Implementation of the Human Resources Strategy for Researchers (HRS4R) at

Paris Descartes University
Member of Sorbonne Paris Cité University

Under the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers
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PREAMBLE

In the Framework of the European Research Area (ERA), the European Union has sought to improve the attractiveness of researcher careers, promote mobility and create real career paths.

To achieve these objectives, in 2005 the European Commission developed a European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers, both of which define the roles, responsibilities and rights of researchers as well as those of their employers. The Charter and the Code (C&C) are designed to ensure attractive research careers and to improve the recruitment and work conditions of researchers in Europe.

The Paris Descartes University signed the European Charter for Researchers on 10 July 2006 and renewed its commitment on the Board of Governors of 28 June 2016

In the article 32.2 of the Model Grant Agreement of the Framework Programme for Research and Innovation H2020, The European Commission strongly recommends (2014-2020) to implement the HRS4R strategy, specifically for the Marie Sklodowska Curie Actions.

These objectives are fully in line with the policy of support and excellence in research and the Human Resources policy at Paris Descartes University.

The model proposed by the European Union in the context of the European Human Resources Strategy for Researchers (HRS4R), provides a useful and effective framework for efforts that have already been pursued in the University. Indeed, with a voluntary and quality approach, the University will continue to improve the recruitment process and the career supervision for the Research personnel.

The momentum created by the labelling application from the application to the follow-up and the effect of all the actions will significantly benefit to all personnel categories who contribute to research activities and excellence objectives.

Since the adoption of the “Responsabilités et Compétences élargies” in 2009, providing more autonomy to French Universities, Paris Descartes University has steadfastly committed to a policy of quality recruitment procedures and of career assistance for its researchers and research professors. Many areas remain works in progress, and applying for the HRS4R award constitutes an additional opportunity to continue all actions.
PART 1. Presentation of Paris Descartes University (UPDescartes)

As member of the Sorbonne Paris Cité Community of Universities and Institutions, Paris Descartes University is located in the historical heart of the Latin Quarter and is the second largest university in Paris. As a university of human sciences and health it offers a wide variety of courses within the European LMD and Lifelong Professional Development framework. Over 2,000 tenured professors supported by around 1,800 engineers, administrative, technical, social health and library staff train, and 39,000 students in over 10 departments located and various locations in Paris and in the close suburbs:

The University participates in major international training and research programs. It hosts over 7,000 foreign students each year, that is, close to 20% of its student body, making it one of the most attractive institutions in France. It also offers rich documentary and museum collections to its students and visitors.

With over 3,770 research professors and researchers (including 1,303 tenured employees, 530 permanent employees, and 325 doctoral students employees), Paris Descartes University has one of the greatest research potentials in France. It hosts to 70 laboratories, most of which are linked to major research bodies (INSERM, CNRS, IRD). 49% of tenured professors (research professors and university hospitals professors) are university lecturers and 43% are university professors. 8% are secondary school teachers. 80% of professors and 66% of university lecturers teach in the Science and Health disciplines.

The University’s major research subjects revolve around Man and his health, especially in medicine, pharmacology, sociology, health law, sports, cognitive sciences, psychology, and
basic science applied to the interface between biology and health. The creation of 6 research platforms has enabled the sharing of significant technical platforms in the areas of genetic sequencing, proteomics, life imaging and sensorimotor areas. It also includes one of the most important biomedical research centers in Europe.

