selection committees is made on the recommendation of the Proposal Committee Offices (BCP) and approved by the CACR.</i>
17-Are there clear rules regarding the composition of selection committees?		x	x	++ Yes, completely	<i>The composition of selection committees for the recruitment of tenured academic staff is governed by strict national rules. The UBE adheres to these scrupulously, and the composition of the selection committees is approved by the CACR.</i>
18-Are the committees sufficiently balanced in		x	x	++ Yes, completely	<i>The legal requirements for gender balance on selection committees for the recruitment of tenured academic staff are strict (at least 40% of one gender).</i>

terms of gender?					<i>As regards contract staff, there is no equivalent provision at national level, but the UBE has made it mandatory to ensure gender parity on selection panels for the recruitment of contract staff.</i>
19-Do we have clear guidelines for selection committees that enable 'merit' to be assessed in such a way that the best candidate is selected?			x	++ Yes, completely	<i>Job profiles set out guidelines to ensure the best candidate is selected. Individual reports providing an assessment by field of competence are produced for each application.</i>
Appointment phase					
20-Do we inform all candidates at the end of the selection process?	x			++ Yes, completely	<i>Regarding lecturer-researcher recruitment competitions, candidates are informed via Odyssee, after which the Teaching Staff Department takes over. For BIATSS recruitment competitions, successful candidates and unsuccessful applicants are informed via the platforms dedicated to recruitment competitions and by the relevant departments (local education authority, centralising institution, Ministry's HR Directorate). For candidates applying for contract positions, an acknowledgement of receipt is sent to candidates when they apply via "Beetween": this states that if no response is received within six weeks, the application is considered unsuccessful.</i>
21-Do we provide adequate feedback to those interviewed?	x			++ Yes, completely	<i>Candidates for permanent posts may request a written assessment of their application. Candidates for contract posts may contact the administrative departments.</i>
22- Do we have an appropriate complaints mechanism in place?	x			++ Yes, completely	<i>The UBE's procedure complies with the regulatory framework. The administrative departments handle informal administrative appeals. In the event of a formal legal appeal, the university's legal department takes over.</i>
Overall assessment					
23- Have we put in place a system to assess whether OTM-R is achieving its objectives?				-+ Yes, partially	<i>At each stage (publication of the job vacancy, selection and assessment, appointment), the UBE's systems ensure compliance with the OTM-R.</i>