

Recruitment procedure for researchers on external funding or internal funding other than the financial allocation received from the Federation Wallonie-Bruxelles

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.

Recruitment procedure for researchers in the case of external funding

There are two possible scenarios:

a. A person is already identified by the project leader

A person is already identified by the leader of the project financed by an external donor or by internal funding other than the financial allocation received from the Federation Wallonie-Bruxelles, on the basis of his/her skills, expertise and/or theoretical knowledge and/or research environment. This is particularly true in the case of the continuation of a research project on a second funding, a project already carried out by a researcher of the team, or the case of a student who has carried out his/her master's thesis on a theme similar to that of the doctoral thesis project for which a PhD student is to be recruited. In this case, an exception to the procedure described below may be provided for, insofar as the existence of this possibility is clearly indicated in the UNamur OTM-R policy.

"Derogation to this policy is possible in case of retention, re-employment or re-integration as well as for positive action against discrimination. The request for derogation must be transparent, justified and documented. It cannot be derogated to the applicant adequacy to the job nor to its merit for being selected".

In this case, the project leader, when he/she fills the recruitment request (1st job), must attach the applicant's CV and diploma as well as present the arguments demonstrating the perfect match of the applicant's profile and the qualifications and skills in the recruitment to add to the note 141.

b. If no candidate is identified - Recruitment procedure

In the event that the project leader of the financed project does not identify, a priori, a candidate for the open position. In this case, a clearly established procedure should be followed (see below).

1. Definition of criteria and opening of the job offer

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 project leader. It must at least include:

- for a PhD student, a non PhD student researcher or a technician: the project leader
- for a post-doc researcher: the project leader + one other person

1.3. Publication of the job offer

The job offer specifies the nature of the position (PhD student, non PhD student researcher, post-doc), the nature of the research project, the recruiting faculty, the contract and its duration, the nature of the funding (funding agency and type of remuneration: salary or scholarship), the starting date, the qualifications and skills required (selection criteria), the application procedure (composition of the application file, to whom it must be sent and deadline) and the selection procedure.

It is 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 and analyzed by the project leader.

The merits of the candidates, i.e. their qualifications and skills, are assessed through the application file provided and an interview (can be done remotely, by videoconference). The audition may include a practical part (e.g. a presentation on a subject defined in advance and announced in the job offer, a laboratory experiment, etc.).

The qualifications and skills required can be assessed both quantitatively (e.g. number of publications) and qualitatively (career experience).

A summary report is drawn up 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 application files and interviewed, the ranking of the candidates and the arguments relating to it.

The selection report is appended to note 141 when the application is submitted to Peps. All commitments are made in compliance with the legislation in force and the conditions issued by the funding agency. The researcher must be informed of his or her rights and obligations, including in terms of research ethics and intellectual property.