

Open, Transparent and Merit- Based Recruitment Guide for Lecturers, Professors and Researchers



HR EXCELLENCE IN RESEARCH

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This document is a translation of the original French guide and is provided for information purposes only. In the event of any discrepancies, the French version will prevail.

1. Foreword

Jean Monnet University is committed to supporting and promoting excellence in human resources for research and teaching.

On 6 December 2021, the institution affirmed its adherence to the values of the European Research Area and committed to implement these principles through the HRS4R award process by signing its “Letter of Endorsement and Commitment”.

This initiative demonstrates the University’s willingness to commit to transparency in the recruitment of researchers; to the quality of support they receive in terms of training, mobility and career; to the improvement of their working and employment conditions; and to professional ethics and the freedom of research.

In 2022, the University prepared a Human Resources Strategy for Researchers (or HRS4R), which was set out in a concrete action plan spanning the period 2022 to 2024.

Jean Monnet University received the HR Excellence in Research award from the European Commission on 12 June 2023 for a period of five years.

In parallel, on 9 May 2023, Jean Monnet University and its Board of Governors formalised the signing of the DORA charter (the San Francisco Declaration on Research Assessment) as set out in the institution’s “Open Science” roadmap.

The DORA charter demonstrates a commitment to respect certain criteria in the assessment of research.

Jean Monnet University joined the CoARA coalition in October 2024 by signing the Agreement on Reforming Research Assessment.

By officially joining the Transform4Europe alliance in July 2023, Jean Monnet University is committed to consolidating a European higher education and research area and is contributing to the development of institutional and strategic cooperation for the benefit of its students and all of its staff (professors, administrative, technical, engineering, etc.).

The University’s commitment as a full member of the European university Transform4Europe is part of its history and will enable it to consolidate its already well-established European and international dimension. Jean Monnet University is currently ranked among the top 10 European coordinating universities for Erasmus Mundus Master’s programmes, and ranks 3rd place in France (source: The European Education and Culture Executive Agency - EACEA).

In addition to the expected development of European mobility, multilingualism and joint training programmes, its active participation in Transform4Europe will enable Jean Monnet University to develop lasting institutional partnerships with multidisciplinary universities with which Jean Monnet University shares common characteristics and ambitions, in addition to a certain vision of the role of universities and their relationships with regions and all socio-economic, cultural and artistic environments, which already forms part of its strategy.

To communicate its commitment, Jean Monnet University has chosen to formalise its recruitment policy for Professors, Lecturers and Researchers in this document in order to describe the different processes for each type of staff member.

The challenge is to best meet the needs expressed by the research laboratories and teaching teams within the framework of a clear and transparent institutional policy, and within the limits of the resources allocated to them or that they can obtain. The aim is to improve the quality of recruitment in order to enhance the University’s reputation and attractiveness.

2. Recruitment process, key stages

Recruitment campaign for permanent and tenured staff

The recruitment campaign for permanent and tenured staff is framed by the Institution's priorities and policies.

It aims to identify recruitment needs for permanent and tenured staff in the BIATSS (Library, Engineering, Administrative, Technical, Social and Health), Professor and Lecturer populations for the reasons shown in the diagram below.

This campaign is presented for consideration by the Social Administration Committee and the Board of Governors in plenary session.

All stages are conducted in the second semester of each year.



Recruitment campaign for contractual staff

The recruitment campaign for contractual staff is framed by the Institution's priorities and policies.

It aims to identify recruitment needs for contractual staff in the BIATSS (Library, Engineering, Administrative, Technical, Social and Health), Professor and Lecturer populations for the reasons shown in the diagram below.

This campaign is presented for consideration by the Social Administration Committee and the Board of Governors in plenary session

All stages are conducted in the first semester of each year:



Monthly HR conferences

HR conferences are held monthly, bringing together the President, the three Central Vice-Presidents (for the Board and for Resources, for Training, for Research), the General Services Department, the HR Department, the Internal Audit and Quality Management Department, the Research and Doctoral Studies Department, the Partnerships and Valorisation Department, the Financial Services Department and the Accounting Officer.

The conferences examine requests for the recruitment of contractual staff on an ongoing basis, as outlined in the diagram below.

They also monitor payroll, recruitment, HR indicators and regulatory developments.

The procedure is set out on the HR Department Intranet (in French):

<https://intranet.univ-st-etienne.fr/fr/espace-ressources-humaines/recrutement-et-concours/conference-rh.html>



3. Recruitment by type of personnel

Promoting professional gender equality and preventing discrimination are priority actions for the entire public sector.

They aim to put into practice the principles of equality and diversity by offering everyone, regardless of gender, the same opportunities and by applying the same rules, in accordance with the law.

The University is taking action through its action plan for professional equality, notably by developing its human resources management practices.

The plan sets out three objectives with respect to recruitment:

- Ensure equal treatment in selection procedures;
- Ensure the traceability of human resources processes;
- Ensure the reception and integration of all staff members.

In 2023, Jean Monnet University drafted its recruitment guide for BIATSS staff (Library, Engineering, Administrative, Technical, Social and Health) and distributed it to its managers in order to focus on achieving these objectives. It is available on the HR Department's intranet (in French). (<https://intranet.univ-st-etienne.fr/fr/espace-ressources-humaines/recrutement-et-concours/biatss.html>)

The purpose of the present guide is to describe the open and transparent recruitment procedures for its Lecturers, Professors and Researchers.

The general recruitment principles adopted by Jean Monnet University refer to the “Code of Conduct for the Recruitment of Researchers”, which constitutes Section 2 of the “European Charter for Researchers”. <https://www.univ-st-etienne.fr/en/research/hrs4r.html>

These principles must be applied during the University's various recruitment campaigns or procedures, regardless of the type of position to be filled.

They embody the values that should guide the actions of the various individuals involved in our University's recruitment processes.

This commitment involves systematically publishing job vacancies with a comprehensive description of the job profiles, highlighting the diversity of skills sought and adopting realistic recruitment schedules.

Vacancies are posted on the institution's website in a dedicated section, as well as on specific national or international websites depending on the nature of the positions to be filled.

The principle of transparency also requires that candidates be provided with regular information on recruitment procedures prior to the selection process and then on the results at the end of the process.

The commissions or committees set up for the various recruitment processes are composed in such a way as to bring together the expertise and skills required to assess the suitability of candidates for the positions to be filled. Their composition must also ensure gender balance.

To ensure that candidates are treated equally, the sole purpose of these commissions or committees is to assess the respective qualifications, experience and merits of candidates in order to select between them.

The chairpersons, vice-chairs and members of selection committees, ad hoc committees or commissions, or other members of competitive recruitment juries are accordingly invited to view and consult the following documents:

- Source: Harvard, Implicit Association Test
<https://implicit.harvard.edu/implicit/takeatest.html>
- Source: CERCA Institute, Centres de Recerca de Catalunya
<https://www.youtube.com/watch?v=g978T58gELo#action=share>
- Source: University of Lausanne, video in French for the attention of its selection committee members
<https://www.youtube.com/watch?v=TQG7zySAyaE>
- Source: Sorbonne, video in French for the attention of its selection committee members
<https://www.youtube.com/watch?v=14rCUxIBZnw>

To clarify the recruitment procedures for the different Lecturer, Researcher and Professor staff members, this guide describes the conditions and procedures for each type of staff member.



4. Tenured professors

References

- *French National Education Code*
- *French Research Code*
- *French Public Service Code*
- *Decree No. 84-431 of 6 June 1984 establishing the common statutory provisions applicable to professors and setting out the special status of full professors and of associate professors*
- *Order of 6 February 2023 on the general procedures for the transfer, secondment and competitive recruitment of associate professors, full professors and junior professors*
- *Decree No. 2022-822 of 16 May 2022 establishing derogations from the minimum proportion of forty percent of each sex in the composition of selection committees set up for the competitive recruitment of full professors under the authority of the Minister of Higher Education*
- *Order of 17 November 2008 establishing the procedures for the use of telecommunications for the operation of selection committees and adopted for the application of Article 9-2 of the aforementioned Decree of 6 June 1984*
- *Operating guide for the Higher Education Selection Committee (sources Ministry of Education - Directorate-General for Human Resources)*
- *Ministerial circular of 18 June 2020 designed to ensure equal treatment in recruitment procedures, guarantee professional equality and limit selection bias*
- *Official Bulletin No. 8 of 21 February 2019 presenting the principles for strengthening the impartiality of selection committee members for the recruitment of university professors*

The regulatory references are available on the University's intranet site: Human Resources Page > Recruitment and Competitive Entry > Professors.

The recruitment must be for a position specifically designated for this purpose during the recruitment campaign for tenured staff.

Professors have a dual teaching and research role.

They contribute to fulfilling the higher education public service missions provided for in Article L123-3 of the French National Education Code and to fulfilling the public research missions set out in Article L112-1 of the French Research Code (Article 2 of Decree No. 84-431).

