
Procedure for the recruitment and hiring of new assistant professors

Procedure written on the basis of :

- ***the note « Provisions for the hiring of new academics » 2014 March – updated in February 2015***
- ***of the recommendations of the work group « revision of the procedure for the hiring of new academics » (work group composed of the Dean of the Faculty of Informatics, the Dean of the Faculty of Sciences, the Dean of the faculty of Philosophy and humanities and a member of the Human Resources Service (SRH))***
- ***of the meetings of the Academic Council n°421, 424, 425 and 442***

Approved by the Board of Administrators n°722 of March 19, 2021

Revised by the Rector Council n°203 of May 23, 2022, according to the delegation given to the Rector Council by the Board of Administrators n°741 of April 29, 2022 (PV/CA741-2022-12).

1. General principles

- 1.1. The procedure relating to the recruitment of new academics must ensure compliance with the principles relating to the gender and non-discrimination policy of the University of Namur, as set out by the Board of Administrators n°623 of October 26, 2012 (Appendix III).
- 1.2. In the case where the recruitment involves two faculties, the faculty in which the position is predominant coordinates the engagement. It shall consult the other faculty for advice. In the event that the position is shared equally, the faculties concerned shall designate the coordinating faculty and the consultation, led by the dean of the coordinating faculty, must be carried out prior to the work of the Commission

2. Procedure and selection criteria

- 2.1. The Faculty Council (or the Academic Council in the case of a recruitment within an inter-faculty department) sets the selection criteria, when appropriate on the advice of the department, for examining the ability of candidates to work, in accordance with the fundamental values of the Institution, on the three missions of the university and ensures that the selection procedure allows for this examination. This analysis is carried out on the basis of the vacancy announcement described under point 3.1.

- 2.2. Each faculty or department director is free to organise the hearing of candidates in the way it sees fit, provided that the selection interview provides a focused insight into the selection criteria that have been determined. The selection interview will necessarily include at least one part allowing the assessment of pedagogical aptitudes (animation of a course or part of a course, oral presentation of a pedagogical project, of the pedagogical structure of a course, of a presentation...).

3. Vacancy announcement

- 3.1. The vacancy announcement will be described in the most appropriate way and on the basis of the proposed outline (Annex IV). It shall be drawn up by the Dean of the faculty in consultation, where relevant, with the director of the research unit, department or study program in which the newly recruited assistant professor will carry out his or her activities:
- The content of the missions, i.e. the teaching, research and community service responsibilities that the future academic will have to fulfil. Where options exist, they will be explicitly mentioned ;
 - The expected profile of the assistant professor to hire and the selection criteria ;
 - The research entities in which the assistant professor to hire will carry out his/her activities ;
 - An internet address referring to a page explaining in particular the salary scales, the principles of recognition of seniority, the academic career, and a contact person who will be available to provide further information regarding the procedure.

An English version should be provided, except in cases where the position to be filled requires an excellent proficiency of the French language.

The vacancy announcement will be checked by the Human Resources Department (SRH) after it has been sent by the Dean (with possible return if the SRH proposes changes) and before it is forwarded to the Vice-Rector in charge of Human Resources.

- 3.2. In this vacancy announcement, it is stipulated, in accordance with Article 5 of the Academic Staff Regulations, that "...the Board of administrators shall provide, unless there is a reasoned exception, that this position shall be awarded for a period of three years if the successful candidate is appointed for the first time as part of the academic staff of the University of Namur (...). At the end of the three-year term (...), the candidate will be confirmed and appointed on a permanent basis subject to a positive evaluation by the Selection Committee appointed by the Dean".