The Université Sorbonne Paris Cité (USPC) federation gathers 8 French self-governing Higher Education Institutions (Université Sorbonne Nouvelle – Paris 3, Université Paris Descartes, Université Paris Diderot, Université Paris 1 ;3, EHESP, INALCO, IPGP, Sciences Po) and 5 Research Institutes (CNRS, INED, INRIA, INSERM, IRD) around a common project. Its legal definition is a “Community of Universities and Institutions” (Communauté d’Universités et établissements – COMUE) whose statutes have been approved by decree on 30 December 2014.
**PART 2. Approach of the University Paris Descartes to the HRS4R labelling**

In a national and European framework, the application process for the purpose of a HRS4R labelling aims at:
- Developing UPDescartes’s commitment to excellence in research;
- Helping the development of the European Research Area;
- Enhancing the institution’s international reach and attractiveness;

The HRS4R process includes **5 steps**:

1. **Internal analysis** of the institution’s actual practices with regard to the forty points of the Charter and of the Code of Conduct for the Recruitment of Researchers by involving the key actors in research (gap analysis)

2. **Publication on the institution’s website** of the Action Plan based on the results of the auto-analysis, defining goals to achieve and progress indicators

3. **Evaluation and recognition** of the human resources strategy by the European Commission, followed by receipt of the HRS4R award

4. **Implementation** of the human resources strategy through the application of the action and self-evaluation plan by n + 2

5. **Peer review** by n + 4 and request for renewal of the award

**2.1 Paris Descartes University’s internal approach**

Paris Descartes University’s work on HRS4R began in September 2015. This application for the award was considered as an opportunity for the university to conduct an analysis of its current practices and to find ways to improve them. Paris Descartes University had already signed the “European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers” in 2005, and the HRS4R project made it possible to pursue undertaken activities. This work is also in line with the development of the institution’s quality assurance process, which aims to improve the quality of services provided by strengthening communication among the services.

**A lead task force for the University** met 8 times between October 2015 and June 2016. Between plenary meetings, sub-groups formed and electronic communications enabled work on the points under discussion.

This lead task force brings together researchers, politic and administrative personnel involved in the recruitment of researchers.
The involvement of researchers in this HRS4R process is essential, that is why the two appointed coordinators of the lead task force are researchers.

Permanent members of Paris Descartes University’s lead task force

- Maria Pereira Da Costa
  - Research professor
  - Vice-president of the Board of Governors
  - Coordinator of the lead group

- Catherine Labbé-Jullié
  - INSERM Researcher
  - Special advisor to the Vice-President for Research
  - Co-coordinator of the lead group

- Lucie Guilloteau
  - European projects officer (Research and Technology Transfer Department)

- Sophie Cuvelier
  - Deputy director of Human Resources (DRH)

- Catherine Maxin
  - Head of the Recruitment and Mobility service (DRH)

- Mariel Fayemi
  - Head of the Institute for Doctoral Training (IFD)
The lead task force proceeded in several steps:

1. **Information and documentation** on HRS4R
   - Definition of individual roles

2. **Consultation** of different stakeholders from the University:
   - Teachers, researchers and researchers through laboratory meetings organised from September 2015 to June 2016
   - Departments and Services of the University occasionally involved depending on the topics covered (Technology Transfer Office, Officer in charge of gender balance, Steering Department, etc)

3. **Analysis of the status and definition** of the university’s strengths and weaknesses based on the analysis of 40 items

4. **Definition of actions** to pursue in order to address the weaknesses identified
   - Implementation of an action plan and timetable

5. **Reflection on indicators**

The University’s HRS4R application was presented, discussed and approved by University committees and boards (see Annex 3)

The action plan and timetable will be visible on the Paris Descartes university website, on page
[http://www.parisdescartes.fr/RECHERCHE/Labellisation-HRS4R](http://www.parisdescartes.fr/RECHERCHE/Labellisation-HRS4R)
2.2 Shared USPC approach

HRS4R aims to improve the practices of institutions with regard to the recruitment, mobility, and career of researchers. This is also an objective shared by USPC member institutions. During a meeting held on 23 September 2015 the heads of eight USPC institutions of higher education and research voted to establish a common methodology to implement the European Human Resources Strategy for Researchers. The expected knock-on effect of this approach is a distinctive feature of our application. The analyses and definition of our action plans are conducted in the same spirit as the HRS4R approach, with its collective advancement of the European Union’s recruitment of researchers.