Tenured professors include both associate professors and full professors.



Associate professors

The recruitment of associate professors involves an initial competitive stage, limited to one third of the available positions (calculated at a national level) across all disciplines, and then a second, third and fourth competitive stage, in addition to being available to beneficiaries of the employment obligation or alternatively via a transfer:

- An initial competitive stage open to candidates who, on the closing date for registration, hold a doctoral degree or an accreditation to supervise research (HDR) or who are exempt from these requirements (Article 26-I-1°);
- A second competitive stage open to secondary school teachers who have been working in this capacity in a higher education institution for at least three years as of 1 January of the year of the competitive process and who hold a doctoral degree or an HDR (Article 26-I-2°);
- A third competitive stage open to candidates who, on 1 January of the year of the competitive process, have at least four years of active professional experience out of the previous seven years (excluding teaching, research and certain other activities) and to full-time affiliated lecturers in post on 1 January of the year of the competitive process or who have ceased their duties less than one year previously (Article 26-I-3°);
- A fourth competitive stage open to teaching staff from the École Nationale Supérieure d'Arts et Métiers engineering school who have been working in this capacity in a higher education institution for at least three years as of 1 January of the year of the competitive process and who hold a doctoral degree or an HDR (Article 26-I-4°).

Conditions

They are recruited through an open competitive process by the individual institutions. They must either:

- Be registered on a list of candidates qualified for the position of associate professor (unless registered on the list of full professors);
- Be a professor at a level equivalent to that of the position to be filled in a higher education institution in a country other than France. In this case, the Academic Council sitting in restricted session for associate and full professors shall assess the candidates' level on the basis of a report drawn up by two specialists in the discipline concerned, one of whom shall be from outside the institution.

To apply for inclusion on a list of candidates qualified for the position of associate professor, candidates must meet one of the following conditions:

- Hold, no later than the deadline set by Order of the Minister of Higher Education for sending the file to the rapporteurs referred to in the second paragraph of Article 24 of the relevant decree, a doctorate or accreditation to supervise research (HDR). The National Council of Universities (CNU) may grant exemptions from the doctoral degree requirement for certain university degrees, qualifications and titles of equivalent level;
- Provide proof, as of 1 January of the year of registration, of at least three years of active professional experience in the preceding six years (excluding teaching, research in public scientific and technological institutions, and the activities mentioned in III of Article 25 of the Law of 13 July 1983 or in Article 2 of Decree No. 2007-658 of 2 May 2007);
- Be a full-time affiliated lecturer;
- Be seconded as an associate professor;
- Belong to a body of researchers governed by Decree No. 83-1260 of 30 December 1983;
- By contract open to beneficiaries of the employment obligation, provided that the disability has been deemed compatible with the position applied for. Candidates must have the same qualifications (doctorate or accreditation to supervise research, HDR) or level of education as for the first competitive stage and be registered on the list of candidates qualified for the position of associate professor or be exempt from this requirement (Article 29). Successful candidates are recruited on a contractual basis for a period equal to the length of the probationary period for

associate professors and then granted tenured status after assessment of their professional aptitude, in accordance with the provisions of Decree No. 95-979 of 25 August 1995;

- By transfer. If the length of service at their original institution is less than three years, candidates must obtain the agreement of their head of institution, given after consultation with the Academic Council sitting in restricted session for associate and full professors and, where applicable, the director of the university technical institute (IUT) (Article 33).

Full professors

The recruitment of full professors involves the following competitive processes or may occur via a transfer:

- Competitive process open to candidates who, on the closing date for registration, hold an accreditation to supervise research (HDR) (Article 46-1°) or are exempt from this requirement (State doctorate or other exemptions);
- Up to one-ninth of the positions available in all disciplines: via a competitive process open to associate professors who hold an accreditation to supervise research (HDR) and who, as of 1 January of the year of the competitive process, have completed five years in higher education or have been assigned, for at least four years as of 1 January of the year of the competitive process, to a cultural, scientific or technical cooperative mission in accordance with Law No. 72-662 of 13 July 1972. Candidates must be assigned to a higher education institution other than the one where the competitive process is being held or have completed at least two years of mobility as an associate professor (Article 46-2°);
- Up to one-ninth of positions: via a competitive process open to associate professors who, on the closing date for registration, hold an HDR and who, on 1 January of the year of the competitive process, have completed ten years in a higher education institution, including five years as a tenured or trainee associate professor (Article 46-3°);
- Up to two-ninths of the positions available in all disciplines: via a competitive process open to candidates who, on 1 January of the year of the competitive process, have six years of active professional experience in the previous nine years (excluding teaching, research and certain other activities); to full-time affiliated lecturers in post on 1 January of the year of the competitive process or who have ceased their duties less than one year previously; to associate professors who are members of the Institut Universitaire de France (the elite academic institute run by the French Ministry of Higher Education); to research directors meeting certain conditions (Article 46-4°);
- Up to one-ninth of positions: via a competitive process reserved for associate professors and candidates equivalent to associate and full professors who hold an HDR or equivalent qualification or who are exempt from this requirement and who, as of 1 January of the year of the competitive process, have held significant responsibilities in a public scientific, cultural or professional institution for at least four of the previous nine years in the fields specified in Article 46-5° of the reference decree;
- Within the limit of the number of positions set by Order of the Ministry responsible for higher education, competitive processes are reserved for associate professors and candidates equivalent to associate and full professors who, as of 1 January of the year of the competitive process, have completed a term of office as university president or statutory vice-president within the last five years (Article 46-1);
- Through the national competitive examination for higher education positions in law, politics, economics and management (Articles 48 to 49-2);
- By transfer: if the length of service at the institution is less than three years, candidates must obtain the agreement of their head of institution, given after consultation with the Academic Council sitting in restricted session for full professors and, where applicable, the director of the university technical institute (IUT) (Article 51).

Conditions

They are recruited through an open competitive process by individual institutions in all disciplines with the exception of law, politics, economics and management, where candidates are recruited through the national competitive examination for higher education.

For the competitive processes provided for in points 1°, 2° and 4° of Article 46 of the reference decree, they must either:

- Be registered on a list of candidates qualified for the position of full professor; or
- Be an associate or full professor at a level equivalent to that of the position to be filled in a higher education institution in a country other than France. In this case, the Academic Council sitting in restricted session for associate and full professors shall assess the candidates' level on the basis of a report drawn up by two specialists in the discipline concerned, one of whom shall be from outside the institution.

To apply for inclusion on a list of candidates qualified for the position of full professor, candidates must meet one of the following conditions:

- Hold, no later than the deadline set by Order of the Minister of Higher Education for sending the file to the rapporteurs referred to in the second paragraph of Article 24 of the relevant decree, an accreditation to supervise research (HDR). A State doctorate is recognised as equivalent to the HDR. The National Council of Universities (CNU) may grant exemptions from the HDR requirement for holders of university degrees, qualifications and equivalent titles;
- Provide proof, as of 1 January of the year of registration, of at least five years of active professional experience in the preceding eight years (excluding teaching, research in public scientific and technological institutions, or the activities mentioned in III of Article 25 of the Law of 13 July 1983 or in Article 2 of Decree No. 2007-658 of 2 May 2007);
- Be a full-time affiliated lecturer;
- Be seconded as a full professor;
- Belong to a body of researchers equivalent to full professor.

Procedure

The Social Administration Committee, and then the Board of Governors, determine the use to which the position will be put, the opening, the recruitment competition article and the job profile. The recruitment schedule for this session is set at national level by the Ministry.

The Academic Council in plenary session gives its opinion on the qualification of positions and on positions open exclusively to transfer.

Positions may be opened in synchronised sessions in line with a national timetable or in ongoing sessions according to a timetable set by the institution.

The Academic Council sitting in restricted session for associate and full professors validates the job profile and whether or not to use role-playing exercises. It examines the proposed structure of the selection committees and determines the number of members on the selection committees and the minimum number of members from the discipline concerned.

The selection committees' membership, chair and vice-chair are then decided by the Academic Council sitting in restricted session for associate and full professors on the recommendation of the University President. This composition is made public before the selection committees begin their work. The functioning of the selection committees is described in a guide available on the institution's intranet (in French).

<https://intranet.univ-st-etienne.fr/fr/espace-ressources-humaines/recrutement-et-concours/personnels-enseignants/comites-de-selection.html>

Positions are published on the Ministry of Higher Education, Research and Innovation's Galaxie application: the ANTEE module for synchronised sessions and the FIDIS module for rolling sessions.

The list of vacant positions or positions likely to become vacant is published on the University's Recruitment and Competitive Entry webpage (in French).

For each open position:

- The administrative admissibility of applications is examined by the HR Department's professorial service.
- The applications are then forwarded to the selection committee chairperson, who considers the number of applications and any potential impartiality issues that are identified or declared before appointing two rapporteurs to evaluate each application. Two meetings are required:
 - the first to determine the list of candidates to be interviewed;
 - the second to interview and rank candidates.
- The selection committee's proposal is forwarded to the Academic Council sitting in restricted session for associate and full professors, which decides on the final proposal (one candidate or a ranking of candidates).

