HRS4R
ACTION PLAN

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
ETHICS				
Establishment of a PSL ethics committee for PSL University.	3, 10	Q4 2020	Université PSL Research VP	Target number of comittee meetings per annum :1/p.a Target : 1 charter in 2021, whose elaboration process will then be formalized and used as guidelines for charter elaboration
Encouragement for researchers to follow a training session on ethics: as it is already mandatory for doctoral students, creation of communication materials presenting this training as strongly recommended for supervisors of doctoral students, as an incentive for other researchers. Such communication materials could include email campaigns aimed towards supervisors. This action is common to all PSL University institutions.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	S1 2021	PSL Doctoral College Dauphine Doctoral School and doctoral programs Internal School PSL	Number of training courses offered Number of trainees by category (PHD or other) Targeted number : 50 trainees in 2022 (excluding PHD students)

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
Draft thematic or disciplinary ethical Charters (e.g.: AI Charter), which will then be made available to every researcher (R1 through R4).	3	S2 2021	PSL's Research Office	Number of thematic charters Target : 1 charter in 2021, whose elaboration process will then be formalized and used as guidelines for charter elaboration Availability on the institution's intranet: Yes/No
Include an article in the contract of the contractual Teacher Researcher (TR)s indicating that they undertake to respect the integrity charter. For tenured TRs, integrate the charter into the administrative file, as well as a document to be signed ("Charter acknowledgement") attesting that they have read it and that they undertake to respect it. as well as a document requiring each TR's signature.	2	September 2020	HR	Contract template modification including respect of integrity charter: Yes/No Number of tenured TRs having signed the Charter acknowledgement document Target : 100% of newly recruited teachers, starting from January 2021

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
Development or strengthening of a policy towards Open Access, locally and in conjunction with Université PSL: – Creation of a working group on this subject by the referent for open science. – Establishment of an inventory of the development of open science within PSL as well as the methods and tools available. – Setting up actions to raise awareness of open science among researchers and doctoral students. – Recommendation on the tools to be developed to improve the availability of PSL data and results.	8, 9	S1 2021	PSL Open Science referent and dedicated working group (WG) of PSL curators Dauphine's documentation department	Establishment of a dedicated working group: Yes/No Number of awareness-raising actions implemented Target : 5 communication actions in 2021 - 2022 State of play and recommendation report: Yes/No
Via a memorandum, remind all researchers of their obligations and rights regarding IP protection, funding mechanisms, ethical principles, plagiarism… This document should complete the existing welcoming HR guide.	4, 5, 6, 31, 32	S1 2021	Research Support Office, HR Department, Support, social responsibility officer, PSL-Research Support Office	Memorandum elaboration and diffusion: Yes/No Target : 3 communication actions in 2021 on this memorandum (intranet article, newsletter campaign…)
Structure an evaluation procedure for fixed-term TRs (for a 3-year fixed term contract, before renewal or transfer to a permanent contractual position).	11	S2 2020	HR/HR VP	Establishment of the process: Yes/No Number of evaluations vs number of 3 year fixed term contract TR Target : 100% of fixed-term contract TRs evaluated in 2022

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
RECRUITEMENT				
Create and update a page dedicated to the HRS4R process on the French and English versions of Dauphine-PSL's website.	12	Q2 2020	Communication Department + Dauphine HRS4R Coordinator	HRS4R page on website : Yes/No and URL Target : Use of this page as a monitoring and accountability tool, by updating it for each completed action in the Action Plan (at least 1 update per semester)
Creation of call for applications template for academic recruitment. This job description would present more details about the terms and condition of the job, as well as Dauphine's respect of the principles of the Code of Conduct for the Recruitment of Researchers. This action is common to all PSL University institutions and will be implemented in each institution's HRS4R action plan.	12, 13, 15, 16, 18	S1 2020	PSL HRS4R Coordinator, dedicated PSL, HR working group (HRWG),	Template of Job description in French and English including the HRS4R dimension: Yes/No Target : 100% of calls for applications created using this template by 2022
Centralization of all contractual academic job offers published in the Human Resources Department (systematic transmission by every recruiting entity), excluding contractual doctoral fellowships.	16, 17, 18, 19, 20	S2 2020	HR Research Support Office	Number of job offers published by the HRD/Number of contractual job offered in Dauphine Target : 50% of jobs published by the HRD in 2021, 70% in 2022

