HRS4R
Action plan
2022 - 2024

HR EXCELLENCE IN RESEARCH

Jean Monnet University
Saint-Étienne

Jean Monnet University is committed to the **Human Resources Strategy for Researchers** framework to promote a more **supportive working environment** for researchers.

In a process **involving its community as a whole**, Jean Monnet University conducted **an in-depth gap** analysis to examine the differences between the 40 principles of the European framework and the institution's own practices. This analysis enabled it to develop **a strategy** that has been translated into a **concrete action plan**.

This action plan commits the institution to **a strong dynamic of transformation**, involving all the actors who support research. Its implementation will benefit research staff and will increase the attractiveness of the institution.

It is based on institution's **strategic priorities**:

- Open and transparent recruitment
- Support for staff and working conditions
- The institution's social responsibility and working conditions
- Support for Research Development
- Ethics and scientific integrity
- Leveraging Research and Open Science

Jean Monnet University received the HRS4R award in June 2023 and its action plan will be audited in 2025.

Research freedom, ethical principles, good practices

GAP PRINCIPLE(S):
1. Research freedom

1. **2022 - Semester 2**
Circulate the code and charter to researchers and to all new recruits.

Indicator(s): Charter published on the website / charter distributed to all researchers on 1 September 2023 then to new recruits from 2023-2024
→ *All researchers (R1-R4)*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
2. Ethical principles
34. Complaints/appeals

2. **2023 - Semester 2**
Create an intranet site for information on scientific integrity (SI).

Indicator(s): Publication of intranet site
→ *All researchers (R1-R4)*

RESPONSIBLE UNIT:
SI Advisor

GAP PRINCIPLE(S):
3. Professional responsibility
2. Ethical principles
34. Complaints/appeals

3. **2023 - Semester 2**
Implement a procedure to alert and handle breaches of scientific integrity, with a designated SI Advisor.

Indicator(s): Advisor appointed and procedure in place and communicated.
Number of complaints received / handled

RESPONSIBLE UNIT:
SI Advisor

GAP PRINCIPLE(S):
2. Ethical principles
36. Relations with thesis/internship supervisors
37. Supervision and managerial duties

4. **2023 - Semester 2**
Implement SI training for all research supervisor (HDR) candidates.

Indicator(s): Date of training courses / Number of supervisors trained
→ *Researchers (R3)*

RESPONSIBLE UNIT:
SI Advisor

GAP PRINCIPLE(S):
3. Professional responsibility
2. Ethical principles
32. Co-authorship

5. **2023 - Semester 1**
Establish a memo on the signature of scientific publications. Develop open science resources and training: data management plan, open data and publications, digital identity, etc.

Indicator(s): Number of actions / Number of sessions / Number of trainees / Number of online resources
→ *All researchers (R1-R4)*

RESPONSIBLE UNIT:
VP for Research / Joint Documentation Service

GAP PRINCIPLE(S):
3. Professional responsibility
4. Professional attitude
7. Good practice in research

6. **2023 - Semester 1**
Review, formalise and communicate the procedure for managing research contracts, precisely identifying the actors' roles at each stage.

Indicator(s): Process formalised and communicated / Drafting of a handbook for researchers
→ *Researchers (R3 and R4)*

RESPONSIBLE UNIT:
Research and Valorisation Department

GAP PRINCIPLE(S):
3. Professional responsibility
2. Ethical principles

7. **2023 - Semester 1**
Define and communicate an open science charter.

Indicator(s): Charter drafted, approved by the Board of Governors and published
→ *All researchers (R1-R4)*

RESPONSIBLE UNIT:
VP for Research

GAP PRINCIPLE(S):
3. Professional responsibility
7. Good practice in research

8. **2023 - Semester 2**
Provide researchers with massive storage spaces and collaborative tools to limit the use of public tools when exchanging research data.

Indicator(s): Volume of available data / Number of users
→ *All researchers (R1-R4)*

RESPONSIBLE UNIT:
Digital Department

GAP PRINCIPLE(S):
8. Dissemination, exploitation of results

9. **2023 - Semester 1**
Set up research information meetings on the commercialisation, transfer and creation of start-ups.

Indicator(s): Number of events per year / Number of participants and profiles
→ *All researchers (R1-R4)*

RESPONSIBLE UNIT:
Research and Valorisation Department

GAP PRINCIPLE(S):
31. Intellectual Property Rights

10.

