

Recruitment procedure for assistants

Background

Obtaining the Euraxess label requires the implementation of the OTM-R policy (open, transparent, merit-based recruitment). This label is necessary to be eligible for European research funding (ERC, ERA-NET, Marie-Curie, ...). Universities are audited every 3 years in order to evaluate the progress in the implementation of the recommendations of the "European Charter for Researchers" and the HRS4R policy, the basis of the Euraxess label.

Within this framework, the recruitment procedures for the different categories of researchers must comply with the OTM-R policy.

In order to respect the three principles of the OTM-R policy:

- Open: the job offers must be published widely
- Transparent: the selection criteria must be explicit in the call for proposals.
- Merit-based: the selection of the successful candidate must be made on an objective basis and according to the announced criteria.

To this goal, a selection committee, an audition of the pre-selected candidates and a report from the selection committee are requested.

This procedure does not concern the renewal of the assistant 2-year contract, neither the requests for maintaining or opening of new assistant positions.

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1. Definition of criteria and job offer for applications

1.1. Définition of the profile

The qualifications (degree and experience) and skills (technical and behavioral) required for the position are defined by the department/unit director.

1.2. Composition of the selection committee

The composition of a selection committee is defined by the director of department/unit (or the faculty council if there is department) at the latest at the time of publication of the job offer. This committee must include at least two persons (one for the teaching assignment and one for the research assignment). It includes at least the department director, unit director or the academic in charge of the supervision of the assistant.

1.3. Publication of the job offer

The job offer specifies the nature of the position (assistant), the nature of the research project, the recruiting faculty, the contract and its duration, the starting date, the qualifications and skills required (selection criteria), the application procedure (composition of the application file, to whom it should be sent and deadline) and the selection procedure.

The job offer and the composition of the selection committee are validated by the Dean of the faculty. The job offer is then published at least on the UNamur job vacancies website and on the Euraxess website. It may also be published on one or more specialized sites (academic position).

2. Selection

Applications are sent to the head of department/unit. They are analyzed by the selection committee. It will make a proposal for the selection of candidates to be interviewed on the basis of the files provided. The secretary of the department or the faculty will organize the auditions.

Candidates who are not selected on the basis of the application file are informed in writing by the secretariat of the department or the faculty if there is no department.

The merits of the candidates, i.e. their qualifications and skills, are assessed on the basis of the application file provided and the audition. The audition can be done remotely (by videoconference). The audition may include a practical part (e.g.: presentation on a pre-defined subject announced in the job offer, simulation of a practical work, etc.).

A summary report is drawn up, by the selection committee at the end of the selection process. This report presents the composition of the selection committee, the selection criteria, the number of applications received, the number of candidates selected on the basis of the analysis of the applications and interviewed, the ranking of the candidates and the arguments relating to it.

The report is validated by the restricted faculty council. The Dean forwards the report to the Board of Directors for validation of the selected candidate.

The selected candidate is informed by the Dean. Candidates who are not selected following the audition are informed in writing by the faculty secretariat.

A table summarizing the different steps of the procedure is joined.

WHO?	DOES WHAT ?	HOW ?
Faculty Council	Defines the positions for which a job offer must be written	The terms and conditions for the creation of new positions are not defined within the framework of this procedure.
Department or faculty council in the absence of a department	Defines the job offer and transmits it to the dean	Including the definition of the qualifications (diploma and experience) and skills required (technical and behavioral)
Department or faculty council in the absence of a department	Defines the composition of the selection committee and transmits it to the Dean.	The committee contains a minimum of 2 persons.
Dean of the faculty concerned	Validates the job offers before publication and validates the composition of the selection committee	
Dean of the faculty concerned	Job offer announcements to HR for publication	
HR	Publishes the job offers	Including the details regarding the fact that the applications are submitted only electronically to a single email address (i.e. to the department director or to the Dean for the faculty with no department)
Department or Faculty Secretariat	Acknowledges receipt of applications Or Notifies candidates that their application has arrived after the deadline.	
Selection committee	Requests clarification from applicants, if necessary Verifies if the conditions of admissibility of the job offer are met Pre-selects the candidates to be auditioned and motivates the selection made for pre-selected or non-selected candidates.	Motivation in relation to the criteria of the job offer The selection committee may take the opinion of the domain doctoral commission for the admissibility of a candidate for the doctorate

Department or Faculty Secretariat	Notifies the candidates selected for the audition Organizes the auditions Inform unsuccessful applicants	Auditions can be held by videoconference.
Selection committee	Interviews the candidates Gives a detailed opinion on each candidate and establishes a ranking with reasons Transmits the complete file to the Dean	By using the report template
Restricted Faculty Council	Gives an opinion on the ranking	Via an actual meeting or through an electronic procedure
Dean of the faculty concerned	Transmits the file to the Board of Directors via agora	The file contains the job offer, the application forms received, the CVs of the ranked candidates, the reasoned ranking and the opinion of the restricted faculty council.
Vice-Rector in charge of Human Resources	Decides what to do with the selection file Seeks the visa of the government delegate	The HRVR has a delegation to proceed with the hiring of the selected candidate.
Government Delegate	Analyzes the recruitment file	
Secretariat of the Vice-Rector in charge of Human Resources	Informs the HR and the Dean concerned of the final decision to commit to the hiring. Refers the entire file to the Dean of the faculty concerned	
Dean of the faculty concerned	Informs the candidate to be hired	
Secretariat of the faculty concerned	Informs unsuccessful auditioned applicants with cc to HR	
HR	Draws up the contract	