4. Selection Committee

- 4.1. For each recruitment, the Dean of the faculty responsible for the recruitment procedure shall propose a Selection Committee in accordance with the principles set out in point 1.1, whose

members shall all be academics (assistant professors, associate professors and full professors). It shall comprise at least two members from the department or study program concerned by the vacancy, a representative of the other departments or study program of the faculty (or of the inter-faculty department), a member of another faculty if the subject of teaching of the future academic concerns it, and two experts from outside the institution chosen on the basis of their disciplinary competence. In the choice of the internal members of the Selection Committee, care shall be taken to ensure that at least one of the academics belongs to the research entity in which the academic will carry out his or her main research activities. The Selection Committee shall also include an external substitute member as well as a list of internal substitutes, in particular with a view to meeting the measures to be taken in the event of a conflict of interest (see Article 7.1 and Annex II below). It is also for the Dean to appoint the chairperson of the Selection Committee.

- 4.2. The expected role of the external experts is specified to them, at this stage, by the Dean. He/she will ensure that the external experts have access to all the documents necessary for the performance of their task.
- 4.3. If the recruitment concerns an academic whose activities are carried out in several faculties, the composition of the Selection Committee will take into account an appropriate presence of the members of each of the faculties concerned, taking into account as a matter of priority the department or study program in which the person to be recruited will carry out his or her activities.
- 4.4. By Email or during a Faculty Council meeting, the Dean communicates the composition of the Selection Committee to the Faculty Council for approval. In the case of a Selection Committee for the recruitment of an academic within an inter-faculty department, the director of the department concerned shall inform the Academic Council of the composition of the selection Committee.

5. Approval of the procedure and composition of the Selection Committee

The vacancy announcement referred to in point 3.1. (drawn up on the basis of the standard framework and previously checked by the SRH), the selection criteria referred to in 2.1., mentioned in the vacancy announcement, and the composition of the Selection Committee referred to in point 4.1. shall be submitted by the Faculty Council (or by the Academic Council in the case of an appointment in an inter-faculty department or by the Dean if the Faculty Council has delegated it to do so) to the Vice-Rector for Human Resources (who will have delegation from the Board of Administrators) for approval. A return to the Dean and the Faculty Council is made in the event of non-approval.

6. Dissemination of the vacancy announcement

- 6.1. Once validated by the Vice-Rector in charge of Human Resources, the Vice-Rector shall send his/her agreement to the SRH for publication on the UNamur and Euraxess jobs websites. The vacancy announcement may also be posted on other sites deemed appropriate, on the advice of the person drafting the vacancy announcement and/or the SRH. The Dean of the Faculty is informed of the publication of the announcement on the same day.
- 6.2. The vacancy announcement is automatically issued in English and French (except in cases where the position to be filled requires an excellent proficiency of the French language).

7. Pre-selection of the candidates

- 7.1. A consultation at the initiative of the chairperson of the Selection Committee shall be organised with the members of the Committee. The latter shall determine the time of the consultation, the modalities (meeting, Email, videoconference, etc.) and the way of dealing with the various opinions formulated (vote, decision by consensus, decision by the internal members, etc.). The purpose of this consultation is to select the candidates to be heard on the basis of the application file (members of the Committee who cannot make themselves available can communicate their opinion by Email). They give reasons for the selection made both for successful and unsuccessful applications. The chairperson of the Selection Committee will send to the SRH the list of successful and unsuccessful candidates (in the latter case, he will state the reasons given by the Committee) and will contact the successful candidates to inform them of their pre-selection and of the rest of the procedure. The SRH notifies the unsuccessful candidates with a copy to the Dean of the Faculty concerned. The chairperson of the Selection Committee is the person to be contacted for questions raised by candidates.

It is at this stage of the procedure, before starting discussions on the candidates to be selected, that the members of the Selection Committee concerned must inform the chairperson of the Selection Committee of a potential conflict of interest. Members of the Selection Committee are encouraged to disqualify themselves if they find themselves in any other situation, not listed in the Annex II, which would cast doubt on their ability to assess the application impartially or which, in the eyes of an external third party, would reasonably give that impression. The chairperson of the Selection Committee shall take the necessary steps in accordance with the guidelines and options set out in Annex II.