A USPC lead task force was immediately formed and met 8 times between October 2015 and April 2016, alongside the UPDescartes task force’s meetings.

The representatives of institutions on the USPC lead task force are also the project’s coordinators at their respective institutions. This organizational structure ensures on-going information sharing.

The specific missions of the USPC lead task force were:

- The initiation of the collective process;
- The sharing of good practices already in place at the institutions and the USPC;
- The contact with the European Commission and Ministry of Higher Education and Research in France to clarify open points;
- The creation and dissemination of common documents for the internal analysis and the action plan.

PARTIE 3. Internal analysis

The Paris Descartes University’s (UPDescartes) lead task force drew on an analysis of 40 items produced by the main services involved, which met in plenary session to integrate crosscutting actions. The internal analysis sought to assess the existing state of affairs as well as consider improvement, communication and development initiatives.

3.1 Internal analysis results

1. Main strong points and weak points

The internal analysis produced by the lead task force uncovered several strong points that will be the focus of communication actions, and several weak points on which it was particularly urgent to act.
## Strong points

| **Integrity and Ethics in Scientific Research** | Paris Descartes University joined efforts promoting integrity and ethics in scientific research very early on. Thus in 2010 it created the Ethics Committee for Animal Testing (CEEA 34), which is a leading player in Ile de France, and the Health Research Ethics Evaluation Board (CERES), one of the four French applied ethics committees. It has continued to pursue these actions, for instance by mandating use of anti-plagiarism software for thesis manuscripts, and by developing ethics procedures in recruitment processes. |
| **Gender Balance** | Paris Descartes University appointed a gender balance officer in January 2012. The board of directors approved an action plan in March 2013 that provides for an annual assessment of gender indicators and a focus on sectors of activity where gender equality is far from being in place. The action plan includes 4 areas: general policy of the institution, students, staff members, research and teaching. The annual assessment also analyses the gender balance of elected representatives on boards and at the head of bodies, with the aim of increasing the number of women appointed to decision-making posts. The officer is responsible for the implementation of this policy in conjunction with university services, and UPDescartes has committed to supporting these measures beyond the officer’s mandate through a permanent working group. |
| **PhD Students Hosting and Management** | In 2012, a unique administrative reception area for PhD students was created: the Institute for Doctoral Training (IFD). It includes the College of Doctoral Schools that was formed in 2006. In conjunction with the doctoral schools, the IFD ensures the reception of PhD students, harmonization of procedures, and accuracy of administrative data. This structure pools means and shares competencies. The IFD’s principal tasks are to harmonize the modus operandi of the doctoral schools and to define common rules for PhD student recruitment and support. Since 2014 the IFD has been responsible for the administrative management of doctoral contracts and research agreement contracts, for which it ensures monitoring. The IFD also participates in the recruitment process for PhD student employees for various doctoral duties, particularly teaching duties; approves trainings offered to PhD student employees with teaching duties, and helps identify professional and general trainings that are common to the doctoral schools. |
| **Link between Research and Socio-Economic Environment** | A genuine interface between research units and the socioeconomic fabric, the Technology Transfer and University Partnerships center aims to develop the scientific strength of Paris Descartes University’s research units by supporting and guiding them in the protection of their results and in their interactions with private partners. |
In order to improve the recruitment process of University Lecturers and University Professors, Paris Descartes University went beyond the regulatory requirements in strengthening the ethics criteria in the constitution of selection committees (CDS). The Board of Directors (BD) approved the following principles:

- UPDescartes research professors cannot be CDS members if they are applying for a position at UPDescartes, and they cannot be part of more than 3 CDS (intra- and inter-institutional) in the same year.
- With regard to CDS composition: sectors besides the one involving the post must be represented, the presence of at least one statutory researcher is desired, the host laboratories of members external to UPDescartes must be identified and the host laboratory cannot be overrepresented.
- The prevention of conflicts of interest through an individual declaration on oath mentioning whether a CDS member supervised a candidate’s thesis, and any publications, communications and joint research projects with a candidate in the 5 years preceding the competitive examination. The Board of Directors has asked that the minutes of the competitive examination mention these situations as well as the way they were managed during the interviews and vote.