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
Implementation of a device/a page on the PSL website centralizing the publication of all Dauphine's calls for applications for contractual researcher positions within PSL institutions (Doctoral fellows already benefit from a centralized tool at PSL level: ADUM).	13	S2 2020	HR WG, PSL Communication Department, PSL Managing Director, PSL HRS4R Coordinator	Webpage's URL Number of Dauphine offers published on this page Target : 100% of contractual offers for Dauphine, excluding PHD offers, published on this site by 2022
Systematic publication all contractual job offers on EURAXESS in addition to the job posting Dauphine or PSL page (for contracts longer than 3 months).	13	S2 2021	HR	Number of offers published on EURAXESS/Total Number of contract TR recruitments, excluding contractual fellowships Target : 80% of contractual offers for Dauphine, excluding PHD offers, published on EURAXESS by 2022
Participate in the creation and implementation of a PSL Recruitment Charter integrating the Code of Conduct for the Recruitment of Researchers.	5, 12, 13, 14, 16, 17, 18, 20, 29	S2 2020	PSL HRS4R Coordinator, Dedicated PSL HR working group (HRWG)	Establishment of the PSL Charter: Yes/No Target : systematic diffusion of the Charter to Selection Committee Members, aiming towards 100% in 2022
Systematic sensitisation of all members of the selection committee or potential recruiters (e.g. members of the Management Board who could possibly assess mobility applications) to cognitive biases, before the start of the recruitment procedure. This action is common to all PSL University institutions.	12, 14, 16, 17, 18, 19	S2 2020	HR VP/HRD PSL Internal School	Number of sensitization actions Number of recruiters sensitized Target : 50% of selection committee members sensitized in 2021, 80% in 2022

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
Inclusion of two referees (called "vigies" in French) in the selection committees to ensure the respect of the Code of Recruitment, specifically regarding gender balance and anti-discrimination standards, as well as CV chronology, mobility and seniority . This action is common to all PSL University institutions.	16, 17, 18, 19, 20, 21, 27, 29	S1 2021	HRD/VP RH Dedicated PSL WG, composed of researchers and HR	Implementation of referees: Yes/No Number of selection committees having designated referees/ total number of selection committees Target : 80% of committees in 2022
Creation and completion of statistical tables documenting the number of applications selected by selection committees members, by gender, at each stage of the process.	27	S1 2021	HR	Number of statistical gender tables available Target : 80% of selection committees delivering these tables in 2022
Replication of gender equality measures developed within the mathematics laboratory and implementation in volunteer laboratories.	27	Q1 2022	Resarch VP Laboratories councils	Number of volunteer laboratories in the implementation of these measures Target - 3 research centers in 2022
Systematize feedback to candidates (negative or positive response), especially for contract teacher-researchers and post-doctoral fellows.	15	S2 2021	HR	Systematized feedback: Yes/No
Creation of a HR memorandum/document on the recruitment procedure, the deadlines to be respected, related complaints mechanisms and the associated risks (litigation) to be widely distributed to the concerned recruiters.	14, 15	S2 2021	HR	Creation of the memo: Yes/No Communication of the memo to the recruiters: Yes/No Target : 2 communication actions in 2021 towards recruiters

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
Establishment of selection criteria for recruitment in each disciplinary section and formalization of these criteria in the form of a grid. This action is common to all PSL University institutions.	16, 17, 18, 19	S2 2021	HR and Research VPs, dedicated working groups in each disciplinary section, composed of researchers	Formalization of a recruitment grid for each selection committee: Yes/No Target : aiming towards 50% of selection committee having formalized a grid in 2021, 70% in 2022
Formalize a procedure for appointing post-doctoral fellows, in particular a remuneration grid. Further improve their contract titles, ensuring that the position's missions are clearly stated, so that their professional experience can be easily recognized by future employers.	21, 26	S2 2021	HR/Research Support Office/HR VP and Research VP/SAAP =PSL European Union calls for proposals service	Post-doctoral formalized recruitment process: Yes/No Remuneration grid: Yes/No
Build a clear and transparent procedure for the recruitment of PASTs (Associate Professors).	12	S2 2021	HR/HR VP	Associate professors recruitement procedure : Yes/No

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
Offer a Welcome Desk service via Université PSL to welcome international and Euraxess accredited researchers, including, on an as-need basis, French courses.	12	S2 2020	Welcome Desk PSL (Student) VPCSR/Inernational Relations Office PSL PSL Managing Director	Recruitment of a person dedicated to welcoming international researchers : Yes/No Target : 1 person recruited in 2021 Number of foreign researchers supported by the Welcome Desk, once it will be implemented Target : 80% in 2022 Number of French training classes implemented
Provide foreign researchers with English translation of their employment contract.	13	S2 2021	HR and DSR	English translation of employment contract template: Yes/No Target : 100% in january 2022
Offer an English-language-version of administrative documents and forms.	13	S2 2021	Communication, HR and RSO	Number of translated administrative documents/Total Target : 50% in january 2022

