

OTM-R Checklist

Case number: 2025FR303652

Name Organisation under review: University of Bordeaux

Organisation's contact details: 351 cours de la Libération, Talence, 33405, France

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE: 26/02/2025

OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x		All information related to the University's OTM-R policy is available on the institutional website: www.u-bordeaux.fr/universite/travailler-a-l-universite However, as part of the HR Excellence in Research Action Plan, the University is committed to formalizing its OTM-R policy in a framework document, in both French and English, and make it available to all researchers by publishing it.

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x		There is not a unique internal guide; rather, a set of documents sets out OTM-R procedures and practices applicable to all positions. These include, the framework notes for each type of recruitment, the Selection Committee Guidelines, and the Responsible Recruitment Charter, which is addressed both to selection panels and to candidates. All OTM-R procedures and rules are publicly available on the institutional website: www.u-bordeaux.fr/universite/travailler-a-l-universite The latest update was carried out on 6 March 2025.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x		Before the launch of recruitment campaigns, an annual awareness-raising session on OTM-R principles and unconscious bias is offered to all stakeholders. The institution's training plan also provides on-demand sessions for any recruiter wishing to receive training on this topic. As part of the HR Excellence in Research action plan, additional measures are foreseen to strengthen the training of all actors involved in recruitment, in particular those engaged in the recruitment of contract staff, with the aim of further enhancing transparency and ensuring the consistent application of OTM-R principles.
4. Do we make (sufficient) use of e-recruitment tools?	x	x			The recruitment process is fully digitalized. Several online platforms are used to ensure the widest possible dissemination of job offers (Euraxess, Galaxie/Odyssée, Beetwen, etc.). These platforms also make it possible to manage all stages of the recruitment process in a dematerialized way (pre-selection, interview invitations, document submission). For interviews, candidates who wish may attend remotely via videoconference.
5. Do we have a quality control system for OTM-R in place?	x	x	x		Strictly speaking, no formal quality control system for monitoring compliance with OTM-R principles is currently in place. Nevertheless, the recruitment services ensure the proper conduct of recruitment campaigns and adherence to OTM-R rules. In addition, every year, the Single Social Report (Rapport Social Unique) produced by the Human Resources Department provides data that help monitor recruitment transparency, including the proportion of external candidates, the composition of selection committees, the recruitment of underrepresented groups etc.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x		All published job vacancies (on Euraxess, Beetwen or on the institutional website) are open to external applicants. For tenured positions, the procedure requires publication on the national platform (Galaxie/Odyssée). In addition, selection committees systematically include external members. In 2024, external candidates represented 55%

					of all newly recruited tenured researchers (excluding hospital–university staff).
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x		Among the new talents recruited by the University in 2024, 22% were of foreign nationality, including 192 researchers representing 44 different nationalities. All permanent research positions (100%) are systematically advertised on Euraxess in order to encourage applications from international researchers. For contractual positions, the use of Euraxess is not yet systematic, as it remains at the discretion of the research units. As part of the HR Excellence in Research Action Plan, the University is committed to strengthening its international attractiveness policies by ensuring the systematic use of Euraxess, as well as the publication of job offers in both French and English.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x		Selection committees are composed of a balanced number of men and women, in full compliance with applicable regulations (with a minimum threshold of 40% for each gender). In 2024, women represented 50% of selection committee members. Furthermore, national regulations and the Responsible Recruitment Charter require strict adherence to non-discrimination principles, covering health and disability, ethnic and social background, trade union affiliation, sexual orientation, as well as political or religious beliefs. In 2024, 43% of researchers were women. The University also guarantees a number of positions for persons with disabilities, thereby actively promoting the inclusion and recognition of disability within its recruitment practices.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x		Committed to addressing societal transitions, the University strives to provide optimal working conditions by relying on a Vice-President for Quality of Life and Occupational Health (Alain Garrigou), as well as on a guiding framework: the “Charter of transitioning Labs.” All policies regarding working conditions are available on the institutional website. The objective is to attract qualified researchers nationally and internationally. In 2024, external candidates represented 55% of all newly recruited tenured researchers.
10. Do we have means to monitor whether the most suitable researchers apply?					Some positions are open to internal promotion, thereby fostering the advancement of local talent and ensuring that the most qualified profiles are encouraged to apply. For all positions, candidate competencies are assessed under the supervision of subject-matter experts researchers or faculty members with the regulatory support of the Human Resources Department, in order to guarantee the quality and suitability of the selected profiles.