The Board of Governors, sitting in restricted session, takes note of the name of the selected candidate, or the list of candidates, proposed by the Academic Council. The President of the University submits this proposal to the Ministry.

Pursuant to the provisions of Article L713-9 of the Education Code, the director of an internal school or institute has the same prerogatives as the Board of Governors and may exercise his or her right of veto in the recruitment process for associate and full professors.

Notwithstanding the provisions set out above, the Academic Council sitting in restricted session for associate and full professors shall give priority to reviewing applications for transfer and secondment from persons who meet the conditions set out in Articles 60 and 62 of the Law of 11 January 1984 (civil servants separated from their partners for professional reasons and civil servants recognised as workers with disabilities), before review by the selection committee.

In order to assess the suitability of applications for the position(s) to be filled, the Academic Council sitting in restricted session for associate and full professors may seek external advice in accordance with a procedure established in advance.

If the Academic Council accepts an application, it will forward the name of the selected candidate to the Board of Governors in restricted session. If the Board of Governors' review of the application is favourable, the name of the selected candidate will be communicated to the Minister of Higher Education. If the Board of Governors' opinion is unfavourable, it must justify its opinion.

If the Academic Council or the Board of Governors select no candidates meeting the conditions set out in Articles 60 and 62 of the Law of 11 January 1984, these applications shall then be examined by the selection committee together with all other applications.

5. Contractual professors and equivalent

References

- *French Research Programming Law*
- *French National Education Code*
- *French Research Code*
- *French Public Service Code*
- *Decree 2021-1710 of 17 December 2021 on junior professorship contracts provided for in Article L252-6-2 of the Education Code and Article L422-3 of the Research Code*
- *Decree No. 84-431 of 6 June 1984 establishing the common statutory provisions applicable to professors and setting out the special status of full professors and of associate professors*
- *Order of 6 February 2023 on the general procedures for the transfer, secondment and competitive recruitment of associate professors, full professors and junior professors*
- *Decree 86-83 of 17 January 1986, as amended, on the general provisions applicable to State contractual workers*
- *Order of 21 March 2022 implementing Decree 2021-1710 of 17 December 2021 on junior professorship contracts provided for in Article L252-6-2 of the Education Code and Article L422-3 of the Research Code*
- *Order of 6 January 2022 on the remuneration of agents benefiting from a junior professorship contract*

Associate professors and full professors

The recruitment of contractual associate professors and full professors is identical to that for tenured professors, except that the qualification is not required.

Junior professorships

Junior professorship is a new recruitment pathway potentially leading to tenure as a full professor or equivalent, or as a research director. Recruitment is based on a research and teaching project led by a holder of a doctoral degree or equivalent qualification.

Each awardee will sign a research and teaching agreement with the institution, as well as a pre-tenure contract with a minimum duration of three years and a maximum duration of six years.

Junior professorships receive €200,000 in funding from the French National Research Agency (ANR), which is paid to the institution benefiting from the professorship and which may be supplemented by additional funding (from the Region, etc.).

This ANR grant covers the funding of doctoral students, postdoctoral researchers and technical or administrative contractual staff, as well as contributing to the running costs of the project (purchase of equipment, missions and travel).

The awardee's remuneration is freely determined by the institution on the basis of a minimum gross monthly salary of €3,443.50.

Each year, a ministerial Order lays down the openings for junior professorships by institution and by subject area. Institutions then issue a call for applications. When searching for positions, junior professorship chairs are distinguished from other positions by the recruitment article (CPJ).

Temporary teaching and research assistants

References

- *Article L712-6-1 of the French National Education Code*
- *Decree No. 88-654 of 7 May 1988 on the recruitment of temporary teaching and research assistants in public higher education institutions*

The temporary teaching and research assistant (ATER) contract makes it possible to prepare a thesis or to participate in higher education competitive recruitment processes while teaching as a contractual employee. Temporary teaching and research assistants must provide 128 hours of lectures or 192 hours of tutorials or 288 hours of practicals per year, or any equivalent combination.

They also participate in the various obligations related to their teaching activities: supervising students and conducting assessments and examinations.

Conditions

The following candidates may apply:

- Permanent and trainee public servants in category A for the State, local authorities or a related public institution, enrolled in preparation for a doctorate or accreditation to supervise research, or who undertake to participate in a higher education competitive recruitment process;
- Former teaching and research grant holders (contractual doctoral students) who ceased their duties less than one year ago, who hold a doctoral degree and who undertake to participate in a higher education competitive recruitment process;
- Foreign lecturers or researchers who have held teaching or research positions at a foreign higher education or research institution for at least two years and who hold a doctoral degree;
- Former tutors recruited as part of the higher education introductory tutoring programme (contractual doctoral students with additional teaching duties), who hold a doctoral degree and who undertake to participate in a higher education competitive recruitment process;
- Students who have not yet completed their doctoral degree: in this case, the thesis supervisor must certify that the thesis can be defended within one year;
- Holders of a doctoral degree or an accreditation to supervise research who undertake to participate in a higher education competitive recruitment process.

The duration of the contract varies depending on the reason for recruitment, in accordance with Decree No. 88-654 of 7 May 1988 on the recruitment of temporary teaching and research assistants:

- For temporary teaching and research assistants recruited under Article 2-1 in their capacity as permanent and trainee public servants in category A for the State, for local authorities or for a related public institution, enrolled in preparation for a doctorate or accreditation to supervise research, or who undertake to participate in a higher education competitive recruitment process, the maximum duration is three years, renewable once for a period of one year if justified by the research work of the candidate concerned;
- For temporary teaching and research assistants recruited under Article 2-2 of the decree in their capacity as former teaching and research grant holders who have ceased their duties less than one year ago, who hold a doctoral degree and who undertake to participate in a higher education competitive recruitment process, the contract term is one year, renewable once if justified by the research work of the candidate concerned and provided that they are under 33 years of age on 1 October of the academic year of renewal, without prejudice to any legislative or regulatory provisions relating to the raising of age limits for access to public sector employment;
- For temporary teaching and research assistants recruited under Article 2-3 of the decree in their capacity as foreign lecturers or researchers, the maximum duration of the contract is three years, renewable once for a period of one year;

- For temporary teaching and research assistants recruited under Article 2-4 of the decree in their capacity as tutors recruited as part of the higher education introductory tutoring programme, who hold a doctoral degree and who undertake to participate in a higher education competitive recruitment process, the contract term is one year, renewable once if justified by the research work of the candidate concerned and provided that they are under 33 years of age on 1 October of the academic year of renewal, without prejudice to any legislative or regulatory provisions relating to the raising of age limits for access to public sector employment;
- For temporary teaching and research assistants recruited under Article 2-5 of the decree in their capacity as students in the final year of their doctoral degree and with certification from their thesis supervisor that their thesis can be defended within one year, the duration of the contract is one year, renewable once for a period of one year;
- For temporary teaching and research assistants recruited under Article 2-6 of the decree in their capacity as the holder of a doctoral degree or an accreditation to supervise research who undertake to participate in a higher education competitive recruitment process the duration of the contract is one year, renewable once for a period of one year;
- For temporary teaching and research assistants recruited under Article 12-1 of the decree in their capacity as tutors recruited as part of the higher education introductory tutoring programme who have not yet completed their doctoral degree and with certification from their thesis supervisor that their thesis can be defended within one year, the duration of the contract is one year, renewable once for a period of one year.

Procedure

The recruitment must be for a position specifically designated for this purpose during the annual recruitment campaign for contractual staff.

There is a local commission for the recruitment of temporary teaching and research assistants, which is appointed by the Academic Council sitting in restricted session. In line with a disciplinary approach, the units and research laboratories are involved in the recruitment process.

The directors/deans of units and directors of research laboratories involved in recruitment jointly propose the composition of the temporary teaching and research assistant (ATER) commission in accordance with a disciplinary approach and within the scope detailed below.

The commission shall be composed of at least:

- The directors of the relevant units or their designated representatives;
- The directors of the relevant research laboratories or their designated representatives;
- Six to ten lecturers, researchers or professors, respecting the parity between senior professors and associate professors.

To ensure that there is always a sufficient quorum, the commission must include supplementary members in addition to those on the main list who can act as substitutes in the event of a member's withdrawal, in a proportion equal to 1.5 times the number of lecturer, researcher and professor representatives, and respecting the parity between senior professors and associate professors.

In accordance with the principle of gender parity, directors/deans must ensure a minimum proportion of 40% of each gender, with at least two members of each gender on the commission.

As a matter of principle, the ATER commission is appointed for the duration of the term of office of the Academic Council sitting in restricted session, in the disciplinary sectors that recruit every year (as defined by the National Council of Universities (CNU) section or the ad hoc grouping of CNU sections).