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
WORKING CONDITIONS				
Establish a professional gender equality plan.	27, 29	Q4 2020	Dauphine Equality referent	Gender equality Plan : Yes/No Annual Gender Equality report
Participate in the creation and implementation of the Université PSL equality and diversity Charter.	27, 29	Q4 2020	CSR VP PSL WG with Equality referents within PSL institutions	Presence of the Charter: Yes/No Creation of a dedicated Action Plan in 2021 Target : 3 communication actions on this topic in 2021
Organize and promote regular workshops to allow researchers to reflect on their professional background, skills and career aspirations.	28, 29, 30	Q4 2020	PSL Internal School	Number of workshops Target : 1 workshops in 2021, as a minimum Number of participants Target : 2 communication actions, per annum
Development of Research Leave or Thematic Conversion Leave (in French, Congé pour Recherches ou Conversions Thématiques, CRCT) mechanisms, financed by Dauphine, in order to boost the return to research projects for Teacher-Researchers who are very committed to teaching and collective responsibilities or following a long absence.	29	S1 2021	HR VP, HR Dedicated working group (including several researchers)	Existence of mechanisms: Yes/No Number of CRCT financed Targets : 4 CRCT financed by 2022 Communication actions: 2 in 2021

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
Improve Dauphine's intranet for all agents (structure, visibility, accessibility), for instance by including dedicated and complete sections with information on career development, working conditions, recruitment policies…	29, 30	S2 2020	Communication Department	Updated intranet release in Q4 2020 : Yes/No User satisfaction survey in 2021, aiming towards a minimum of 60% satisfied or very satisfied users
Implementation and promotion of management training activities for Directors of Research structures.	37, 40	S2 2020	PSL Internal School	Number of Directors of Research structures following these training activities Target : 25% in 2022
Plan Diversity and Equality events and training opportunities, to network and gain additional skills.	27, 29	S1 2021	Equality Referents, PSL Internal School	Number of events organized
Creation and implementation of a specific "Teaching Project Leave", including a document presenting related procedures and eligibility measures.	23, 33	S2 2020	HR/VP HR Dedicated Working group (with researchers)	Creation of the "Teaching Project Leave" mechanism and documentation: Yes/No Number of "teaching project leave" per annum 1 communication action in 2020
Creation and implementation of "teaching bonuses" in order to increase teaching activities' attractivity.	26, 33	S1 2021	HR/VP HR Dedicated Working group (with researchers)	Creation of "teaching bonus": Yes/No Total sum of bonuses distributed, per annum

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/ semester)	Responsible Unit	Indicator(s)/ Target(s)
TRAINING				
Increase researchers' awareness on the training program specifically designed for them (skills management, MOOC, Individual right for training, sabbatical leave).	38, 39	S2 2021	Professional Support Service	Inclusion of pertinent information in Dauphine's welcoming leaflet for TRs

Communication material provided by PSL's Internal School

Number of communication actions > 3 communications actions per annum

Evolution of the frequency of use of the training program by researchers : minimum of 25% of TRs in 2022 |
| Continue training and awareness-raising on psychosocial risks and risk prevention for researchers and engineers in management positions. | 28, 40 | S2 2020 | PSL Internal School | Number of training courses

Number of participants |
| Implement delayed evaluations for career management workshops, in order to assess the medium/long term impact. This action will be steered and implemented by PSL's internal school. | 29, 30, 39 | S1 2021 | PSL Internal School | Number of feedback forms received

Delayed feedback for each training session: Yes/No Target : aiming towards 100% in 2022 |

Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s)/ Target(s)
Set up training courses in supervision (doctoral supervision, research team management) and management tasks (budget and requests for resources, legal risks…) via the Internal School.	40	S2 2020	PSL Internal School	Number of supervision ang management tasks training courses Number of participants Target : 10% of TRs participating in such training courses in 2022
Conduct an inventory of formal and informal mentoring practices in order to establish a common framework for Dauphine as well as PSL University.	28, 40	S2 2020	PSL's CSR VP/ Research VP, PSL Internal School	Presence of the inventory: Yes/No
Ensure a better communication of existing mentoring and supervision training courses and workshops through a synthetic communication document.	30, 39	S2 2021	PSL Internal School	Communication material Target : 3 communication actions on this topic in 2022
Constitution of a pool of PSL mentors.	28, 37	S2 2021	PSL's CSR VP/ Research VP, PSL Internal School	Number of Dauphine mentors in the PSL pool Target : aiming towards 15 in 2022
Encourage researchers to follow training seminars on teaching techniques for research professors and assistant professors.	40	S2 2020	PSL Internal School	Number of participants in teaching techniques courses Target : 100% of newly recruited junior TRs trained in this course in 2022, 25% increase in the total number of participants, by 2022
Creation of an OTM-R quality monitoring mechanism.	12, 13, 14		HRS4R Coordinator and General Services Manager, as well as VP for FAculty	Description of the mechanism