Before the Academic Board votes on the selection committee’s composition, these principles are verified by the divisions (UFR or faculties), and then by an Academic Board subcommittee. Finally, for each CDS an elected representative of the Academic Board is designated as an expert and must report on this committee during the deliberation session. These successive control mechanisms are meant to verify the plurality of the composition of the CDS and the respect for balance sought by the UPDescartes’s BD. Moreover, UPDescartes’s Academic Board members cannot be members of a UPDescartes CDS to avoid double intervention in the recruitment process.
**Weak points**

The internal analysis revealed weak points. We see the following ones as priorities for taking action:

<table>
<thead>
<tr>
<th><strong>Recruitment Process of Research Professors and Researchers with a Temporary Position Contract</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The current recruiting process of research professors and researchers with a temporary position contract is not satisfactory. For ATER, the candidates have very little information about the nature of the position posted on the ministerial ALTAIR application, and the divisions have very information about the candidates during the recruitment, leading to processes that are not very open and that lack transparency.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Recruitment of Foreign Researchers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The recruitment of foreign researchers is currently too long of a process, especially for post-doctoral, researcher and research professor contracts. Until a residence permit is acquired, the application is not fully available to the DRH’s recruitment and mobility service, and only the financial part can be verified. However, the time needed to obtain a residence permit is incompressible, taking between 1 month and 1 month and a half. UPDescartes must improve its hosting and working condition procedures accordingly (access to the Intranet, online bibliographical resources, etc.).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Researchers’ Career Management</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The career management of contract researchers and tenured research professors must become a strategic focus of UPDescartes policy. We deplore the insufficient monitoring and access to information. We have started implementing measures that we hope to develop and sustain in our human resource service in order to develop our advisory, guiding and supportive role throughout the careers of our research staff.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Team Management</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>It appears in many cases that team leaders do not know the regulations and measures established by authorities for team and human resources management. The drafting of an Internal Regulation following university guidelines was made mandatory for all the laboratories, but an effort to train directors should be considered.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Prevention of Social Risks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention of social risks is a major concern at our institution. The establishment of internal regulations for each “Paris Descartes” reception unit is a first step that structures the governing bodies of these laboratories and allows for a continuous dialogue between researchers within a research unit. Nevertheless, UPDescartes is committed to improving working conditions for research professors and is continuing to reflect on measures to maintain or to develop.</td>
</tr>
</tbody>
</table>
3.2 Action Plan

1. Action Plan

As a result of the internal analysis, Paris Descartes University proposes 55 improvement actions to be taken over 4 years:

Moreover, the taskforce grouped the various actions as follows:

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication actions</td>
<td>UPDescartes mainly needs to disseminate information and/or make the institution’s practices known</td>
</tr>
<tr>
<td>Communication actions</td>
<td>UPDescartes must create and develop systems to pursue these actions</td>
</tr>
<tr>
<td>Formalisation actions</td>
<td>pertains to actions that are already being pursued but need to be improved</td>
</tr>
<tr>
<td>Development actions</td>
<td>UPDescartes must create and develop systems to pursue these actions</td>
</tr>
</tbody>
</table>

The Action Plan has been elaborated in order to improve the weak points of the Paris Descartes University. Two major development actions are planned and cover several components:

- The creation of a research professor booklet (see I.1.3, I.4.2, I.5, II.17.2, II.18.2, II.19, II.20, III.30, III.33, IV.38, IV.39)
  The objectives of this booklet are to collect, compile and organize essential information that will be disseminated in many forms: a paper booklet provided to each new hire, the creation of webpages in a section dedicated to researcher recruitment and professional tracking, and a partial dissemination during a specific open house.
  The idea is also to have a basic resource that meets the career tracking mandate stipulated by decree 84-431, known as the “research professor” decree, amended in
2014. Both researchers themselves and administrative services queried on these issues will be able to use this resource.