By way of derogation, an ad hoc ATER commission shall be appointed in disciplines where recruitment is more sporadic and in cases involving multidisciplinary sections.

Representation of the relevant research laboratory/laboratories is a priority. The commission must include fair representation of the units based on the average number of recruits if several units are involved.

At least 50% of the commission's members must be present at each working meeting. The commission decides by a majority vote of the members present. In the event of a tie, the chair of the commission has the casting vote.

The commission members review candidates' applications. Minutes summarise the commission's work and rank the applications in order of preference.

The list of files ranked in order of preference is then sent for approval to the Academic Council sitting in restricted session, the final competent regulatory authority. The Academic Council sitting in restricted session reviews the commission's proposed rankings and approves the ranking of successful candidates in order of preference.

Affiliated associate and full professors

References

- *Decree No. 85-733 of 17 July 1985 on affiliated or visiting associate and full professors, amended by Decrees No. 2015-407 of 10 April 2015 and No. 2015-527 of 12 May 2015*
- *Decree 91-267 of 6 March 1991 on affiliated or visiting lecturers in certain higher education institutions under the authority of the Minister of Higher Education, amended by Decree 2012-96 of 26 January 2012*
- *Decree 2007-772 of 10 May 2007 on the remuneration of affiliated or visiting teaching staff in higher education or research institutions under the authority of the Minister of Higher Education, amended by the Decree of 12 May 2015*
- *Order of 10 May 2007 implementing Decree 2007-772 of 10 May 2007*
- *Directorate-General for Human Resources (DGRH) Note A1 2/CL 2011-0296 of 22 August 2011 on decentralisation in the recruitment and management of affiliated lecturers*

The procedure for validating the conditions for receiving Affiliated Associate and Full professors is implemented in accordance with the aforementioned texts.

The recruitment must be for a position specifically designated for this purpose during the recruitment campaign.

Affiliation is a situation that allows a professional to perform the duties of an associate or full professor, either part-time or full-time.

Jean Monnet University only recruits for part-time positions.

Affiliated associate and full professors are contract staff, as specified in Article L952-1 of the Education Code, which explicitly classifies affiliated as contract staff recruited for a limited period.

The age limit for contractual staff employed by government departments and their public institutions that are not industrial or commercial in nature is set at 67 (Article 6-1 of Law No. 84-834 of 13 September 1984 on the age limit in the public and private sectors). This age limit therefore applies to Affiliated associate and full professors. However, they may benefit from the postponement of the age limit provided for in Article 4 of the Law of 18 August 1936, as well as from the extension of their working life, up to a limit of 10 quarters and subject to meeting the necessary conditions.

They perform teaching and research duties corresponding to those assigned to tenured staff members and therefore have the same service obligations as those applicable to tenured associate and full professors in the same category.

Conditions for part-time appointment

Candidates of French or foreign nationality must provide proof of the following for at least three years:

- A primary professional activity, other than teaching, which must be stable and financially sufficient throughout the duration of the affiliation, in order to ensure a regular income. The level of remuneration for the activity, rather than the number of hours worked, is the determining factor in assessing whether the activity can be considered primary. This remuneration must therefore be higher than that of an affiliated associate or full professor, as applicable.
- Professional experience directly related to the subject taught. These two conditions are cumulative.

In the case of public servants, they must obtain authorisation from the hierarchical authority to which they report. Employees working in a teaching or research institution cannot be appointed as part-time affiliated professors

Part-time affiliated professors are required to perform teaching and research duties equivalent to half those of tenured staff in the same category.

The cessation of their primary activity automatically results in the termination of the affiliation contract at the end of the academic year in progress.

Procedure

The appointment of Commission members is the responsibility of the Academic Council sitting in restricted session, based on recommendations from the director/dean of the unit concerned.

For this reason, in parallel, the director/dean of the unit to which the post is assigned shall propose, in accordance with the scope detailed below, the composition of a “PAST” (part-time affiliated professor) commission tailored to the defined profile, composed of at least the following members:

- 1 chairperson - director of the unit or his/her designated representative;
- 1 head of department/director of studies/head of training directly concerned by the recruitment;
- 2 to 4 lecturers/associate or full professors/or equivalent, of which:
 - At least 2 associate or full professors,
 - At least 1 person from outside the unit,
 - At least 2 representatives of the relevant disciplines or with skills related to the recruitment profile.

In accordance with the principle of gender parity, the director/dean must ensure a minimum proportion of 40% of each gender, with at least two members of each gender on the commission.

In the event that several positions are available in identical or related disciplines, a joint commission may be proposed for several positions in the same unit or in different units. In this case, the composition of the commission is proposed jointly by the directors/deans concerned.

The commission is responsible for reviewing the applications of eligible candidates, interviewing them and selecting a maximum of three names.

All members appointed by the Academic Council sitting in restricted session must attend. The commission decides by a majority vote of the members present. In the event of a tie, the chair of the commission has the casting vote. The commission drafts a summary report on each application studied and minutes of the interviews summarising the ranking of candidates in order of preference.

If an affiliated professor wishes to renew their contract, the head of the unit must submit a reasoned request including an update of the objectives assigned to the affiliated professors, accompanied by a

review of the candidate's activities. The commission assesses the professor's activity report and the updated objectives. It may request a new interview with the professor. The interview is mandatory for a third contract.

The Academic Council sitting in restricted session is the final competent regulatory authority. The Academic Council sitting in restricted session reviews the commission's proposed rankings and approves the ranking of successful candidates in order of preference. In the event of a renewal, the contract renewal proposal is also submitted for approval to the Academic Council sitting in restricted session.

Visiting associate and full professors

References

- *Decree No. 85-733 of 17 July 1985 on affiliated or visiting associate and full professors, amended by Decree No. 2020-589 of 18 May 2020*
- *Internal note on the recruitment of visiting associate and full professors*

Visiting professors are French or foreign nationals who hold teaching or research positions at a foreign higher education or research institution.

They have the same service obligations as those applicable to tenured associate and full professors in the same category.

Conditions

The procedure for validating the conditions for receiving visiting associate and full professors was submitted for review to the technical committee on 25 November 2016, was provided for information to the Academic Council sitting in restricted session on 9 December 2016, and adopted by the Board of Governors on 12 December 2016.

The President of the University shall appoint as visitors, by Order and for a period of not less than one week and not more than one year, French or foreign nationals who hold teaching or research positions at a foreign higher education or research institution.

The appointment Order may be renewed for subsequent academic years. In this case, the duration of the invitation shall be between one week and one year for each year concerned.

Procedure

After identifying all requests for resources from the research laboratories, the Research Department centralises and summarises all foreign professor's invitation requests for the month at the same time as receiving the application files.

This file must contain a completed and signed invitation request, a document from the home institution certifying that the candidate performs teaching or research duties and the candidate's CV, allowing the equivalent grade to be determined (associate professor, (MC); full professor 2nd class, (PR2C); full professor 1st class, (PR1C)).

The research laboratory directors propose an order of priority.

The research office, composed of four assessors (associate or full professors) and led by the Vice-President for Research, performs a preparatory review of the invitations submitted by the research laboratory directors and of the scientific dossiers submitted by the candidates.

The office submits its proposals to the Research Commission for arbitration and approval. Visiting associate and full professor stays are awarded for the calendar year. A supplementary list is drawn up to compensate for any withdrawals, which must be communicated to the HR Department by 1 June each year at the latest.

After receiving the Research Commission's recommendation on the allocation of invitations to the research laboratories and the applications for the research laboratories, the Human Resources Department and the Research Department issue a joint communication to the directors of the beneficiary research laboratories.

The HR Department also performs an administrative check of the applications and analyses the remuneration proposals in accordance with the current pay scale. If a file has any particular specific features, it may be submitted to the HR Conference for review and opinion.

The final competent regulatory authority is the Academic Council sitting in restricted session, which reviews the proposed conditions for receiving and remunerating visiting associate and full professors and decides on each application.

In the case of international candidates, particular attention must be paid to the conditions of stay for obtaining a scientific visa, as well as to the administrative procedures and timeframe for obtaining a visa.



6. Secondary school teachers

References

- *Law 2012-347 of 12 March 2012 (Article 55 on gender parity)*
- *Decree No. 80-627 of 4 August 1980 on the special status of physical education and sports teachers, as amended*
- *Decree No. 92-1189 of 6 November 1992 on the special status of teachers at vocational secondary schools*
- *Decree No. 90-680 of 1 August 1990 on the special status of school teachers*
- *Decree No. 72-581 of 4 July 1972 on the special status of certified teachers, as amended*
- *Decree No. 72-580 of 4 July 1972 on the special status of senior secondary school teachers (agrégés), as amended*
- *Decree 2015-527 of 12 May 2015 (relating to the competent bodies for decisions on the recruitment of certain teaching staff in higher education institutions)*
- *Circular of 29 July 2011 on the examination procedures for the assignment of secondary school teachers to higher education institutions*
- *Note from Official Bulletin No. 26 of 30 June 2016 on the employment and assignment procedure for secondary school teachers in higher education institutions*
- *Internal procedure following deliberation on 10 October 2016*

The recruitment must be for a position specifically designated for this purpose during the recruitment campaign for tenured staff.

