http://www.uca.fr/

European Human Resources Strategy for Researchers

HRS4R

ANNEXES

12/11/2018

Human Resources Strategy and the University of Clermont Auvergne's Action Plan

1. HR Strategy- UCA's action plan 2018-2022

Name of the organisation: University of Clermont Auvergne

Details of the contact person: Mathias BERNARD, Chancellor of the University of Clermont Auvergne, 49 bd François Mitterrand, CS 60032, 63001 Clermont-Ferrand, FRANCE

Link to the university's website where the HR strategy for researchers is available: http://www.uca.fr/universite/grands-projets/labellisation-hrs4r/

DATE APPLICATION WAS SUBMITTED : 17 JULY 2017

1. INFORMATION ABOUT THEORGANISATION

*Provide key figures for your organisation. The fields marked * must be completed.*

STAFF AND STUDENTS	*Full-time equivalent*
Total number of researchers = research staff: including professors, research professors, researchers, persons receiving a grant or bursary and full- or part-time doctorate students.	*1686*
(The number) of which are international (for example, with a foreign nationality)	*140*
(The number) of which are financed through external funding	*150*
(The number) of which are women	*550*
(The number) of which are established researchers (R3) and leading researchers (R4), who have a large degree of autonomy, PI or professor	*380*
(The number) of which are recognised researchers (R2) = post-doctorate researcher or equivalent who are not yet completely independent	*74*
(The number) of which are first stage researchers = a doctorate student or young researcher	*1100*
The total number of students (if relevant)	*35,057*
The total number of staff (research staff + persons responsible for administration, management, teaching and for research staff)	*3,320*
RESEARCH BUDGET (for the most recent full financial year)	*€*
Organisation's total annual budget	*€ 24,293,838.86*
Annual budget from government funding (dedicated to research)	*€ 7,204,250.00*
Annual budget from competitive projects funded by public donations (dedicated to research, obtained in competition with other organisations, for example European funding)	*€ 11,926,469.27*
Annual budget from private funding or non-government sou rces (dedicated to research)	*€ 5,163,119.59*
ORGANISATION PROFILE (a very brief description of your organisation, max. 100 words)	
The University of Clermont Auvergne is a public institution that pursues innovation in terms of initial and continuing education, research, the integration of its students into the professional world, all while playing a major role in the local community and on the international level.	

Our action plan is based on our current state of affairs, while constantly pursuing steps towards improvement. This action plan represents our institution's principles and is by no means separate.

The HRS4R is an integral part of the organisation's strategy that is applying for the "*HR Excellence in Research*" certification label. This strategy will be written into the organisation's policy. The University's new structure is already considering how to better apply this strategy to HR, the department for gender equality, CLASS service (leisure and campus life), the CHSCT (Committee for Hygiene, Safety and Working Conditions) and to disability and wellbeing at work services.

The HRS4R's steering committee is responsible for implementing the actions outlined here. This steering committee is mainly composed of research professors, thus bringing all disciplines together and representing the entire community of researchers. They will ensure the implementation process, of which they will be the main beneficiaries, is respected.

As part of the self-evaluation process, members of the steering committee appointed as HRS4R points of contact will be assigned to every area (HRD (Human Resources Department), DRI (International Relations Department), RDV (Appointments), CAC (Administrative Co-ordination Committee), DAGI (the General Institutional Affairs Department) and Cellule Europe (financial support for clinical research at universities provided by the European Union)) in order to ensure that the strategy is adhered to and implemented and to provide follow-up reports coordinated by the policy officer (O. K. Awitor).

A shared directory devoted to the HRS4R has been created on the University's server and is accessible to all members of the steering committee for the purpose of sharing source material.

A quarterly report will provide a detailed follow-up on planned actions as well as statement on developments.

The steering committee will meet as often as necessary each year in order to complete the action plan and the appraisal. This will serve as the guide for an internal review in two years.

There is also expected to be a review by assessors from the European Commission in four years.