- This action is responding to weak points 1, 3, 4

  - This action is responding to weak point 1 and 2

### I. Ethical and professional aspects (points 1 to 11)

<table>
<thead>
<tr>
<th>Point</th>
<th>N°</th>
<th>Action</th>
<th>Type</th>
<th>Deadline</th>
<th>Actors</th>
<th>Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research freedom</td>
<td>I.1.1</td>
<td>To disseminate a summary of legislation on research freedom in the RH newsletter (“bloc notes”)</td>
<td>F</td>
<td>12/2016</td>
<td>DRH COM VPCA</td>
<td>Date of newsletter issuance and dissemination</td>
</tr>
<tr>
<td></td>
<td>I.1.2</td>
<td>To post online links to key texts posted the UPDescartes website</td>
<td>F</td>
<td>12/2016</td>
<td>RH 1 COM</td>
<td>Date of online posting</td>
</tr>
<tr>
<td></td>
<td>I.1.3</td>
<td>To include research freedom principles in the preamble of the Research professor booklet for new recruits</td>
<td>D</td>
<td>06/2017</td>
<td>RH 1 VPCA CMR</td>
<td>Publication and dissemination of the research professor booklet</td>
</tr>
<tr>
<td>2. Ethical principles</td>
<td>I.2.1</td>
<td>To create a webpage devoted to ethics and scientific integrity</td>
<td>F</td>
<td>06/2017</td>
<td>COM DRV Comités</td>
<td>Consultation of the page</td>
</tr>
<tr>
<td></td>
<td>I.2.2</td>
<td>To create an ethics and research integrity centre under the Vice-Presidency for Research</td>
<td>F</td>
<td>12/2016</td>
<td>VPR CODIR CMR</td>
<td>Publication of the centre on the university’s organization chart</td>
</tr>
<tr>
<td></td>
<td>I.2.3</td>
<td>To develop a note for selection committee members to inform them of criteria defining conflict of interest risk</td>
<td>F</td>
<td>12/2016</td>
<td>VPCA RH3</td>
<td>Dissemination of the note</td>
</tr>
<tr>
<td></td>
<td>I.2.4</td>
<td>To improve the software application developed by UPDescartes for the recruitment process for statutory research professors in order to include conflict of interest declarations and management during the recruitment process</td>
<td>F</td>
<td>12/2016</td>
<td>RH3 DNUM VPCA CMR</td>
<td>Results from user survey</td>
</tr>
<tr>
<td></td>
<td>3. Professional responsibility</td>
<td>I.3</td>
<td>To provide training on research integrity for HDR and PhD students through the USPC</td>
<td>F</td>
<td>12/2018</td>
<td>IFD USPC</td>
</tr>
<tr>
<td></td>
<td>4. Professional attitude</td>
<td>I.4.1</td>
<td>To create a guide for laboratory directors</td>
<td>D</td>
<td>12/2016</td>
<td>DRV</td>
</tr>
</tbody>
</table>
### I.4.2
To include a chapter “law, duty and integrity” in the Research Professor Booklet (I.17)

**Actors:** VPCA, DRV, RH 1, CMR  
**Deadline:** 12/2016  
**Indicator:** Publication and dissemination

### I.5
To include a chapter “intellectual property and publication signing” in the Research Professor Booklet (I.17)

**Actors:** VPCA, DRV, RH 1, CMR  
**Deadline:** 12/2016  
**Indicator:** Publication and dissemination

### I.6
To increase transparency on the use of appropriations among various trustees

**Actors:** DAF, DNUM, DGS  
**Deadline:** 12/2018  
**Indicator:** Implementation of joint management software software for trustees