Each year, a notice concerning employment and the assignment procedure in higher education institutions is published in the official bulletin of the French Ministry of Education and in the rectoral information bulletin of the Lyon Academy (in French):

<https://www.education.gouv.fr/bo/2023/Hebdo30/MENH2309809N>

Conditions

The positions are open:

- For assignment to public servants working for the Ministry of Education who are senior teachers (*agrégés*), certified teachers, teachers at vocational secondary schools, or physical education and sports teachers who are currently working, available, on secondment or on various types of leave;
- As a secondment for Category A public servants (non-teaching staff), teaching staff from ministries other than the Ministry of Education, and school teachers.

Procedure

Every position open for recruitment is published on Jean Monnet University's website in the Employment and Recruitment section and on VEGA Galaxie.

Candidates must submit their applications via the Ministry of Higher Education, Research and Innovation's GALAXIE application platform (VEGA module).

The recruitment schedule is set by the Ministry of Higher Education and Research during two annual campaigns that establish the framework and then according to the institution's own schedule.

The Board of Governors considered the recruitment procedure for secondary school teachers on 10 October 2016. Its deliberations are accessible on the University's Recruitment and Competitive Entry webpage.

The unit commission:

The director/dean drafts the job description for the position to be filled (Appendix No. 19). It defines the pedagogical activities and expectations, any additional activities that may be assigned and the desired skills.

The director/dean then proposes the composition of the unit commission to the Academic Council sitting in restricted session. The unit commission is responsible for examining the applications of eligible candidates, interviewing them and making its selection.

The unit commission is composed as follows:

- 1 chairperson (the director/dean of the unit or a lecturer or professor designated by the director/dean);
- 2 specialists in the discipline concerned (lecturers or professors);
- 2 secondary school teachers from the discipline being recruited;
- 1 professor;
- 2 or 3 additional members (lecturers, professors or equivalent).

The director/dean must include at least one member from outside the unit and/or the University institution for the proposed lecturers and professors.

The National Council of Universities (CNU) section grouping list serves as a reference.

In accordance with the principle of gender parity, the director/dean must ensure a minimum proportion of 40% of each gender, with at least two members of each gender on the commission.

Exceptions to the requirements for subject specialists or secondary school teachers specialising in the discipline may be considered by the Academic Council sitting in restricted session in the case of disciplines that are rare or very under-represented at the University.

In the event that several positions are available in the same discipline during a recruitment campaign, a joint commission may be proposed for several positions in the same unit or in different units. In the latter case, the composition of the commission is proposed jointly by the directors concerned.

The presence of the six first members is obligatory. In the event of a tie, the chairperson has the casting vote. Null ballots are counted as votes against.

Once the HR Department's professorial management service has verified the candidates' admissibility, the unit commission examines the applications. It then interviews the candidates and draws up a list of applications ranked in order of preference.

The Academic Council sitting in restricted session:

The Academic Council sitting in restricted session reviews and approves the proposed composition of the unit commission presented by the director/dean of the unit to which the post is assigned, in accordance with the profile of the position to be filled. The Academic Council sitting in restricted session then designates the members of the unit commission.

The Academic Council sitting in restricted session reviews the unit commission's proposed rankings and approves the ranking of successful candidates in order of preference. It cannot interfere with the ranking proposed by the unit commission but may reject a candidate on the grounds that the application is unsuitable for the position or for reasons related to the institution's strategy.

The University sends a summary of the ranked candidates and the successful candidate's acceptance of the position (via the GALAXIE – VEGA application) to the Ministry of Higher Education and Research.

7. Contractual lecturers or equivalent

References

- *French National Education Code: Article L954-3*
- *French Research Programming Law*
- *Decree No. 2021-1450 of 4 November 2021 on postdoctoral contracts under public law provided for in Article L412-4 of the Research Code*
- *Order of 4 November 2021 on the remuneration of agents benefiting from the postdoctoral contract under public law provided for in Article L412-4 of the Research Code*
- *Decree No. 2020-172 of 27 February 2020 on project contracts in the public sector*
- *Decree No. 2021-1449 of 4 November 2021 on scientific mission contracts provided for in Article L431-6 of the Research Code*

Contractual lecturers – secondary school teachers

The recruitment of contractual lecturers or equivalent is identical to that for tenured lecturers.

Foreign language assistants

Reference

- *Decree No. 87-754 of 14 September 1987 on the recruitment of foreign language assistants and foreign language teachers in public higher education institutions under the authority of the Minister of Higher Education*

Conditions

The foreign language in which candidates apply must be their mother tongue or a language they speak as fluently as their mother tongue.

They must provide proof of a foreign qualification or diploma equivalent to a first-year Master's degree or a full Master's degree.

The term of office is one year for candidates standing in a personal capacity. It may be renewed once, in exceptional circumstances. For candidates nominated by the authorities of their country of origin, the term of office may be one, two or three years, renewable once for the same period.

When the contract term is two or three years, it may be terminated by the University President at the end of the first year of service.

For the purposes of calculating the annual service of foreign language assistants, one hour of lectures is equivalent to one-and-a-half hours of tutorials, and one hour of tutorials is equivalent to one-and-a-half hours of practicals.

Procedure

The recruitment must be for a position specifically designated for this purpose during the annual recruitment campaign for contractual staff.

The Board of Governors determines the use to be made of the position, its publication and the general profile of the position.

The specific recruitment of foreign language assistants is organised as part of the recruitment campaign for annual contractual staff according to a schedule set by Jean Monnet University.

Every position open for recruitment is published on the University's Recruitment and Competitive Entry webpage (in French).

Applications should be sent by email to the HR Department's lecturers' service.

The admissibility of applications is verified by the HR Department's professorial service. Applications are forwarded to the pedagogical officers of the relevant unit for review. Candidates are selected on the basis of their application or via interview. The pedagogical officer(s) then send(s) a ranking of the selected candidates to the HR Department's professorial service.



8. Contractual researchers

Contractual research personnel holding a doctorate and assigned to research laboratories are referred to as contractual researchers.

Doctoral students

References

- *French National Education Code: Article L954-3*
- *Decree No. 2009-464 of 23 April 2009 on contractual doctoral students in public higher education or research institutions*

Conditions and procedures

To be admitted to a doctoral programme, the following conditions must be met:

- Hold a Master's degree (Bac+5) recognised in France (unless justified derogation);
- Have found a thesis topic;
- Have found an accredited research supervisor to supervise the thesis;
- Have found a recognised research unit. The list of research structures at Jean Monnet University can be found at the following address <https://www.univ-st-etienne.fr/en/research/explore-our-research.html>

There are three successive steps for enrolling in a doctoral programme:

- 1- Create an account on ADUM (single and shared doctoral portal), which is an administrative management and pedagogical monitoring platform for doctoral students.
- 2- Submit an application for enrolment in the programme on ADUM in accordance with the schedule of each Doctoral School, accompanied by the necessary documents.

The following validation steps will then be conducted:

- Validation of the application by the thesis supervisor;
 - Validation of the application by the research laboratory director;
 - Validation of the application by the Doctoral School director;
 - Validation of the application by the institution responsible for awarding the degree.
- 3- Once the ADUM file has been validated, the candidate should submit their administrative enrolment or re-enrolment file (possible online), pay the CVEC (student life and campus contribution) to the Crous (regional centres for university and educational services) and the national university fees to the University's Accounting Officer.

There are four types of doctoral students:

- **Doctoral students (3rd cycle)**

Possibility of being hired as a temporary agent (*vacataire*) under Decree 1987 – maximum 96 equivalent tutorial hours – payment after service rendered.

- **Students employed under a doctoral contract – 2009 Decree/Research Code**

Possibility of performing additional teaching or research activities – maximum 192 equivalent tutorial hours over 36 months – monthly payment after service rendered.

Recruitment requests funded via own resources are submitted to the monthly HR conferences.

Depending on the Doctoral School, enrolment in a doctoral programme is conditional on obtaining funding for the duration of the doctorate.

There are several funding options (institutional doctoral contracts, doctoral contracts with own resources funded through calls for projects (French National Research Agency, Europe, etc.), or through industrial contracts, etc.).

In this case, enrolment in a doctoral programme is concurrent with the recruitment request approved at the HR conference.

The scientific supervisor of the project recruits the prospective doctoral student and submits the file to the Doctoral School's management for approval of admissibility, based on the Doctoral School's enrolment criteria. In parallel, the supervisor submits the recruitment contract to the HR conference for validation.

If the Doctoral School's management and the HR conference issue a favourable opinion, the candidate will be awarded a doctoral contract under the 2009 Decree.

