

Checklist Open, Transparent, Merit-based Recruitment (OTM-R) UNISTRA					
Recruitment method	Open	Transparent	Merit-based	Yes, absolutely Yes Yes, substantially Yes, partially No	Proposed indicators or measurement actions for the 2017-2024 period
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	Compliance of OTM-R content published in French and English, in accordance with current national regulations
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, substantially	The terms and conditions applicable to the recruitment of teaching-researcher and post-doctoral contract staff are defined by their specific statutes, in full compatibility with OTM-R principles. For post-docs, a local framework was approved by the university's Board of Directors on July 5, 2022, clearly defining the application, selection and hiring procedures for relevant contract staff. More broadly, the university has adopted new agreements for the management of contract staff, as part of the Human Resources Master Plan approved by the Congress on October 15, 2024. These agreements set out the conditions applicable to the recruitment of contract staff for the university, in full compatibility with the OTM-R principles. Researcher's guide currently being updated, describing the framework for each type of researcher.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, substantially	The Chairmen and Vice-Chairmen of selection committees (Conseil académique restreint) for the recruitment of tenured and contract academic staff are made aware of the rules designed to guarantee the principle of impartiality in recruitment, as well as the risk of unconscious bias linked to the gender, social or geographical origin, etc. of candidates. The professional training catalog includes specific recruitment actions, such as: recruiting and integrating a person with a disability, a module on recruitment procedures in "Being a public agent", recruitment vocabulary in "Methodology for writing the professional aptitude report" aimed at direct line managers, etc.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, substantially	Use of online tools in the recruitment process: ODYSSEE (of the National Ministry), Choisir le service public (inter-ministerial), France Travail, APEC, Euraxess Dematerialization of the recruitment process underway for BIATPSS staff, via the Talentsoft application (target: September 2025). Dematerialization of the recruitment procedure for temporary teaching and research assistants (ATER) since 2020.
5. Do we have a quality control system for OTM-R in place?	x	x	x	No	Internal audit via Unistra's internal audit unit to be scheduled
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes	French candidates are not favored over foreign candidates. Recruitment of external researchers reaches 75% for lecturers (MCFs) and 39% for Professors (2023 data). These figures should be seen in the context of the university's policy of offering career development prospects to Unistra lecturers. Junior Professorship (CPJ): 4 CPJ recruitments per year since the launch of the scheme in 2021.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, substantially	French applicants are not favored over foreign applicants. The institution endeavours to welcome and support foreign researchers via the Euraxess service center and the international relations department (foreign researcher's guide). Percentage of foreign staff among full-time and contract researchers is 31% (2024 data).
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, substantially	Percentage of disabled staff at Unistra : 3.79% (2024 data) 2.79 teacher-researchers (1.62% permanent and 1.17% contract) have declared a disability. Unistra's very active policy to encourage more researchers to declare their disability without fear of stigmatization and consequences for their career path. Unistra funds an additional contract specifically reserved for disabled PhD students, in addition to the one funded by the Ministry: 2 to 4 PhD students per year. Active development of a gender equality policy: 42% women (2024) out of the total number of researchers, all panels combined (R1 to R4).
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, substantially	Over the past 6 years, 162 attractive positions have been filled: 40 IUF, 109 USIAS, 10 CPJ and 3 MOPGA. Creation in 2024 of a career office specific to research professors to support the career development of post-recruitment researchers (staffed by an teaching-researcher and a career officer). Creation of a Euraxess career program for foreign researchers and training courses for doctoral students. Health and safety risk prevention policy and discrimination/harassment unit set up. Creation of numerous departments and clusters to support researchers (PUI, doctoral college, community relations, open science, equipment platforms, D6GRS, etc.).

10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	Yes, substantially	Under French law, the selection of research professors is entrusted to selection committees set up by statute and regulation. These selection committees are made up of at least equal numbers of internal and external members (the latter may outnumber the internal members), and at least 40% of each gender. These committees work with complete impartiality. A candidacy analysis grid has been drawn up to objectively assess the merits and weaknesses of each candidate. Individual and collective reports, legally enforceable, are also drawn up on completion of the work. To compensate for the absence of national procedures, expert committees were set up in 2018 for ATERs & lecturers associates, with an end-of-selection report to objectify recruitment.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, absolutely	Clear procedures set out in national legislation (LPR law): mandatory publication, recommendations on content set out in statutes. Procedures for publishing updated job offers on online recruitment sites (Euraxess, Choisir le Service Public, France Travail, APEC etc.) as required. Job descriptions have been recently revised and comply with a standard formalism, accompanied by drafting advice and nomenclature: highly detailed and translated into English.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		Yes	The job descriptions include the expected elements for each of the populations addressed
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, absolutely	Publication of job vacancies via Euraxess Job, using the same nomenclature as the job descriptions for the recruitment of teaching and research staff, possibly with a link to Eucor, the European Campus.
14. Do we make use of other job advertising tools?	x	x		Yes, absolutely	Publication of vacancies on other tools: the university's flagship site, Place de l'Emploi Public, APEC, Pôle emploi, professional networks, LinkedIn Unistra, Alumni, other specialized sites depending on the scientific field.
15. Do we keep the administrative burden to a minimum for the candidate?	x			Yes	Applying the requirements of applicable regulations to the collection of supporting documents We are currently working towards the dematerialization of processes, with the aim of simplifying administrative procedures.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	Yes, absolutely	Rules governing the composition of the selection committee for each recruitment, which comply with the applicable statutory and regulatory rules.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, absolutely	Rules governing the composition of the selection committee for each recruitment, in compliance with national legislation
18. Are the committees sufficiently gender-balanced?		x	x	Yes, absolutely	Selection committees for teaching-researcher recruitment set up in compliance with national regulations Gender parity on selection committees is set by regulation on the basis of a minimum representation of 40% of each sex.
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	Yes	Vademecum on the rules of good practice distributed to juries. Composition of the selection committee based on expertise in the discipline and competence in research and teaching. Training to make jury chairmen and selection committees aware of unconscious prejudices. Strong emphasis on professional experience during teaching-researcher auditions (73% professional experience by 2024 for MCF positions and 27% for Professor positions). Reporting form and evaluation grid in place since 2021. Post-doc status recognized (LPR law): recruitment procedure implemented (publication of job description and objective recruitment (qualification, merit)).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes, absolutely	Candidate informed either by change of status when recruitment is paperless (via Galaxi), or by post when recruitment is managed by the HR department.
21. Do we provide adequate feedback to interviewees?		x		Yes	The procedures for communicating the selection panel's assessment of candidates are governed by the French Code of Relations between the Public and the Administration, and are available to all candidates on request.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, absolutely	Appeal procedures are defined by French public law and can be used against any administrative decision.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	Internal assessment system to be set up in connection with HRS4R certification