### I.7
To post the CNRS guide online on the webpage devoted to integrity and ethics (I.2) and append the guide to laboratory RIs

**Actors:** COM, DRV, DAGJ, CMR  
**Deadline:** 12/2016  
**Indicator:** Creation of a link to the CNRS guide

### I.9.1
To offer Open Access and Open Data training

**Actors:** SCD, DRV, RH8  
**Deadline:** 06/2017  
**Indicator:** Number of participants, Publication of training materials

### I.9.2
To disseminate outreach activities

**Actors:** RH, DRH, RH3, CAC, VPCA, IFD  
**Deadline:** 12/2016  
**Indicator:** Online dissemination

### I.10
To translate employment offers into English

**Actors:** RH2, RH3, CAC, VPCA, IFD  
**Deadline:** 12/2016  
**Indicator:** Publication of notices in English, CAC verification

### I.11
To describe CNU evaluation systems in the RH newsletter, and of HCERES in the DRV newsletter

**Actors:** RH, DRV, VPCA, VPR  
**Deadline:** 06/2017  
**Indicator:** Publication of RH et DRV newsletters

## II. Recruitment (points 12 à 21)

<table>
<thead>
<tr>
<th>Point</th>
<th>N°</th>
<th>Action</th>
<th>Type</th>
<th>Deadline</th>
<th>Actors</th>
<th>Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Recruitment</td>
<td>II.12.1</td>
<td>To develop a Handbook on different types of recruitment for laboratories and divisions</td>
<td>D</td>
<td>06/2017</td>
<td>DRH</td>
<td>Publication of the Handbook</td>
</tr>
</tbody>
</table>
### 13. Recruitment (publication)

<table>
<thead>
<tr>
<th>II.12.2</th>
<th>To create an Employee Charter</th>
<th>D</th>
<th>06/2017</th>
<th>DRH</th>
<th>Dissemination of the charter</th>
</tr>
</thead>
<tbody>
<tr>
<td>II.13.1</td>
<td>To disseminate recruitments and job descriptions on EURAXESS</td>
<td>D</td>
<td>12/2016</td>
<td>RH3 VPCA</td>
<td>Publication on EURAXESS</td>
</tr>
<tr>
<td>II.13.2</td>
<td>To open the maximum number of recruitments in several host laboratoires in order to attract a greater number of good candidacies</td>
<td>F</td>
<td>12/2016</td>
<td>CAC VPR VPCA CSL</td>
<td>Percentage of posts open across several laboratories</td>
</tr>
<tr>
<td>II.13.3</td>
<td>To implement a real opening of HU competitive examinations</td>
<td>D</td>
<td>12/2018</td>
<td>CODIR VPR VPCA</td>
<td>Agreement in principle</td>
</tr>
</tbody>
</table>

### 14. Selection

| II.15 | To include a feedback sheet with strengths and weaknesses in the application | D | 06/2017 | VPCR RH3 VPCA DNUM USPC | Implement feedback sheet |

### 15. Transparence

| II.16 | To develop selection criteria grid | D | 12/2018 | VPCR RH3 VPCA DNUM USPC CODIR | Implement grid BD deliberation |

### 16. Judging merit

| II.17.1 | To show value of sabbatical leave in paper on the institution's strategy emphasizing the importance of atypical paths in the selection criteria | C | 06/2017 | RH1 VPR CA | Dissemination of the letter BD deliberation |
| II.17.2 | To provide more information on different recruitment processes in the research professor booklet and on the UPDescartes intranet | D | 12/2016 | RH1 VPR CA | Publication of the booklet Posting on the intranet |

### 17. Variations in the chronological order of CVS

| II.18.1 | To better communicate that experience abroad is valued in the selection criteria, as well as in the criteria for local promotions and CRCT (see 17.1) | C | 06/2017 | |
| II.18.2 | To include a chapter “Recognition of mobility” | D | 12/2016 | VPCA DRV | |
19. Recognition of qualifications