- **Students employed under a contract governed by the law on the Liberties and Responsibilities of Universities (LRU)**

Possibility of providing temporary teaching services (*vacataire*) by combining activities – monthly payment after service rendered.

- **Students employed under a CIFRE (industrial agreement for training through research) contract (not employed by the institution)**

Possibility of providing teaching services by combining activities – maximum 187 equivalent tutorial hours – payment after service rendered. They are hired on an annual basis.

Postdoctoral researchers

References

- *Decree No. 2021-1450 of 4 November 2021 on postdoctoral contracts under public law provided for in Article L412-4 of the Research Code*
- *Decree of 17 January 1986 Articles 3-4 to 3-10*

Conditions

- Doctoral degree obtained recently: recruited no later than three years after obtaining their doctoral degree;
- For a minimum period of one year and a maximum of three years;
- Renewable once, up to a total period of four years.

Procedure

Postdoctoral recruitment requests are considered at the monthly HR conferences.

Recruitment notices (except in exceptional circumstances) and job descriptions (Appendix No. 37) must be published at least one month before the deadline for applications on the institution's website, or any other website dedicated to job offers, and on the European Commission's Euraxess website.

The competent authority acknowledges receipt of each application.

The modalities of the recruitment procedure are implemented by the competent authority in accordance with the conditions stipulated in Articles 3-4 to 3-10 of the aforementioned Decree of 17 January 1986.

The assessment made by the competent authority of each application received must be based on the candidate's:

- Skills;
- Aptitudes;
- Qualifications;
- Professional project;
- Potential and ability to carry out the research activities assigned to the position to be filled.

Work contracts for postdoctoral researchers must include the following clauses:

- A description and estimated duration of the research operation or project benefiting from the research activities entrusted to the contractual postdoctoral researcher, as well as their provisional timetable;
- The definition of the research activities, tasks to be performed and results expected from the contract concluded with the postdoctoral researcher;
- Professional support and monitoring measures for postdoctoral researchers during the contract period, particularly in terms of training (list available training courses – e.g., via doctoral coordination and the training plan);
- Any periods of professional mobility in France or abroad, as mentioned in Article L412-4 of the Research Code, and their provisional schedule.

When taking up their position, postdoctoral researchers meet with the scientific head of the project to determine the material resources available to them, their training needs and, where applicable, any necessary adjustments to their workstation.

During the final year of the contract and no later than three months after the end of the contract, postdoctoral researchers will be offered the following by the Human Resources Department, in conjunction with the research laboratory:

- Specific support to enhance their scientific path and professional experience and to assist them in their search for permanent employment in both the public and private sectors;
- At their request, an interview with a career mobility advisor;
- Priority access to the training activities provided for in Articles 6 and 8 of the aforementioned Decree of 26 December 2007 and 20 days' leave from work to take part in these activities.

The training plans of employing institutions include training courses designed to prepare candidates for the competitive process for researchers and professors.

During the term of the contract, the postdoctoral researcher may be hosted on delegation, with their agreement and in consultation with the research laboratory:

- In France or abroad;
- At a higher education institution, research organisation or company;
- For a cumulative period of up to 18 months;
- To carry out research activities within the framework of the project for which they were recruited;
- Full-time or part-time; and
- With continued remuneration and all rights attached to their contract.

The delegation is granted, after the research laboratory has given its opinion, by decision of the president or the director of the institution.

It is subject to the conclusion of an agreement between the home institution and the host institution, establishment, company or organisation, which sets out its purpose and specifies its terms and conditions.

9. University hospital personnel

References

- *French Public Service Code*
- *French Research Code*
- *French Public Health Code*
- *Decree No. 2021-1645 of 13 December 2021 relating to teaching and hospital staff in university hospitals*
- *Decree No. 2021-1646 of 13 December 2021 on the salary scale index applicable to teaching and hospital staff in university hospitals*
- *Decree No. 2008-744 of 28 July 2008 laying down provisions relating to university teaching staff, both tenured and non-tenured, in general medicine*
- *Decree No. 86-83 of 17 January 1986, as amended, on the general provisions applicable to non-tenured public servants*
- *Decree No. 2012-195 of 7 February 2012 amending Decree No. 93-1335 of 20 December 1993 on the decentralisation of certain management operations concerning full professors, associate professors, higher education assistants and professors equivalent to full professors and associate professors*
- *Order of 29 December 2021 delegating powers relating to the recruitment and management of teaching and hospital staff at university hospitals and general medicine teaching staff*
- *Order of 12 March 2012 delegating powers relating to the recruitment and management of certain teaching staff in the medical, dental and pharmaceutical disciplines and general medicine teaching staff*
- *Order of 29 December 2021 establishing the procedures for compiling applications and submitting candidacies for the recruitment of university clinic heads-hospital assistants and university hospital assistants*
- *Circular of 27 July 2012 on the decentralisation of day-to-day management tasks and the transfer of powers relating to the careers of teaching and hospital staff as of 1 September 2012*
- *Decree No. 91-966 of 20 September 1991 on affiliated staff at university hospitals in the medical and dental disciplines*

Conditions

In university hospitals (CHUs), university and hospital functions are performed by:

- **Tenured staff:**

- Full professors-hospital practitioners (PU-PH) in medicine and pharmacy;
- Associate professors-hospital practitioners (MCU-PH) in medicine and pharmacy.

- **Contractual staff:**

- Affiliated personnel, university clinic heads-hospital assistants and university hospital assistants.

They provide medical training in either medical research and training units or in departments.

Procedure

1/ Tenured staff

University hospital personnel outside general medicine

The following conditions must be met by the closing date for applications.

At the request of the institutions, the same position may be open to several types of competitive process.

In accordance with Article 45, two types of competitive process are possible for joining as an associate professor-hospital practitioner:

- ☑ a first competitive process is open, in clinical and mixed disciplines, to university clinic heads-hospital assistants and to former university clinic heads-hospital assistants; and in biological and mixed disciplines, to university hospital assistants and to former university hospital assistants.

This first competitive process is also open, for all disciplines, to university hospital practitioners and to hospital practitioners.

Candidates must have at least one year of active experience in one of these roles and hold a study and research degree in human biology or a State doctorate in human biology, or an equivalent qualification listed in the Order issued by the Minister of Higher Education;

- ☑ a second competitive process covering up to one-third of the positions available is open to candidates who do not meet the requirements for the first competitive process but who hold an accreditation to supervise research, a State doctorate, a doctorate provided for by Decree No. 84-573 of 5 July 1984, a doctorate (3rd cycle), or a doctorate in engineering. Foreign degrees and qualifications of equivalent level may be accepted in lieu of the aforementioned degrees.

Successful medical candidates referred to in Article 45 of this Decree may perform hospital duties that do not require medical procedures in the disciplines described in Article 49 of Decree No. 84-135.

Pursuant to Article 6 et seq., there are six types of competitive process for admission as a full professor-hospital practitioner (PU-PH):

- **Type 1 competitive process (Article 61)** open in biological and mixed disciplines to associate professors-hospital practitioners (MCU-PH) with at least two years of active experience; and open in clinical and mixed disciplines to university clinic heads-hospital assistants, to former university clinic heads-hospital assistants, to university hospital practitioners, to former university hospital practitioners and to associate professors-hospital practitioners, with at least two years of active experience.

Candidates must hold an accreditation to supervise research or a State doctorate and have satisfied the mobility requirement.

Foreign degrees and qualifications of equivalent level may be accepted in lieu of the required degrees.

NB: Associate professors who are French nationals or nationals of one of the Member States of the European Communities, or of the other States party to the Agreement on the European Economic Area, and who have completed at least three years of active service in that role, either full-time or part-time, may apply for the Type 1 competitive process.

- **Type 2 competitive process (article 62-a)** open to tenured researchers and former researchers at public bodies, to associate and full professors with two years of active experience and to candidates having performed teaching or research duties at a level at least equivalent to those assigned to associate professors for at least two years in a foreign higher education or research institution.

Candidates for this competitive process must hold an accreditation to supervise research or a State doctorate. Foreign degrees and qualifications of equivalent level may be accepted in lieu of the aforementioned degrees.

- **Type 3 competitive process (article 62-b)** open to hospital practitioners classified at least at the 6th level of their profession on 1 January of the year of the competitive process, who have performed university teaching activities under the conditions provided for by their specific status.

- **Type 4 competitive process (article 63)** reserved for associate professors-hospital practitioners having served in this capacity for ten years and who hold an accreditation to supervise research or a State doctorate. Foreign degrees and qualifications of equivalent level may be accepted in lieu of the aforementioned degrees.

- **Type 5 competitive process (article 63-1-I)** open to a maximum limit of 5% of recruits with direct access to the 1st class of the full professor-hospital practitioner corps. Open to candidates who are not university

hospital staff or public servants and who have worked for at least five years in teaching, research or healthcare roles.