The Vice-Rector in charge of human resources shall validate any rebalancing of the Committee following a conflict of interest or withdrawal. He/she shall inform the chairman of the Selection Committee and the Dean concerned.

In the event of a last-minute impediment, the chairperson of the Committee shall obtain, as far as possible, the written opinion of the absent member. He will also ensure that all candidates are assessed by one and the same composition of the Committee.

- 7.2. If there is no candidate selected by the Committee, the Dean informs the Rector Council and restarts the whole procedure. In the event of modification to vacancy announcement, the Rector Council validates the new version before its publication.

8. Hearings of candidates by the Selection Committee

- 8.1. The hearings of candidates by the Section Committee shall be organised, in accordance with the principles and procedures set out in 2.2, by the faculty responsible for the recruitment procedure.
- 8.2. Following the hearings with the committee, the latter draws up a detailed opinion on each candidate (Annex I) and establishes a ranking, with reasons, in the light of the criteria set out (see point 2.1 above).
- 8.3. The chairperson of the Committee communicates the list of unranked candidates to the SRH, with a copy to the dean of the faculty concerned. The SRH then notifies the unranked candidates, with a copy to the Dean of the faculty concerned, the head of the department concerned and the chairperson of the Selection Committee. The chairperson of the Committee is the contact person for any questions that may arise, once the file has been validated by the Administrative Board.

The chairperson of the Committee also communicates to the SRH the short list of candidates ranked after the hearings.

9. Hearings by the Human Resources Department

- 9.1. The SRH contacts the ranked candidates for the human resource hearing, without indicating what is their actual ranking.
- 9.2. An interview to assess the generic (behavioural) skills of the candidates selected and ranked following the hearing with the Selection Committee will be conducted by the SRH. It will give rise to a reasoned opinion.
- 9.3. These interviews will be conducted in French or English, at the choice of the candidates. If the interview is conducted in English, a person from outside the SRH, chosen by the latter for his/her language skills, may be invited to attend the interview. Except in exceptional cases, an interview with the candidates present in person is preferred to a remote interview (videoconference).

The opinion of the SRH will be communicated on a strictly confidential basis to the chairperson of the Selection Committee and to the Dean of the recruiting faculty.

10. Analysis of the opinions of the Selection Committee in the Faculty Council limited to professors, proposition of seniority and introduction of the file to the Board of Administrators

- 10.1. The chairperson of the Selection Committee forwards the detailed opinion on each candidate to the Dean, who forwards it to the Restricted Faculty Council (or to the Academic Council in the case of an recruitment in an inter-faculty department) for an opinion. Depending on the outcome of the SRH interview, it is up to the Dean and the chairperson of the Committee to provide additional information orally to the Faculty Council if they consider it relevant. They are required to inform the Faculty Council of any points of attention. The Faculty Council limited to professors will then draw up an additional opinion as an appendix.
- 10.2. The chairperson of the Committee confirms the ranking to the SRH and forwards the whole file (detailed opinion on each candidate and possible annexes) to the Vice-Rector in charge of human resources.
- 10.3. Subsequently, the secretariat of the SRH will contact the candidate ranked 1st, confirmed by the restricted Faculty Council. In the event of a supplementary opinion from the Faculty Council expressing reservations about the candidate ranked 1st, the candidate ranked 2nd will also be contacted. The purpose of this contact is to collect all the information necessary for the rest of the procedure.
- 10.4. The calculation of the possible pecuniary seniority and the summary of the experiences likely to be taken into account for the calculation of the possible seniority bonus (or completed CV) will be communicated by the SRH clerk to the Vice-Rector in charge of human resources for analysis in view of a decision of the Rector Council, by delegation. It should be noted that the seniority bonus cannot be higher than the candidate's professional experience and the first useful date of counting must be immediately after obtaining the PhD diploma. The seniority bonus that can be recognised to an academic, at the time of his/her first appointment, is determined on the basis of article 43 of the law of 28/04/1953 and the pecuniary seniority that must be recognised is determined on the basis of article 41 of the law of 28/04/1953.
- 10.5. The decision of the Rector Council regarding the pecuniary seniority and the bonus of seniority is transmitted by the Chancellery to the SRH so that the SRH clerk can formalise the decision, by delegation, of the Rector Council. This decision will be formalised as soon as the decision to hire is taken by the Board of Administrators
- 10.6. In the event that none of the applicants meet the conditions and criteria announced, the Dean informs the Rector Council and provides a short report from the Selection Committee. The Dean may suggest that the procedure is to be discontinued and that transitional measures (e.g. hiring of teaching staff) be taken before a new vacancy announcement or may decide to restart the whole procedure. in the vent of modifications to the vacancy announcement the new version