II.19 => To include a chapter “Recognition of qualifications” in the Research Professor Booklet

II.20 => To include a chapter “Seniority” in the Research Professor Booklet

20. Seniority

21. Postdoctoral appointments

II.21.1 => To define the post-doc status

II.21.2 => To improve ATER recruitment process (in progress, led by DRH in conjunction with DPIQ)

III. Working conditions and social security (points 22 à 35)

<table>
<thead>
<tr>
<th>Point</th>
<th>N°</th>
<th>Action</th>
<th>Type</th>
<th>Deadline</th>
<th>Actors</th>
<th>Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>II.22.1 =&gt; To improve the computerization and tracking of professional experiences</td>
<td>D</td>
<td>12/2018</td>
<td>RH1 VPCA DNUM</td>
<td>Implement computer system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II.22.2 =&gt; To develop a rapporteur guide</td>
<td>D</td>
<td>12/2018</td>
<td>IFD RH2 RH1 CMR CA CAC VPCA VPCR</td>
<td>Date equivalency decision is made</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II.23.1 =&gt; To elaborate a European projects guide</td>
<td>D</td>
<td>12/2016</td>
<td>DRV DGS</td>
<td>Publication of the guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II.23.2 =&gt; To elaborate a Guide to filing claims</td>
<td>F</td>
<td>06/2017</td>
<td>DRH</td>
<td>Publication of the guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II.23.3 =&gt; To recruit a sufficient number of occupational physicians</td>
<td>D</td>
<td>06/2017</td>
<td>DGS DRH</td>
<td>Recruitment visible in the organizational chart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Task</td>
<td>Description</td>
<td>Decision Date</td>
<td>Responsible</td>
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<tr>
<td>24. WORKING CONDITIONS</td>
<td>III.24.1</td>
<td>To organise teleworking arrangements for all staff addressed in the context of work time planning</td>
<td>D 12/2018</td>
<td>DGS DRH</td>
<td>Decision made and disseminated</td>
<td></td>
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<tr>
<td></td>
<td>III.24.2</td>
<td>To give priority granted to women returning from maternity leave in the awarding of CRCT, especially DIFR</td>
<td>D 06/2017</td>
<td>CAC VPCA RH1</td>
<td>Allocation percentage</td>
<td></td>
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<tr>
<td></td>
<td>III.24.3</td>
<td>To enable sabbatical options for PhD students</td>
<td>C 06/2017</td>
<td>IFD COM DRH</td>
<td>Percentage of PhD students on sabbatical</td>
<td></td>
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<tr>
<td>25. STABILITY AND PERMANENCE OF EMPLOYMENT</td>
<td>III.25.1</td>
<td>To give the right to contract monitoring by a supervisory authority. For example, stocktaking one year before the contract ends</td>
<td>D 12/2018</td>
<td>RH de composante DRH</td>
<td>Percentage of employees granted an interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>III.25.2</td>
<td>To implement a recruitment policy for contract staff</td>
<td>D 12/2018</td>
<td>DRH</td>
<td>Development of a guide</td>
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<tr>
<td>26. FUNDING AND SALARIES</td>
<td>III.26</td>
<td>To create salary guidelines for employees</td>
<td>D 06/2017</td>
<td>DRH</td>
<td>Issue the guidelines</td>
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<tr>
<td>27. GENDER BALANCE</td>
<td>III.28</td>
<td>To create a guidance service for research professors</td>
<td>D 12/2016</td>
<td>VPCA VPR</td>
<td>Post contact form online</td>
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<td>29. VALUE OF MOBILITY</td>
<td>III.29.1</td>
<td>To help the hosting foreign research professors</td>
<td>D 12/2018</td>
<td>RH 1 DRV</td>
<td>Number of actions</td>
<td></td>
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<td></td>
<td>III.29.2</td>
<td>To Incentivize mobility by having selection committees take it into account in the recruitment and promotion of research professors, especially for changes of grade (see II.17.1)</td>
<td>D 12/2018</td>
<td>RH 1 DRV</td>
<td>Issue a form for the evaluators</td>
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<tr>
<td>30. ACCESS TO CAREER ADVICE</td>
<td>III.30</td>
<td>To integrate an “Access to career advice” chapter in the Research Professor Booklet</td>
<td>D 12/2016</td>
<td>VPCA DRV RH 1 CMR</td>
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### IV. Training (Points 36 à 40)