- **Type 6 competitive process (article 63-1-II)** open to a maximum limit of 2% of recruits with direct access to the exceptional class of the full professor-hospital practitioner corps. Open to candidates who are not university hospital staff or public servants and who have worked for at least eight years in teaching, research or healthcare roles

General medicine university hospital personnel

The following conditions must be met by the closing date for applications.

In accordance with Article 11, a single type of competitive process is offered for access to the associate professor-general medicine (MCU-MG) corps.

Conditions to be met:

- Hold a doctoral degree or an equivalent qualification as listed in the Order issued by the Minister of Higher Education.
- Have worked for at least two years as either a university clinic head in general medicine, an affiliated university clinic head in general medicine, or a part-time affiliated associate professor in general medicine.
- Practise general and outpatient medical care, in accordance with the terms specified by Joint Order of the Minister of Higher Education and the Minister of Health.

In accordance with Article 10, a single type of competitive process is offered for access to the full professor-general medicine corps (PU-MG).

Conditions to be met:

- Hold an accreditation to supervise research, a State doctorate or an equivalent university degree, qualification or title as listed in the Order issued by the Minister of Higher Education;
- Have worked for at least two years as either an associate professor in general medicine in active service, on secondment or on delegation; as a part-time affiliated associate professor in general medicine; or as a part-time affiliated full professor in general medicine;
- Practise general and outpatient medical care.

2/ Contractual employees

Clinic heads

Affiliated clinic heads and university hospital personnel are appointed twice a year, in May and November, after consulting all of the university hospital department heads.

The Dean reviews renewal or appointment requests, taking into account the number of available and occupied positions. The management board reviews the plan for new recruits and gives its opinion.

Once the plan has been approved, the summary is sent to the institution's medical commission for review and final approval.

Affiliates of university hospitals

This recruitment concerns medical and dental disciplines.

If a recruitment need is identified, each institution must indicate, by 1 September of each year, the vacant positions it wishes to fill, specifying the GESUP number.

The recruitment procedure is not paperless.

Appointment and renewal requests should be sent electronically to the Ministry of Education - Directorate-General for Human Resources A2-3 (dgrh-a2.sante@education/gouv.fr).

MEDICINE

Affiliated staff whose applications are proposed by the training and research unit (UFR) council are examined by the National Council of Universities (CNU) and recruited as either full professors or associate professors. They are appointed on either a full-time or a part-time basis.

Affiliated professors attached to a CNU sub-section are remunerated either from the national quota, which is distributed annually among institutions according to the ranking established by the CNU, or from a temporarily vacant position in a UFR.

The central administration refers the matter to the president of the relevant section, who appoints a rapporteur after consulting the president of the sub-section. The UFR forwards the file to the rapporteur, and it is then examined in restricted session for a full professor and in plenary session for an associate professor. The conclusions of the report and the opinion of the section are communicated to the group of CNU sections meeting in restricted session. The restricted group accordingly examines and votes on the files presented. In medicine, the opinion of the restricted group is then communicated to the entire group of sections.

GENERAL MEDICINE

Affiliated part-time professors in general medicine are recruited from among general practitioners practising primarily in private practice.

After approval from the National Council of Universities (CNU), these general practitioners are first appointed as affiliated associate professors for three years, and then after this period may be appointed as affiliated full professors if the CNU is in favour. The procedure is identical to that described above, with the exception of the following differences:

To be recruited as affiliated associate professors in general medicine, general practitioners must have provided teaching services in a higher education institution for at least three years.

Access to full professorship is only open to affiliated associate professors who have been working in this capacity for at least three years.

Appointments are made for a period of three years.

The length of service as an affiliated associate professor in general medicine cannot exceed six years.



10. Temporary staff

References

- *Decree No. 87-889 of 29 October 1987 on the conditions for the recruitment and employment of temporary staff in higher education*
- *HR Department Note of 22 November 2023*
- *Directorate-General for Human Resources Circular of 04 July 2022*
- *Directorate-General for Human Resources Circular of 11 March 2024*

The recruitment period does not necessarily correspond to an academic year. It either corresponds to an academic year or to the period during which the activities are scheduled (which may even be a single day in the case of a conference), as these staff members are hired to perform a limited number of temporary assignments from 1 September to 31 August N+1.

The principle is that this activity must remain ancillary to the candidate's principal activity.

Temporary teaching staff

Candidates for temporary teaching staff positions must have the required scientific, cultural or professional skills and experience to be recruited.

Conditions

They are French or foreign nationals who must have a primary professional activity that is:

- Either in company management;
- Or salaried employment of at least 900 hours per annum over the last 12 months, as evidenced by an employer's certificate (or 300 hours of teaching);
- Or self-employed activity, but as a minimum:
 - Income equivalent to social welfare benefits (active solidarity income, "RSA") if temporary teaching staff work less than 80 hours;
 - Or to the minimum wage (SMIC) if temporary teaching staff work more than 80 hours;
 - Established rule that the primary remuneration must remain higher than the income paid by Jean Monnet University;
 - If income is below the threshold in the previous year, the candidate's income over the last three years will be assessed in accordance with the aforementioned thresholds;
- Possibility of recruiting temporary teaching staff up to the age of 70, following the Caen Administrative Tribunal ruling of 28 July 2023.

This primary professional activity must be active and stable and must provide candidates with a regular livelihood. If they lose their primary professional activity, they may nevertheless continue their teaching duties for a maximum period of one year.

Self-employed workers under the micro-business (*auto-entrepreneur*) regime must comply with certain conditions, identical to those that apply to all business owners and self-employed workers, namely:

- Perform, primarily, the activity for which they created their sole proprietorship and clearly state the activity in question (because *auto-entrepreneurship* is not an activity but a simplified social security and tax regime that allows individuals to carry out various activities);
- Possess skills that are beyond doubt. This is why, for recently established *auto-entrepreneurships*, it is sometimes necessary to examine the applicant's previous professional experience and any other activities they may be engaged in alongside their business before proceeding with their recruitment;

- Be subject to local business tax or have had a regular income sufficient to cover living expenses for at least three years.

Temporary teaching staff may deliver lectures, tutorials or practicals. They may not conduct more than 187 equivalent tutorial hours (HETD), in any combination of lesson types.

When recruited from among the public servants referred to in Article 25-1 of Law No. 82-610 of 15 July 1982 on the organisation and programming of research and technological development in France, they may not teach more than 64 hours of lectures, 96 hours of tutorials or 144 hours of practicals per year, or any equivalent combination thereof.

Only teaching staff may be assigned lectures.

Procedure for reviewing temporary staff applications

- Performed by OSE (“Organisation of Teaching Services” management application) managers in the unit and the management service for teaching staff;
- Control to ensure that CVs match the desired skills (analysed within the unit);
- Verification of the supporting documents required for administrative and financial processing;
- Verification of income level.



Temporary agents

Conditions

- Doctoral students (3rd cycle) without a doctoral contract;
- Retirees who have not reached the public sector age limit and who were not employed at Jean Monnet University at the time of their retirement. From the private or public sector, provided that at the time of termination of their duties they were engaged in a primary activity outside the institution and only performed occasional temporary work or taught in the disciplines mentioned in the Order of 27 July 1992.

Temporary agents may only deliver tutorials or practicals, up to a maximum of 96 equivalent tutorial hours or 144 hours of practicals or any equivalent combination thereof.

Procedure

The units and shared services are responsible for implementing the recruitment procedure and for verifying that candidates meet the recruitment conditions set out in the relevant decree, drawing on the expertise of the HR Department as necessary.

Applications are validated by the unit commission: only professors and equivalent personnel are exempt. The unit commission should only examine the scientific validation of candidates.

The date of validation by the commission must be entered by the unit secretariat on the information sheet (or identification form for contract renewals).

External candidates are recruited by the President of the University, after consulting the Academic Council sitting in restricted session for associate and full professors, based on the proposal of the unit director.

Completed files (contracts signed by the parties concerned and the related supporting documents) are only transmitted by the units if they are certain of the candidate's employability (employment and age requirements) and by the HR Department's teaching staff service according to a schedule that is published annually, and, in any event, before the start of the temporary contract.

The HR Department then submits the contracts to the President for signature.

The Academic Council sitting in restricted session for associate and full professors issues an opinion, retrospectively, every semester, on the appointments made for the period in question.

Access to data resources and validation by the Academic Council sitting in restricted session:

May only occur once the file for the temporary employment (contract and validation by the unit commission) has been transmitted to the teaching staff service.

NOTE: The printed "lists of temporary staff approved by the unit commission" appearing on the website must be used and sent in both paper and electronic format.

Exclusions

The following candidates may not be recruited:

- Students enrolled in a Bachelor's or Master's degree;
- Tenured associate and full professors or secondary school teachers on leave of absence;
- Job seekers: with the exception of individuals who lose their primary professional activity during the academic year. In this case only, they may continue their temporary duties in the institution until the end of the year in question;
- Retirees over the age of 70 (as evidenced by the date of birth).