2. OTM-R Grid

		Open	Transparent	Based on merit	++ Yes, completely -/+ Yes, for the most part -/+ Yes, somewhat -- No	Suggested indicators (or means of measuring)
Document 1 - Annex: Evaluation grid- Open and transparent recruitment based on merit[1] (OTM-R) *OTM-R grid for organisations*						
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, somewhat*	Link and specific websites Put the general policies online in French and in English
2. Do we have an internal guide that clearly presents the OTM-R procedures and practices for all research posts?		x	x	x	*-/+ Yes, somewhat*	Date of the last update; ensure that this has been sent to all researchers Existing job descriptions online, along with advice on recruitment
3. Are those involved in the OTM-R process properly trained?		x	x	x	*-/+ Yes, for the most part*	Training programmes for OTM-R and the number of persons trained
4. Do we make (sufficient) use of electronic recruitment tools?		x	x		*-/+ Yes, somewhat*	Tools for different stages of the recruitment process: invitations, online applications depending on the applicants; response via email etc.
5. Have we put quality controls in place for OTM-R?		x	x	x	*-/+ Yes, somewhat*	Declaration of conflict of interest forms
6. Does our current OTM-R policy encourage external candidates to apply?		x	x	x	*-/+ Yes, somewhat*	Tendency to see more external candidates- percentage of external candidates who applied: 60/70%

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7. Is our current OTM-R policy attractive to foreign researchers?	x	x	x	*-/+ Yes, somewhat*	Tendency to see more foreign researchers Adopt a policy framework approved by supervisory bodies
8. Is our current OTM-R policy attractive to underrepresented groups?	x	x	x	*-- No*	Tendency to have more candidates from underrepresented groups (e.g. women)
9. Does our current OTM-R policy create attractive working condition policies for researchers?	x	x	x	*-/+ Yes, somewhat*	Tendency to have more candidates from other organisations
10. Do we have the means to check that the most suitable candidates apply for the open posts?				*-- No*	
The announcement of posts and the application period					
11. Do we have guidelines and clear forms for announcing new posts (for example Euraxess)?	x	x		*-/+ Yes, for the most part*	Euraxess via the EURAXESS Jobs portal HRD accessible through UCA's website and the Galaxie portal (website of the Ministry of Higher Education and Research)
12. Do we include all elements (or links) of the list provided in the OTM-R report[2] *(chapter 4.4.1 a)*, when posts are announced?	x	x		*-/+ Yes, for the most part*	Check the applications posted
13. Do we make use of the Euraxess platform to ensure that our job offers reach a large number of researchers?	x	x		*-/+ Yes, for the most part*	The number of positions posted on EURAXESS Jobs; the tendency to recruit more candidates from outside the organisation
14. Do we use another tool for posting new positions for researchers?	x	x		*-/+ Yes, for the most part*	According to who is being recruited: network/specialised website for recruiting researchers
15. Do we simplify the administrative steps for candidates? [*chapter 4.4.1 b)* [4]]	x			*-/+ Yes, somewhat*	Regulatory restraints depending on the type of recruitment

2 http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

Evaluation and selection stages					
16. Do we have clear rules regarding the creation of selection committees? *[chapter 4.4.2 a) [4]]*		x	x	*-/+ Yes, for the most part*	Statistics on the composition of the committees overseeing the regulatory requirements according to the type of recruitment
17. Do we have clear rules regarding the composition of selection committees?		x	x	*-/+ Yes, for the most part*	Written guidelines for the regulatory requirements and the deliberations of the organisation's bodies
18. Are the committees composed equally of women and men?		x	x	*-/+ Yes, for the most part*	Respect for the regulations
19. Do we have clear guidelines to help the selection committees to assess ability in order to recruit the best candidates?			x	*-/+ Yes, for the most part*	Written guidelines
The selection phase					
20. Do we keep all candidates informed from the start of the recruitment process until the end of the selection process?		x		*-/+ Yes, somewhat*	Notices on special websites (Galaxie, dedicated websites etc.) depending on the type of recruitment: email
21. Do we provide adequate feedback to applicants?		x		*-/+ Yes, somewhat*	At the candidates' requests
22. Have we put an adequate system in place for appeals and complaints?		x		*-/+ Yes, for the most part*	Statistics on appeals
General analysis					
23. Have we put a system in place to evaluate whether the OTM-R process is successfully meeting its objectives?				*-/+ Yes, somewhat*	Assessing the different recruitment phases

Since establishing open recruitment policies is a key element of the HR strategy, show how your organisation uses the OTM-R Grid and how you intend to implement/how you are implementing the principles of OTM-R. If there is overlap between the actions stated above, please leave a short comment regarding this.

If your organisation has already implemented a recruitment strategy that follows the OTM-R principles, please provide a link to this.

Actions concerning the implementation of open and transparent recruitment principles based on merit (OTM-R)