

	<p>Executive Committee Recruitment process for contractual research lecturers and expert lecturers</p>	<p>Session of 24 April 2023</p>
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Scope: the present note concerns the recruitment process for contractual research lecturers and expert lecturers. It does not concern the recruitment of research lecturers appointed by the Ministry of Higher Education, Research and Innovation, which is governed by official regulations.

If necessary, the process is adjusted for expert lecturers on the research part.

EHESP employs around 45 contractual research/expert lecturers.

➤ **Provisional management of recruitments: annual recruitment campaign**

Each year, the school director ensures that the Executive Committee agenda includes an item on job vacancies over the coming three years.

In preparation for this committee meeting, the heads of study and research identify the needs of the various departments, and then put forward common strategic directions in line with the objectives of the school's general plan. The recruitment opportunities are examined by the Executive Committee with a view to the school's general strategy rather than the scope of the vacancy's relevant department and discipline.

The Executive Committee puts forward suggested priorities which the EHESP director selects if necessary.

A presentation of these perspectives features on the agenda of the FER (training-expertise-research) committee, which comprises the management team, department heads and the heads of the UMRs (combined research units).

➤ **Production of the job description**

For recruitments relating to a validated job profile concerning a discipline broadly defined by the Executive Committee, a job description is updated or produced.

Based on a template sent out by the HRD following approval by the Executive Committee, the head of department writes up a suggested job description based on the recommendations that s/he deems useful.

This job description is then transmitted to the departments of studies and research for any additions in line with the school's strategy. Following examination by the management team, the job description is validated by the Executive Committee.

➤ **Dissemination and preparation of interviews**

The HRD ensures internal and external dissemination (website, social media, government website, etc.) and members of the Executive Committee are invited to share the information in their networks.

The head of the department concerned by the recruitment suggests the composition of the selection committee, which includes:

- His or her presence as committee chairperson
- A research lecturer from the department

- A head of department or service depending on the features of the job
- The head of studies or his/her representative
- The management of the UMR concerned or the research department (depending on the research lecturer profile)
- 2 external members who are experts in the area

An interview checklist is prepared by the head of department and shared with the interviewing committee. The preselection of applications is made by the members mentioned above in an in-person or remote meeting with the aim of retaining a maximum of 5 or 6 CVs. If a member is unavailable, he or she transmits any observations on the applications to the committee chairperson before the preselection meeting.

The human resources department manages the rest of the process (interview order, convocations, reservation of the room, etc.).

➤ **Interview committee:**

The committee interviews candidates for 45 minutes, based on a presentation by the candidate of his or her career and motivation for the job (15 minutes) followed by a discussion (30 minutes).

The committee ranks those candidate(s) that they esteem correspond to the job profile.

A specific ranking may be proposed if the committee unanimously agrees. If not, the applications retained are presented in alphabetical order with their specific features.

The minutes signed by the committee members are presented to the school director, who can decide to accept the committee's recommendation, or to interview the candidates him/herself. The director is not bound by the ranking order or the suggestion to recruit.

If not done during the recruitment process, the research lecturer or expert lecturer is received by the EHESP director when taking up their position.

➤ **Responses to applicants:**

Candidates not retained for interview are informed by the human resources manager.

Candidates received for interview, whether ranked or not, are informed of the result of the interview by the head of department (committee chairperson) who suggests a feedback discussion.

➤ **Recruitment formalities**

The human resources department is responsible for any formalities, including negotiating the proposed pay and the starting date.

10 May 2023

Ms Isabelle RICHARD

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