

Institut Pasteur

Recruitment process as permanent staff scientific (Research and research engineering tracks) and career development

The recruitment process is part of an OTM-R (Open, Transparent and Merit-based) recruitment policy and aims to apply the principles of the Code of Conduct for the Recruitment of Researchers established by the European Commission.

General framework

The processes for the recruitment as permanent staff scientists differ for researchers (one annual call, 2-4 annual positions available) and research engineers (10-20 job offers approved by the General Management for a specific research structure or a core facility all year long and posted. Both tracks ("Research" and "Research engineering") include different grades/categories corresponding to different levels of diplomas, experience, know-how and soft skills, which are summarized in the criteria grids made available to the candidates. **In line with the "Recruitment" and "Transparency" principles of the Code of Conduct for the Recruitment of Researchers**, all permanent staff scientist at the Institut Pasteur may apply for promotion (moving from one grade to the next or changing track "research" ↔ "research engineering"), preferably with the support of the head of the structure (PI) and with two to four years of seniority in the current category.

Applicants for a researcher position should have identified a research structure and obtained the written agreement/support of the PI. It is also important to have already started collaborating with the PI/staff members of the structure as evidenced by one original publication/preprint and/or an active participation to a successful grant/fellowship application.

Selection committee

Applications for a research engineer position respond to a specific job offer and are evaluated by specifically convened adhoc committee with special attention to gender balance. **In line with the "Selection" principle of the Code of Conduct for the Recruitment of Researchers**, applications for the recruitment of researchers or for the promotion of all staff scientists (researchers and engineers) are evaluated by an independent advisory committee called COMESP (Comité d'Evaluation des activités Scientifiques des Personnels). The COMESP is composed of an equal number of experts from Institut Pasteur (elected by and among the permanent Staff scientists) and outside the institution (nominated by the Department of Scientific careers and Assessment, DCES, with special attention to gender balance), whose skills reflect the research fields of Institut Pasteur. All the members have participated to a training session explaining the missions of the COMESP and detailing the evaluation criteria. They are all made aware of unconscious bias and of situations representing conflicts of interests before each COMESP session. They all sign a confidentiality clause in line with the General Data Protection Regulation (GDPR).

Evaluation criteria

The committees take into consideration the nature, quality and impact of the project, paying attention to the context (scientific, material and human), the environment, the dynamics of the career and the technical skills (if relevant). The evaluation is not reduced to quantitative indicators, especially for bibliometric indices, as Institut Pasteur is a cosigner of the DORA declaration (<https://sfdora.org/>).

In line with the principles "Judging merit", "Variations in the order of CVs", "Recognition of mobility" and "Seniority" of the Code of Conduct for the Recruitment of Researchers, the criteria for selecting researchers focus on both the candidates' past performance and their future potential. The candidates and the referees have access to lists of criteria, classified as irrelevant/not required for the category/grade, appreciated (the absence of this criterion cannot lead to a negative judgement) or required (the absence of one of these criteria is a negative element). Non-exhaustive lists of examples are provided for each criterion.

The candidate can provide, if needed, the names of scientists with whom they have a conflict of interests whether at the "individual" (e.g., private ties, members of the same or a recent structure), or "professional" (e.g. co-authorship of articles, collaboration, competition on the subject) level.

Recommendations

Outlines and specific guidelines are provided on the dedicated page of the call. **Particular attention is paid to minimizing the administrative burden and supporting documents required for a fair and transparent selection process.**

It is recommended to carefully follow the outlines provided and the forms keeping in mind the criteria. The candidate should emphasize the key facts in their context and in relation to his/her own career. The presentation should be clear and synthetic, highlighting factual data, important achievements, and/or developments, innovation, as well as the context (scientific, human, material), difficulties encountered, possible career interruptions, mobility experiences (geographical, inter/transdisciplinary, public/private sector) and risk-taking. Candidates can be helped by CARES (Career development service) to prepare applications and interviews.

Steps

For the call for a position as researcher and for the promotions, details are published by the Department of Scientific careers and assessment, approximately 2 months before the deadline (usually mid-november) while the job offers as research engineer are posted by the Human Resources Department. Both use internal and external announcements.

The process of recruitment and promotions follows the following steps: 1) preselection based on the written application; 2) interview with the designated COMESP referee (researchers) or the PI/HR representative (engineers); 3) oral presentation in front of the committees (both tracks). After the hearings and the discussions, the committees will provide a ranking of the candidates. Based on these recommendations and individual interviews with the candidates (researchers), the Senior Management makes its decisions considering the relevance of the project with the scientific priorities defined in the Institut Pasteur's strategic plan.

In line with the "Transparency" principle of the Code of Conduct for the Recruitment of Researchers, the candidates are informed of the admissibility of their application and of its strengths/weaknesses shortly after the hearing session, and later on of the final decision on their recruitment or promotion. Successful candidates for a recruitment will be offered a permanent position with a salary according to their experience. Institut Pasteur values diverse perspectives and is committed to continually supporting, promoting, and building an inclusive and culturally diverse campus environment.

For more information: <https://research.pasteur.fr/en/call/call-for-application-as-staff-scientist-at-institut-pasteur/>