2023 - Semester 1
Training on intellectual property law for research staff.

Indicator(s): Number of sessions / Number of participants and profiles
→ *All researchers (R1 to R4)*

RESPONSIBLE UNIT:
HR department / Research and Valorisation Department

GAP PRINCIPLE(S):
9. Public engagement

11.

2023 - Semester 2
Implement scientific communication training for researchers.

Indicator(s): Number of sessions / Number of participants and profiles
→ *All researchers (R1 to R4)*

RESPONSIBLE UNIT:
HR Department

Recruitment

GAP PRINCIPLE(S):
12. Recruitment
22. Recognition of the profession

33.

2024 - Semester 1
Draft Jean Monnet University's Open, Transparent and Merit-based Recruitment policy.

Indicator(s): Policy published on the website and translated into English
→ *All researchers (R1 to R4)*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
13. Recruitment
15. Transparency
16. Judging merit
33. Teaching

12.

2024 - Semester 2
Improve published job profiles (prerequisites, description of working conditions, «expectations» section listing the criteria to be met to ensure academic admissibility of the application, career information, etc.).

Indicator(s): Percentage of job profiles meeting the required criteria
→ *Researchers (R2 to R4)*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
12. Recruitment

13.

2024 - Semester 2
Translate job profiles and templates (employment contracts, assignment orders, internship agreements, etc.) into English. Translate and publish the University's recruitment and mobility management guidelines on the website.

Indicator(s): Percentage of profiles translated into English / Translation and use of templates / Translation and distribution of management guidelines
→ *BIATSS (Library, Engineering, Administrative, Technical, Social and Health) staff / Researchers (R3-R4)*

RESPONSIBLE UNIT:
HR Department / Research laboratories and units

GAP PRINCIPLE(S):
12. Recruitment
15. Transparency

14.

2024 - Semester 2
Publish all job profiles and thesis and post-doctorate offers on EURAXESS, after providing stronger HR support to research laboratories to help them draft and publish profiles, and to determine the criteria used to select candidates.

Indicator(s): Percentage of thesis and research job offers published on EURAXESS
→ *Researchers (R1 and R2)*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
19. Recognition of qualifications

15.

2022 - Semester 2
Communicate annually to the members of the Academic Council on the ENIC-NARIC network (French information centre on the academic recognition of foreign qualifications), which issues a statement of comparability on request.

Indicator(s): Communication date and accessibility of the information
→ *Members of the Academic Council to recruit professors (R3-R4)*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
12. Recruitment

16.

2022 - Semester 2
Strengthen the support of the HR Department in the recruitment and/or induction interviews of PhD students and post-docs (in English if necessary).

Indicator(s): Percentage of recruitment interviews that received specific support
→ *Doctoral students/post-docs (R1-R2)*

RESPONSIBLE UNIT:
HR Department

Recruitment

GAP PRINCIPLE(S):
12. Recruitment
13. Recruitment

17.

2022 - Semester 2
Strengthen the collaboration between the HR Department and the International Relations Department to support foreign recruits. Organise an HR interview for specific needs to support new recruits with formalities and with their career development.

Indicator(s): Percentage of new recruits supported by the International Relations Department and the HR Department
→ *All researchers (R1 to R4)*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
24. Working conditions
12. Recruitment
26. Funding and salaries
40. Supervision

18.

2022 - Semester 2
Increase the University's attractiveness to foreign researchers by strengthening communication on the measures implemented by the University (Quality of Life and Working Conditions measures included in the Social and Environmental Responsibility plan (work/life balance, working conditions, induction day for new recruits).

Indicator(s): Creation of a specific reception desk in the International Relations Department (number of researchers supported) / Communication put in place
→ *All researchers (R1 to R4)*

RESPONSIBLE UNIT:
International Relations Department

GAP PRINCIPLE(S):
12. Recruitment
27. Gender balance
17. Variations in the chronological order of CVs
14. Selection
22. Recognition of the profession

19.

2022 - Semester 1 - cyclical
Organise information meetings and provide resource materials such as the Gender Equality Plan and social responsibility commitments on gender bias and career diversity.

