THE OTM-R POLICY: OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT

The UNamur OTM-R policy guarantees the open, transparent and merit-based recruitment of researchers (R1 up to R4). To foster the development of excellent research at the UNamur, high quality recruitment procedures are essential, as is a close support throughout the career of researchers. This concern is reflected within the values dear to the university: excellency, freedom, openness and sustainability.

OPEN

Selection of candidates and job offers publications are meant to be open and non-discriminatory. The recruitment procedures guarantee the equitable processing of applications regardless of gender, nationality, ethnic origine, social origine, religion or beliefs, disability , age, sexual orientations or even political opinions of candidates. By advertising as widely as possible in French as in English (via the UNamur website, LinkedIn, the Euraxess Jobs platform, Academic Positions, and the Career Center by Jobteaser), both national and international candidates can be recruited, and job offers can be publicised in 661 famous schools and universities of Europe.

TRANSPARENT

The recruitment is transparent at every step of the process. Each step is clearly detailed in the job offers to be as transparent as possible with candidates. The working conditions, advantages and salary scales are also clearly mentioned as well. Each category of public has its own carefully detailed recruitment procedure (teaching assistant/phD (R1); Scientists (R2 and R3); Academics (R4). The composition of selection committee is also transparent and detailed in the recruitment procedures, which are publicly available on the website of the UNamur, guaranteeing the principle of transparency.

MERIT-BASED

Missions to be filled by the applicant, criteria of selection and skills considered as assets are clearly precised in the job offers. The selection process takes into account and values the various merits of the candidate in relation to these criteria and assets, based on the candidate's current skills and past experience, as well as an interview. A committee checks the recruitment report to verify that the selected candidate was well chosen on basis of his/her merit.

UNAMUR'S OTM-R POLICY CURRENT STATUS:

Since the beginning of the Euraxess process in 2012 and the release of the new European Researcher Charter in 2023, the UNamur has taken many actions to apply the principles of this Charter and to improve its processes in order to guarantee the best possible recruitment procedures and working conditions for researchers at all stages of their careers who are coming to the UNamur. Therefore, it sticks to applying clear and strict recruitment procedures. Concretely, it has accomplished the following actions:

A) In job offers :

   a. The UNamur has developed a single job offer form for researchers which can be published on the Euraxess Jobs platform and the website of the UNamur.
   b. Selection criteria are written in bold to be clearly identified.
   c. Every step of the recruitment process is transparent and fully detailed.
   d. Working conditions and salaries are openly mentioned[1].
   e. The contact details are explained as well.
   f. Job offers are written in French and in English.

b) Recruitment procedures (for HR staff and academics) :

   a. The UNamur has developed a different procedure for each category of researchers (teaching assistants/PhD Students; Scientists ; Researchers ; Academics).
   b. OTM-R principles are reminded.
   c. Each step of the selection process is detailed, and selection criteria are clearly identified.
   d. Members of selection committee are mentioned, and their selection process is explained as well. The UNamur pays particular attention to gender equity within committees[2].

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[1] https://unamur.be/sites/default/files/2024-04/package-salarial-baremes.pdf
[2] https://www.unamur.be/sites/default/files/2024-01/rapport_genre_unamur_2020-2021.pdf

e. The process to check that the chosen candidate matches best the selection criteria is fully explained.

f. Instructions are given to recruiters on how to inform an applicant if he/she has been selected and on how to give feedback to others.

g. Complaint process is also explained.

c) **In the publication of job offers, the UNamur aims at attracting all possible researchers, regardless of their nationality, gender or disability.**

a. In order to reach the largest possible number of candidates, job offers are published on the website of the UNamur, on LinkedIN, on Academic Positition, on Career Center by Job teaser as well as on the Euraxess Job platform.

b. A daycare is proposed to employees to enable parents to pursue career in research and to better balance private and work lives.

c. The UNamur proposes a tailor-made accompaniment for international researchers to help them with administrative steps at their arrival in Namur (bank account, townhall registration, insurance).

d. The UNamur also offers housing solutions for international researchers.

e. The UNamur proposes fellowships for all researchers and special fellowships for researchers from South countries or loans for applicants with lower incomes, guaranteeing the non-discrimination principle.

f. The UNamur offers help in case of house moving (container; help when moving) for international researchers.

g. The UNamur contributes to travel expenses and fully reimburses public transport season tickets.

d) **Focus of the 2024-2027 action plan: trainings on recruitment**

a. The UNamur intends to better equip its academics to the recruitment process and therefore, will develop trainings on recruitment of researchers for academics.

b. An interuniversity project on OTM-eR has been developped by the five university of the Walloon-Brussels Federation and has led to develop an e-book and e-learning deliverables on online recruitment procedures. These tools describe each step of the e-recruitment, from the job offer writing to the selection of the candidate.

c. Another interuniversity project is also being developed by the five universities on the CoARA agreement and will lead to delivering tools, trainings and procedures on the following subjects: integrity, recruitment,

criteria of recruitment, evaluation of research and of researchers. These objectives make part of the Euraxess action plan 2024-2027[3].

Contacts

- The Euraxess Cell for administrative questions related to the label HRS4R label and strategy: euraxess@unamur.be
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Useful links :

- To know more about the OTM-R at the UNamur, see the Checklist OTM-R (revised in 2024): **https://www.unamur.be/en/research/euraxess/otm-r**

Recruitment procedures

Recruitment at the University of Namur is organised in two categories of researchers: the academic staff (R3 and R4 Researchers), the scientific staff(R1 and R2 researchers). Recruitment procedures are written within the status of each category of researchers. For more informations, read the procedures below :

- Teaching Assistants : https://unamur.be/sites/default/files/2024-04/procedure_recrutement_-_assistants-vfinale-19mars2021.pdf
- Researchers/scientists : https://unamur.be/sites/default/files/2024-04/procedure_recrutement_-_chercheurs_cpo-vfinale29mars2021.pdf
- Academics : https://www.unamur.be/fr/media/3142

Salaries and working conditions

- Salary scales : https://www.unamur.be/sites/default/files/2024-06/Bar%C3%A8mes%2001.06.2024%20%28index%20208.07%29.pdf
- Advantages : https://www.unamur.be/sites/default/files/2024-06/avantages_et_conges.pdf

Gender report and policy :

- Report on gender equality : https://www.unamur.be/sites/default/files/2024-01/rapport_genre_unamur_2020-2021.pdf

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[3] https://www.unamur.be/en/search/euraxess/hrs4r

- Gender Equality Plan : https://www.unamur.be/sites/default/files/2024-01/220422_gep.pdf

Researcher Helpdesk page:

- https://unamur.be/en/international/mobilite/in/researchers/researchers-helpdesk