has to be validated by the Rector Council. If no modification is proposed, the Dean informs the Rector Council and asks the SRH to publish the vacancy announcement.

11. Deliberation of the Board of Administrators

- 11.1. The Board of Administrators examines the file comprising the opinion of the Selection Committee, the opinion of the Faculty Council(s) limited to professors (or that of the Academic Council in the case of a recruitment in an inter-faculty department), as well as the opinion drawn up by the SRH.
- 11.2. If the Board of Administrators has any doubts about the classification made or if it considers that clarifications should be obtained, it shall refer the file to the Dean(s) of the faculty(ies) (or to the Director of the relevant inter-faculty department) for further information or clarification.
- 11.3. At the end of the review, if necessary supplemented by additional information or clarifications provided by the Faculty(ies) or the interfaculty department, the Board of Administrators deliberates on the proposed classification and draws up its proposal for the final hiring decision.
- 11.4. A proposal for hiring shall be made to the candidate appointed by the Board of Administrators by the director of the SRH. If the successful candidate accepts the proposal, unsuccessful candidates are then informed by the SRH that their application has not been accepted. If the first-ranked candidate withdraws, the SRH shall offer the post to the second-ranked candidate and so on, as long as there are candidates who have been ranked.
- 11.5. After the decision of the Board of Administrators and the meeting with the Director of the SRH, the Rector shall receive the selected candidate in order to ensure a personalised and qualitative welcome of the new academic member. To this end, the secretariat of the SRH shall inform in advance the Administrative Unit of the Rectorate of the date of the interview with the Director of the SRH.

12. Negotiation of the academic contract

- 12.1. The Dean concerned (or the inter-faculty department) shall be informed as soon as possible by the Vice-Rector in charge of human resources of the outcome of the deliberations of the Board of Administrators and the choice of the candidate.
- 12.2. The successful candidate, the Dean and/or the head of the department shall then draw up a draft academic contract in accordance with the principles laid down in Annex 1 to the Academic Staff Regulations and after consultation with the entities concerned. This contract shall be drawn up within three months of the Board's decision to hire the candidate.
- 12.3. The academic contract is submitted for approval to the Vice-Rector in charge of human resources, by delegation of the Board of Administrators. A return to the Dean and the candidate

is made in case of non-approval. After approval, the Vice-Rector in charge of human resources shall inform the Dean and the newly hired assistant professor, who shall keep a copy.

This procedure will apply from April 1, 2021.

ANNEX I : Contents of the report of the Selection Committees for an academic position

Decision from the Board of Administrators n°571 of May 23, 2008 (PPV 571-38 (301))

In examining the reports of various Selection Committee for the evaluation of candidates for academic positions, the Board of Administrators observed that there were many similarities between these reports. For this reason, in the interests of institutional homogeneity, it proposes that the following plan should henceforth be systematically followed by the various future Selection Committees. The report will include:

1. Description of the position to be filled as published ;
2. Composition of the Selection Committee, from which it will be clear that the Committee has been set up in accordance with the guidelines provided in the Procedure for the recruitment and hiring of new assistant professor ;
3. Evaluation criteria used for the analysis of the applications. These criteria must be taken from the published vacancy announcement;
4. List in alphabetical order of applications received. It may be indicated that some applications are formally inadmissible (e.g. because they were received after the closing date) ;
5. Examination of each candidate's file by the Committee. For the files of candidates who have not been selected for a hearing, the Committee will indicate the criteria which they do not meet;
6. Hearing. The interview content requested by the Committee for each of the candidates selected for a hearing shall first be indicated. The Committee shall then draw up a report on the hearing for each of the candidates who have come for the hearing;
7. Final and comparative evaluation of the different candidates according to all the criteria selected. The justification for the Committee's final ranking shall be given here, in the usual language and in the form of a table;
8. Proposal submitted by the Commission to the Faculty Council. If the Committee proposes a ranking, it will also indicate its wishes if the candidate ranked first is not selected;
9. The signatures of the individual members of the Committee.

ANNEX II : Recruitment of assistant professor– Conflict of interest rules

If the candidate is a close person (family or emotional link) of a member of the Selection Committee, it is obvious that the member must withdraw from the Committee (see on this subject Art. 34 of the Academic Personnel Regulations).

Other possible cases

- A member of the panel is or has been, within the last five years, the sponsor or co-sponsor of a candidate's doctoral thesis.
- A member of the committee has an active collaboration with the applicant (for example, has been in the last three years co-author of a publication with an applicant, or is co-sponsor of an ongoing or proposed research project with an applicant).
- A member is (or has been within the previous five years) in a direct hierarchical position vis-à-vis a candidate.
- A member of the committee is a member of a committee for a similar position in another institution.

Options to be considered and selected on a case-by-case basis

- to remove the Committee member from the entire recruitment process and to use a substitute
- to allowing the Committee member to attend the hearing of the candidate in question but with a right of reservation regarding that candidate (attends but does not intervene, neither in the presence of the candidate nor during the deliberations)
- to keep the member concerned in the Committee but to increase the number of members of the Committee so as to reduce his/her relative weight in the Committee.
- To dismiss the Committee member if the candidate concerned is selected for the hearing, (does not participate in the hearings or in the drafting of the report) and to use a substitute only for the hearing.
- to drawing up an ad-hoc charter and/or convention when a member is in two Committees.
- to consider that the nature of the conflict has been exhausted and cannot undermine the objectivity of the debates. The motivation will be recorded in the report.

Decision from the Board of Administrators n°623 of October 26, 2012 (PPV 623-10 (251))

A modern human resources management policy must take care to avoid all forms of discrimination, whether direct or indirect. In particular, attention must be paid to equal treatment between men and women. Several reports have pointed out that this principle is not fully guaranteed in the academic world in the French Community of Belgium and that, in any case, there is still a significant distortion in the distribution between men and women in senior positions (ordinary professors, management). The UNamur, by signing the diversity charter, has committed itself to develop competency-based human resources management that will reflect the diversity of society, particularly from a gender perspective. Within the framework of the "Euraxess Rights" policy, the UNamur must also be attentive to combating all forms of discrimination based on gender, age, disability, social or economic situation, etc.

Numerous gender policy initiatives exist at UNamur, but they need to be coordinated and complemented and the good practices developed in certain departments, faculties or services need to be generalised throughout the University.

With this in mind, the Board of Administrators affirms the following basic principles.

1) The University of Namur pursues a policy of non-discrimination and aims to establish a balanced representative of society at all levels of staff. With regard more specifically to gender issues, this involves:

- recruitment and assessment procedures that are objective, transparent and take into account the actual professional merits of individuals. These procedures must take into account the real career of the individual; for example, for academic personnel and scientists, they cannot be based on a comparison with the hypothetical career of a full-time researcher who is isolated and has no social or family obligations ;

- a work organisation that cannot exclude people for reasons other than work. By way of example, care should be taken, as far as the proper functioning of the services permits, not to impose regular constraints which exceed those of a normal employment contract and which would be incompatible with normal family responsibilities.