Indicator(s): Date of meetings / Number of online resources
→ *Selection committee chairs / Researchers (R3-R4)*

RESPONSIBLE UNIT:
HR Department

Working conditions

GAP PRINCIPLE(S):
4. Professional attitude
37. Supervision and managerial duties
5. Contractual and legal obligations

20.

2023 - Semester 2
Implement management training for research laboratory directors.

Indicator(s): Number of sessions / Number of trainees
→ *Research laboratory directors and deputy directors (R3 and R4)*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
21. Postdoctoral appointments

21.

2022 - Semester 2
Implement a post-doc status and standardise contracts and remuneration.

Indicator(s): Number and duration of post-doc contracts
→ *post-doc (R2)*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
10. Non-discrimination
6. Accountability
27. Gender balance

22.

2023 - Semester 2
Set up participatory workshops or training sessions on the institution's Social Responsibility in order to highlight problems and potential solutions in the field.

Indicator(s): Number of units / research laboratories that organised workshops
→ *All University staff, including researchers*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
24. Working conditions

23.

2023 - Semester 2
Create an intranet page to provide information and raise awareness of existing measures in order to promote a better work/life balance or to bring projects to fruition.

Indicator(s): Intranet page created / Communication date
→ *All researchers (R1 to R4)*

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
25. Stability and permanence of employment
26. Funding and salaries

24.

2023 - Semester 2
Implement a salary enhancement and career development scheme for contractual staff.

Indicator(s): Average increase awarded / Number of people concerned
→ *All contractual researchers*

RESPONSIBLE UNIT:
HR Department

Jean Monnet University HRS4R Action Plan
2022 – 2024

Working conditions

GAP PRINCIPLE(S):
26. Funding and salaries

25.
2023 - Semester 2
Implement a salary enhancement scheme for permanent staff (RIPEC Management Guidelines - compensation scheme for teaching and research staff).

Indicator(s): Average increase awarded
Number of people concerned
→ Professors R3-R4

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
23. Research environment
12. Recruitment

26.
2022 - Semester 2
Propose a new scheme based on a call for applications for financial support and teaching leave (ELAN scheme).

Indicator(s): Number of candidates / Number of recipients
→ Newly recruited teaching staff and associate professors with an external dimension to their application (R3-R4)

RESPONSIBLE UNIT:
VP for Research

GAP PRINCIPLE(S):
4. Professional attitude
7. Good practice in research

27.
2023 - Semester 1
Raise awareness that the prevention advisor or assistant should be consulted when new equipment is acquired and for all new research protocols that involve specific risks.

Indicator(s): Number of consultations vs. sensitive contracts
→ Unit directors and professors (R3-R4)

RESPONSIBLE UNIT:
Research and Valorisation Department / Prevention Advisor

Training and career development

GAP PRINCIPLE(S):
16. Judging merit

28.
2023 - Semester 1 / 2024 - Semester 2
Promote merit-based research evaluations by signing the DORA charter / Join the CoARA coalition.

Indicator(s): Distribution of the Charter / CoARA working group meetings
→ All researchers (R1-R4)

RESPONSIBLE UNIT:
VP for Research

GAP PRINCIPLE(S):
18. Recognition of mobility experience
11. Evaluation/appraisal systems
29. Value of mobility

29.
2023 - Semester 2
Formalise the criteria for international mobility for career advancement or for allocating leave for teaching or research projects.

Indicator(s): Adoption, translation and publication of management guidelines
→ Researchers (R3-R4)

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
38. Continuing Professional Development
39. Access to research training and continuous development

30.
2024 - Semester 2
Establish an annual inventory of the training needs of research unit staff as part of the institution's training plan.

Indicator(s): Number of courses identified and offered
→ All researchers (R1 to R4)

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
30. Access to career advice
28. Career development

31.
2024 - Semester 1
Establish a career mobility advisor function within the HR Department to support staff.

Indicator(s): Recruitment achieved / Number of people supported
→ All researchers (R1 to R4)

RESPONSIBLE UNIT:
HR Department

GAP PRINCIPLE(S):
40. Supervision
36. Relations with thesis/internship supervisors
37. Supervision and managerial duties

32.
2023 - Semester 2
Encourage the introduction of mentoring for new professors.

Indicator(s): Percentage of new recruits that have a mentor
→ Professors (R3)

RESPONSIBLE UNIT:
Research and Valorisation Department