



INTRODUCTION

In December 2017, Toulouse INP adhered to the Principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. Thus, the institution has committed itself through this letter to implement a Human Resources Strategy for Researchers. The Charter Principles specify the roles, responsibilities and rights of researchers and employers and/or funders. The Code is a set of general principles and requirements that should be followed by employers and/or funders when appointing or hiring researchers. These basic principles and requirements ensure Open Transparent and Merit-based Recruitment).

The objective for Toulouse INP is to better anticipate and satisfy the needs expressed by its schools, research laboratories and all of its services and departments, within the framework of a clear and transparent institutional policy, and within the limits of their means and resources. It is also a question of improving the quality of recruitment. The goal is also to increase the notoriety and attractiveness of the institution among young researchers as well as confirmed scientists, at the national and international levels.

Toulouse INP thus openly demonstrates its commitment to act in a responsible and accountable manner, and to provide fair conditions for researchers, with the clear intention of contributing to the advancement of the European Research Area (ERA).

In June 2019, Toulouse INP was granted the HR Excellence in Research Award by the European Commission. This award is an opportunity to underline Toulouse INP's place in the European Research Area and its commitment to improving its attractiveness to the scientific community worldwide.

The human resources strategy for research is embedded in the general policy of the institution. The strategic development axes of Toulouse INP for the period 2021-2025 indicate that the institution will continue to **directly support the research activities** of its researchers, to **promote a diversified and acknowledged research activity**, by supporting its personnel humanly, technically and financially. In addition, efforts will be made to **facilitate incoming and outgoing mobility**, to strengthen support to the **implementation of European projects**, and to promote the **dissemination and popularisation** of our scientific results. Finally, Toulouse INP intends to continue to **promote the career development of its staff** by supporting them, by encouraging them through training and mobility opportunities, by involving them in its bodies and by increasing the measures to support equity, diversity and inclusion.

The implementation of Toulouse INP's human resources strategy for researchers is broken down into 510 actions formulated within the framework of the HRS4R award obtained by Toulouse INP in June 2019, whose action plan is published on the Toulouse INP website in French and English.



I. REMINDER OF THE PRINCIPLES FROM THE CHARTER AND CODE IN RELATION TO AN OPEN TRANSPARENT AND MERIT-BASED RECRUITMENT

Recruitment

“Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.

Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic”.

Selection

“Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained”.

Transparency

“Candidates should be informed, prior to the selection, about the recruitment process and the selection criteria, the number of available positions and the career development prospects. They should also be informed after the selection process about the strengths and weaknesses of their applications”.

Judging merit

“The selection process should take into consideration the whole range of experience of the candidates. While focusing on their overall potential as researchers, their creativity and level of independence should also be considered.

This means that merit should be judged qualitatively as well as quantitatively, focusing on outstanding results within a diversified career path and not only on the number of publications. Consequently, the importance of bibliometric indices should be properly balanced within a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management of research and innovation and public awareness activities. For candidates from an industrial background, particular attention should be paid to any contributions to patents, development or inventions”.



II. ACTIONS UNDERTAKEN BY TOULOUSE INP

Toulouse INP's research policy strives to guarantee a framework favourable to the institution's influence, from the recruitment of support staff to the financing of key actions.

In order to attract external researchers, Toulouse INP offers good **research conditions** for new recruits, such as reduced teaching loads (50% in the first year of service then 25% in the second year) or the support for international mobility (SMI) scheme specific to Toulouse INP, which makes it possible to cover part of the financing of an outgoing mobility in order to support research projects.

Toulouse INP's asset management policy also provides **good working conditions for researchers**, particularly through the provision of quality infrastructure, premises and equipment. Toulouse INP's objective is to offer sustainable campuses and a supportive work environment to all staff and users through the security of buildings and workstations, safety, control of energy costs, accessibility for people with disabilities, and adaptation to the needs of active and innovative teaching methods.

Toulouse INP's former Well-living Committee and its current Quality of Work Life Observatory (led by the Quality of Work Life Vice President) aim to interface with governance in the continuing ambition to improve the **quality of life on Toulouse INP campuses**. The themes addressed are: sustainable development, gender equality, equal opportunities, respect of secularism, disability, well-being at work, prevention of risk behaviours, promotion of INP values, Improvement of student life, etc.

In addition, the **management policy for personnel under contract** is based on principles of transparency and equity: common rules for all non-tenured employees regarding recruitment and contract duration and publication of all vacancies internally. Like any other job, contractual jobs at Toulouse INP are governed by national law.

1. **Open recruitment : publication of vacancies**

With the exception of certain vacancies such as post-doctoral positions which are published directly by the Research Units attached to Toulouse INP, job offers are published by the Human Resources Department of Toulouse INP.

Toulouse INP uses the following external e-recruitment tools:

- Place de l'Emploi Public (PEP). Website containing job offers published by employers in the State, Territorial and Hospital Civil Services:

<https://www.place-emploi-public.gouv.fr/>

- GALAXIE: tool for the publication of teacher-researcher and temporary teaching and research assistant (ATER) positions:

<https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html>

- RECRUTEMENT-ATER : Toulouse INP's tool for the submission of external and internal applications for ATER positions:

<https://recrutement-ater.inp-toulouse.fr>

Toulouse INP uses the following internal e-recruitment tools:

- Doctoral School websites for the publication of research topics;

- Laboratory Internet sites for the publication of research subjects for doctorates and post-doctorates;



- Toulouse INP's Internet and Intranet sites, as well as Toulouse INP-ENSAT, Toulouse INP-ENSEEIH and Toulouse INP-ENSIACET Internet and Intranet sites for the publication of job offers (contract or tenure). Information and external links for external recruitment platforms is also available.

2. Transparent recruitment: the publication of recruitment procedures

As part of obtaining the HR Excellence in Research Award, Toulouse INP will publish on its websites the procedures for recruiting researchers in order to allow internal and external candidates to understand the stages of recruitment. These procedures are completed by indications on the steps to follow for each type of recruitment (explanations on how to apply for a job campaign or steps to follow when applying for a contract position).

3. Merit-based recruitment : criteria for selecting candidates

Selection in the context of the recruitment of **teacher-researchers** is very strongly regulated by French legislation and by the institution's bylaws.

The constitution of **selection committees** is defined by French law and recalled in the recruitment procedure for teacher-researchers. Thus, selection committees must include 50% of external members, and at least 40% of persons of each gender, as well as at least 50% of 'specialists' (as defined by the CNU sections). The committee composition is made public on the GALAXIE website and on Toulouse INP's website.

In Toulouse INP's recruitment process, the selection committee gives a single reasoned opinion on all the applications received by the institution, ranking the candidates it selects in preferential order. It also issues a reasoned opinion on each application. The selection committee decides by a majority of the votes of the members present. In the event of a tie, the chairperson has the casting vote.

Practices regarding the **recruitment of doctoral and post-doctoral candidates** are governed by French law, but do not require the use of a selection committee. Indeed, the composition of a selection committee for these two types of position depends on the practices of the laboratories and doctoral schools. Nevertheless, during the publication phase, the structures in charge of recruitment ensure that the procedures, the steps to be followed, as well as the modalities for submitting applications and selecting candidates are clear.

III. TIMETABLE

Toulouse INP's HRS4R Steering Committee guarantees the implementation of the actions included in the plan. It will meet at least once a year for this purpose and will oversee the Internal Review for Toulouse INP's interim assessment in mid-2021, which will have to be submitted to the European Commission.

During the Award Renewal Phase, a site visit by external experts commissioned by the European Commission is also planned for 2024 after an internal review for the award renewal.