Appendix 1

The Code of Conduct for the Recruitment of Researchers

(Extract from “the European Charter for Researchers” 2005)

The code of conduct for the recruitment of researchers consists of a set of general principles and requirements that should be followed by employers and/or funders when appointing or recruiting researchers. These principles and requirements should ensure observance of values such as transparency of the recruitment process and equal treatment of all applicants, in particular with regard to the development of an attractive, open and sustainable European labour market for researchers, and are complementary to those outlined in the European Charter for Researchers. Institutions and employers adhering to the Code of Conduct will openly demonstrate their commitment to act in a responsible and respectable way and to provide fair framework conditions to researchers, with a clear intention to contribute to the advancement of the European Research Area.

General Principles and Requirements for the Code of Conduct

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.

Variations in the chronological order of CVs

Career breaks or variations in the chronological order of CVs should not be penalised, but regarded as an evolution of a career, and consequently, as a potentially valuable contribution to the professional development of researchers towards a multidimensional career track. Candidates should therefore be allowed to submit evidence-based CVs, reflecting a representative array of achievements and qualifications appropriate to the post for which application is being made.

Recognition of mobility experience

Any mobility experience, e.g. a stay in another country/region or in another research setting (public or private) or a change from one discipline or sector to another, whether as part of the initial research training or at a later stage of the research career, or virtual mobility experience, should be considered as a valuable contribution to the professional development of a researcher.

Recognition of qualifications

Employers and/or funders should provide for appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, of all researchers, in particular within the context of international and professional mobility. They should inform themselves and gain a full understanding of rules, procedures and standards governing the recognition of such qualifications and, consequently, explore existing national law, conventions and specific rules on the recognition of these qualifications through all available channels.

Seniority

The levels of qualifications required should be in line with the needs of the position and not be set as a barrier to entry. Recognition and evaluation of qualifications should focus on judging the achievements of the person rather than his/her circumstances or the reputation of the institution where the qualifications were gained. As professional qualifications may be gained at an early stage of a long career, the pattern of lifelong professional development should also be recognised

Postdoctoral appointments

Clear rules and explicit guidelines for the recruitment and appointment of postdoctoral researchers, including the maximum duration and the objectives of such appointments, should be established by the institutions appointing postdoctoral researchers. Such guidelines should take into account time spent in prior postdoctoral appointments at other institutions and take into consideration that the postdoctoral status should be transitional, with the primary purpose of providing additional professional development opportunities for a research career in the context of long-term career prospects.

Appendix 2

Job profile for secondary school teachers

1ST RECRUITMENT CAMPAIGN 202X

TENURED SECONDARY SCHOOL TEACHERS

PROFILE SHEET

Location of position: JEAN MONNET UNIVERSITY, SAINT-ETIENNE

IDENTIFICATION OF POSITION	Discipline:	Unit:
	Nature: Senior teachers (PRAG)/Certified teachers PRCE	
	GESUP No.:	
Position to start on: 01/09/202X		

TITLE OF JOB PROFILE: _____

1- CONTEXT

A few sentences about Jean Monnet University, the unit: mission and organisation of department.

2- POSITIONING AND MISSION

Attached to [Name of department/unit], the proposed position at secondary-school-teacher level (PRAG-PRCE) involves two primary missions:

- teaching;
- supervising and organising teaching activities.

3- TEACHING ACTIVITES

Specify in this context:

- the disciplines and subjects covered (not the names of the teaching units);
- the levels of study and educational pathways concerned, specifying the cycles, years of study and diplomas concerned in general terms (e.g., Bachelor's degrees in the field of XXX) or in more specific terms, in which case the diplomas should be referred to by their accredited names in force at the time the profile is published.

Add that the teaching may evolve in function of the mapping of accredited training programmes and clearly indicate that this list is not exhaustive - specify the expected teaching methods, if necessary (lectures, tutorials, practicals, projects, distance learning, etc.).

4- **Supervising and organising teaching**

Use this paragraph to repeat the common requirements in terms of:

- Participating in education committees, juries (regulatory requirement) and in the running of training programmes;
- Actively participating in communication and information initiatives (open days, forums, fairs, etc.);
- Monitoring and supervising trainees, work-study students, projects, dissertations, etc.;
- Relations with socio-economic circles in the context of the position (companies, local authorities, associations, etc.);
- Etc.

And add specific expectations, for example in terms of:

- Participating in the development and/or internationalisation of training programmes;
- Participating in the development of continuing education;
- Direction of studies, responsibility for internships, responsibility for projects, etc.

For all of these tasks, and in order to ensure that the teaching runs smoothly, the person recruited will work in close collaboration with other teaching staff members and the administrative team of [Department name], as well as with the administrative and pedagogical teams of [Name of unit as a whole].

Expected skills and competencies:

Identify the general and transversal competencies that will be required of every candidate:

- A proven team player;
- Proficient in digital tools for teaching and training;
- Ability to self-train and demonstrate an innovative pedagogical approach.

And add specific skills related to the profile [in the description of skills related to the position] for example:

- Specific command of a foreign language, if the teaching is delivered in a foreign language;
- Command of a speciality (e.g., robotics, business English, physical, sporting and artistic activities, etc.) or of specific software;
- Etc.

The following are also expected [general know-how and interpersonal skills to be included for all positions]:

- Proficient in digital tools for teaching and training;
- Ability to demonstrate an innovative pedagogical approach and to self-train to develop alternative pedagogical approaches;
- Very organised and adaptable, highly responsive and strongly involved in the pedagogical and administrative operations of the [Name] department/unit/Jean Monnet University as a whole;
- In addition to an appetite for teaching, demonstrate curiosity, enthusiasm and excellent interpersonal skills.

The mandatory documents to be provided are a CV and motivation letter, proof of identity, the latest Order justifying the classification, the Order of the last assignment, proof of RQTH (recognition of disabled worker status) and any additional specific documents requested by the institution.

The CV should highlight the positions held and all administrative responsibilities undertaken. Particular interest will be paid to pedagogical activities implemented and any supervision of pupils/students.

Unit website:

Contact person(s):

Signed in Saint-Etienne, on xx/xx/202X

Signature of the Unit Director

Appendix 3

Job profile for postdoctoral researchers (French version translated into English)



Job description – Postdoctoral researcher

Name of funding project

NATURE OF THE POSITION

- Category A
- Percentage: XX%
- Start date: XX/XX/2025
- Duration: XX-month fixed-term contract until XX/XX/202X
- Affiliation: Research laboratory
- [Link to laboratory website](#)
- Location: St Etienne

KEYWORDS

CONTACT

CV and motivation letter to be sent before XX/XX/2025 to the following address:
recrutementsujm@univ-st-etienne.fr,

WORK ENVIRONMENT AND CONTEXT

Jean Monnet University is a multidisciplinary university with over 20,000 students across five campuses in Saint-Étienne and Roanne.

It offers courses in science, technology, health, humanities and social sciences, law, economics, management, arts, literature and languages.

With a strong international outlook, the University also has particular expertise in supporting student success and professional integration, within a rich and dynamic student environment. Thanks to its high-quality education, research in cutting-edge fields, international appeal, and modernised campuses, the University is transforming itself through a responsible and people-oriented institutional project.

PRESENTATION OF THE RESEARCH LABORATORY

POSITIONING

MISSIONS

PROFESSIONAL SKILLS AND KNOWLEDGE

- Knowledge
- Know-how
- Interpersonal skills

Joining Jean Monnet University means:

- ✓ Working in an engaged institution with a strong commitment to the institution's social responsibility and with a strong focus on quality of life and working conditions.
- ✓ Developing and learning throughout your career.
- ✓ Ensuring a good work-life balance with 49 days of annual leave, 2 days of teleworking per week, 10 floating teleworking days per year and the option to spread your weekly working hours over 4.5 days.
- ✓ Benefiting, throughout your career, from access to a genuine variety of occupations, opportunities for mobility and professional development.
- ✓ Working for a public service mission (training and research) in contact with students.
- ✓ Enjoying access to numerous cultural and sporting activities.

Appendix 4

Job profile for postdoctoral researchers (English version)



Postdoctoral researcher profile

XXXXXX

Type: Postdoctoral researcher

Start date: XX/XX/2025

The contract is for XX months

Affiliation: Research laboratory XXXXXXXXXXXXXXXXXXXXX, Jean Monnet University
St. Étienne, France

[Link to laboratory website](#)

KEYWORDS

HR contact:

Please send your application to recrutementsujm@univ-st-etienne.fr before the deadline of **xx, 2025**. It should include your:

- Motivation letter;
- CV (including personal details);
- Publication list;
- Diploma/transcript of Master's degree and doctoral degree.

Research laboratory contact:

Application deadline: xx, xx, 2025

CONTEXT

POSITIONING

ACTIVITIES

PROFESSIONAL SKILLS AND KNOWLEDGE



HR EXCELLENCE IN RESEARCH