<table>
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<tr>
<th>Point</th>
<th>N°</th>
<th>Action</th>
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<th>Deadline</th>
<th>Actors</th>
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<tr>
<td><strong>36. RELATIONS WITH SUPERVISOR</strong></td>
<td></td>
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<td><strong>37. SUPERVISION AND MANAGERIAL DUTIES</strong></td>
<td>=&gt;</td>
<td>IV.37 To draft a “Laboratory Director” guide (see I.4.1)</td>
<td>D</td>
<td>06/2017</td>
<td>DRV RH</td>
<td>Publication of the guide</td>
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<td><strong>38. CONTINUING PROFESSIONAL DEVELOPMENT</strong></td>
<td>=&gt;</td>
<td>IV.38 To integrate a “Continuing professional development” chapter in the Research Professor Booklet</td>
<td>D</td>
<td>12/2016</td>
<td>VPCA DRV RH 1 CMR</td>
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<tr>
<td><strong>39. ACCESS TO RESEARCH TRAINING AND CONTINUOUS DEVELOPMENT</strong></td>
<td>=&gt;</td>
<td>IV.39 To integrate a “Access to research training and continuous development” chapter in the Research Professor Booklet</td>
<td>D</td>
<td>12/2016</td>
<td>VPCA DRV RH 1 CMR</td>
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<tr>
<td><strong>40. SUPERVISION</strong></td>
<td>=&gt;</td>
<td>IV.40 To appoint a mentor for newly hired researchers</td>
<td>D</td>
<td>12/2016</td>
<td>DRV RH 1 IFD VPR</td>
<td>Percentage of mentors</td>
</tr>
</tbody>
</table>
PARTIE 4. Evaluations

4.1 Internal evaluation of the University’s lead task force

Each supervisor in charge of the execution of the actions will present the achievements to the lead task force of the Paris Descartes University. The lead task force will meet at least once in the month prior to the expected actions’ deadlines in order to check their progress:

- A monitored file will be elaborated by the lead task force, including actions to pursue, actions in progress, and achieved actions.
- Once the action is achieved, satisfaction surveys will be approved by the lead task force and transmitted to laboratories to evaluate the impact of actions taken.

4.2 External working group (from the lead task force)

A working group representative of the different personnel and user categories of the University will be set up and will be responsible for:

- Suggesting satisfactory surveys submitted and approved by the lead task force
- Managing the satisfactory surveys, collecting the replies and giving a presentation of a surveys synthesis to the University’s Committees and Boards (Technical Committee, Academic Board, Board of Governors)

This working group will meet every 6 months.

A self-evaluation over a two-year horizon will be established by the Governing Bodies of the Paris Descartes University.
**Conclusion**

The application process for the purpose of a HR54R labelling is a real opportunity for the Paris Descartes University. Since the adoption of the “Responsabilités et Compétences élargies” in 2009, providing more autonomy to French Universities, Paris Descartes University made its recruitment and career supervision policy one of its major focus. This is crucial regarding the implementation of excellence in our research global policy and regarding the development of our international attractiveness.

Efforts undertaken to date are converging with principles outlined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. By including our local dynamism in the implementation process of shared good practices in the European Research Area, we will reinforce and boost our projects and actions.