2) The SRH is responsible for raising awareness of gender inequality among all managers. To this end, this dimension will be included in the guide for managers and an information campaign on the theme of "non-discrimination" will be set up.

3) The Board of Administrators encourages support measures for people with responsibilities in family life.

4) It calls on services and faculties to put in place procedures that guarantee equal treatment of men and women. In particular, the UNamur SRH must never reveal a person's civil status, except for needs strictly limited to the administrative management of the personal file.

5) A gender equality section will be included in the Vice-Rector in charge of human resources' annual report on the framework of the gender policy.

6) The rules for the feminisation of female names of profession, function, grade or title established by the Government of the French Community of 13 December and updated in 2005 by the Conseil supérieur de la langue française will be applied in official university documents (job offers, regulations, reports, etc.). However, female staff members remain free to use the female title or its male equivalent.

The Board of Administrators requests that the person responsible for project Axel 8.19 (Developing a policy for the well-being of employees and making the campus a space for development and fulfilment) be involved in the implementation of the above measures. The Board also instructs the group of communicators to set up a coordinated communication on the overall welfare policy, the gender policy and the accomodation of people with special needs.

Assistant professor for ... (M/F) at xx % working time in the Faculty of ...

Faculty : ...

Department : ...

Grade : assistant professor

Contract : This position is awarded for a term of three years if the newly hired candidate is appointed for the first time as part of the academic staff of the University of Namur (in accordance with Article 5 of the Academic Personnel Regulations). At the end of the three-year term, the candidate will be confirmed and appointed on a permanent basis following a positive evaluation by the evaluation committee.

Category : academic personnel

Starting date :

Position : (in the allocation/not in the allocation)

Reference : CA ...

(Short description of the Faculty) Within the University of Namur, the Faculty ... has about ... students ... staff members including ... academic members and ... scientific members. Its offers programs in 1st, 2nd et 3rd cycles in ... within day and staggered hours. The assistant professor will be hired in the department of....

Tasks

Within this Faculty/Department, you will assume teaching, research and service missions. More specifically, you will:

- You will assume the following teachings: . . .
The course portfolio is subject to change.
- You will participate in/develop one or more research programs/and take charge of the promotion of doctoral theses in your field of expertise.
- You will actively participate in the missions and service activities of the Faculty and the University.
- ...

Profile

Diplomas, education and experience

You have a PhD with a thesis in ... /or préférentially in ... /and an education in

Experience of more than ... years in ... is requested/preferred.

Competences (knowledge, technical skills and behavioural competences)

You have the following skills:

- Advanced knowledge/competences in
- Pedagogical skills
- Ability to express oneself in front of a large audience
- Sense of collaboration
- Ability to manage and develop a research team
- Perfect fluency of French and good knowledge of English
- Creativity and pedagogical innovation
- One or more post-doctoral stays abroad
- ...

Selection criteria of primary importance:

- The qualifications and knowledge/skills listed above
- The quality of the pedagogical and research project provided in the application file
- Significant publications in quality journals in
- ...

Other criteria :

- ...

Selection procedure

- Examination and selection of applications by the Selection Committee
- Hearing by the Selection Committee including ... e.g.: a presentation of the pedagogic and research project, a lesson on a theme of your choice related to ... and intended for ...
- Interview by the Human Resources Service
- Decision by the Board of Administrators

Further information

(Person in charge) Dean and/or Department director : Tel. : ... – Email : ...

For any administration question, you may contact the Human Resources Service: Tel. : 081/72.40.40 - Email : developpement.rh@unamur.be

Application

Application, including :

- a detailed curriculum vitae,

- a cover letter,
- the application form : UNamur (https://www.unamur.be/universite/jobs/formulaires/formulaire_can_aca.doc/view),
- a paper (between 5 et 10 pages) outlining the main lines of the pedagogical and research project AND/OR three significant publications AND/OR ... (depending on relevance),
- ...

must be submitted to the Direction Human Resources Service by Email at **candidature@unamur.be** , by ... at the latest.