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x			Templates are available for the publication of job vacancies, providing a comprehensive description of the position, responsibilities, and working conditions. These templates vary according to the publication platforms used (Euraxess, Galaxie/Odyssée, Beetween).
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x			In the template used by the university, all the necessary information, such as time for application, position details, application forms, documents, research field and study area, is provided in advertisements. The publication also includes a link to the Responsible Recruitment Charter and the Recruitment Guidelines, ensuring that candidates are fully informed of their rights.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			Regarding tenured researchers, all positions (100%) are advertised on the national recruitment portal "Galaxie/Odyssée", with automatic dissemination on Euraxess. As for contract researchers, the publication rate of vacancies on Euraxess varies from one unit to another. The current action plan will ensure that all researcher positions of one year and more are published on Euraxess.
14. Do we make use of other job advertising tools?	x	x			Several tools are used for the publication of job offers. For tenured positions, the national platform "Galaxie/Odyssée" is employed. For contractual researchers, positions are published on the institutional platform "BEETWEEN" with automatic dissemination on several job boards such as the university's institutional website, LinkedIn, France Travail etc. Additional job boards, such as Academic Positions and scientific networks are used for specific recruitments.
15. Do we keep the administrative burden to a minimum for the candidate?	x				Being subject to national legislation, the University applies all administrative procedures required by law (such as national qualification, application, and interview processes) in a spirit of transparency. However, to minimize the administrative burden, most procedures have been fully digitalized (submission of applications and supporting documents). In addition, candidates who so wish may attend their interview via videoconference.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x		The rules governing the appointment of selection committees are set out in Decree No. 84-431 of 6 June 1984, which establishes the common statutory provisions applicable to academic staff (www.legifrance.gouv.fr). These provisions are further detailed and complemented by the Selection

				Committee Guidelines (www.galaxie.enseignementsup-recherche.gouv.fr/ensup/comite_selection/guideCOMSEC2018.pdf) The university has also developed its own internal guideline to ensure that the various rules are consistently applied to the selection committees.
17. Do we have clear rules concerning the composition of selection committees?		x	x	The rules governing the composition of selection committees are also set out in Decree No. 84-431 of 6 June 1984 and detailed the Selection Committee Guidelines
18. Are the committees sufficiently gender-balanced?		x	x	In accordance with Decree No. 2014-997 of 2 September 2014 amending Decree No. 84-431 of 6 June 1984, selection committees are subject to the requirement of gender parity and must include at least 40% of each gender. In 2024, women accounted for 50% of the members of selection committees
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	The Selection Committee Guidelines establish the principles of merit-based recruitment, ensuring the most qualified candidate being selected. These guidelines are complemented by the Responsible Recruitment Charter, which requires the impartial treatment of applications and strict adherence to non-discrimination rules.
Appointment phase				
20. Do we inform all applicants at the end of the selection process?		x		Once the recruitment and selection process has been completed, an automatic notification is sent to all applicants.
21. Do we provide adequate feedback to interviewees?		x		All candidates shortlisted for an interview are formally notified of the outcome of their application, whether positive or negative. Candidates are also informed that they can request additional and detailed feedback on their application from the recruitment services if they wish to do so.
22. Do we have an appropriate complaints mechanism in place?		x		In line with the institution's OTM-R policy, unsuccessful candidates may request access to the written evaluation reports of the selection committee members. In the event of irregularities in the recruitment process, candidates may file an informal appeal with the President of the University or lodge a formal legal appeal before an administrative court. The Legal Affairs Department is responsible for handling and monitoring complaint files.
Overall assessment				
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				To date, no evaluation system for OTM-R has been implemented within the institution. However, as part of the action plan, an evaluation mechanism will be established following the interim assessment.

