

Human Resources Strategy for Researchers – HRS4R

Opent, Transparent, and Merit – Recruitment for researchers – OTM-R

January 2019

In order to promote the development of research excellence at UNamur, it is essential to have a recruitment procedure of quality for researchers and to accompany them throughout their career. This concern is reflected in the values carried by the university: attractiveness, agility and welcome.

Since 2012, UNamur has been committed to the process of human resources management by adhering to the 40 principles of the European Charter for Researchers and the European Union Code of Conduct for the Recruitment of Researchers. After an analysis of the institution's gaps with regard to the 40 principles, UNamur has proposed an action plan in consultation with the researchers and administrative staff involved. These action plans are regularly evaluated and updated to remain in line with the needs expressed thanks to the work of UNamur's Euraxess steering committee.

The Rectoral Policy Statement (DPR) for 2017-2021 was approved in June 2018, it supports eight priority axes for the university, one of which is directly linked to all staff. This new policy includes the HRS4R process as a transversal element in its guidelines and promotes an open, transparent and merit-based recruitment policy. The purpose of this OTM-R policy is therefore:

- To improve the information necessary to establish good recruitment conditions,
- To encourage researchers to develop and use egalitarian recruitment procedures,
- And to formalize UNamur's OTM-R policy through the actions presented in the HRS4R action plan.

1. Context

The recruitment of researchers at UNamur is mainly organized in two categories of staff members: academics (researchers R3 and R4) and scientists (researchers R1 and R2). The modalities of recruitment of both categories are written in the "Statutes" of the staff of each category.

Some members of the administrative services may also be recruited for specific research management positions. They are part of a third category of staff.

UNamur recruits its researchers both internally and externally, regardless of the type of contract (permanent or temporary).

The University of Namur recognizes that research entities must be able to recruit researchers in the most efficient way. Thus, it is working to apply strict recruitment and selection rules. However, derogations must be allowed in certain specific cases, notably to retain, extend or reintegrate researchers. The exemption process is intended to be clear, transparent, justified and non-discriminatory.

2. OTM-R

The human resources policy elaborated by the First Vice-Rector in charge of personnel, in close collaboration with the Human Resources Department, has made it possible to highlight the priority actions of the OTM-R Action Plan (2019-2021).

Taking advantage of the current revision of the statutes of the three categories of personnel, the priority actions to be carried out (2019-2021) are the following:

- Revision of the recruitment procedure for scientific personnel to bring it in line with the OTM-R principles;
- Revision of the current UNamur Recruitment Charter and the drafting of a new Recruitment charter, common to the three categories of personnel, integrating the new recruitment procedure for scientific personnel;
- Updating of the Vademecum of Recruitment at UNamur;
- Implementation of an e-recruitment platform;
- Systematic publication of all job offers on the Euraxess-Jobs platform.

These various actions are fully included in the HRS4R Action Plan. Other additional actions are included in the "OTM-R Action Plan" (2019-2021). These actions are mainly aimed at improving recruitment conditions in order to make them more transparent for researchers who recruit as much as for those who are looking for informations about the procedure at UNamur. The focus is therefore on revising existing documents and setting up an online recruitment platform to facilitate work and centralize information.

The Vice-Rector Research has also taken the initiative to directly encourage researchers to post their job offers more systematically on the Euraxess Jobs platform, which is already generating positive feedback. Published job offers are still too often available only for a short period of time on the UNamur website, being mixed with other job offers. Feedback on recruitment is given to candidates who express their interest without it being systematic for all candidates interviewed.

All contracts are drawn up in accordance with Belgian law and include social security. Researchers are informed at the time of signing their contract of the regulations applicable to ethics, intellectual property and plagiarism.

3. Contacts

The University of Namur assists researchers in the management of recruitment without distinction of status or staff contracts.

Recruitment procedures:

- European contracts: Research administration (Christelle Saout);
- Other contracts: Human Resources Services.

Standard forms, support and assistance for the Euraxess Jobs platform: Human Resources Department.

Understanding of the OTM-R policy and the HRS4R process: Euraxess cell (Marie-Ange Angladon and Catherine Goffin).

