ACTION PLAN HRS4R

	Proposed ACTIONS *Free text -100 words max*	GAP Principle(s) *Retrieved from the GAP Analysis*	Timing (at least by year's quarter/semester)	Responsible Unit	Indicator(s) / Target(s)
1	Survey researchers every two years on their perception of research freedom and their independence.	*1*	4th quarter of 2023	Vice-President Research Steering Support Service	survey carried out: yes / no
2	Create and distribute a researcher's guide for the scientific community that includes the subjects that concern them (see details in template 2)	*1* *2* *3* *4* *5* *6* *28* *31* *32* *38*	2nd quarter 2025	Research Department, promotion and doctoral studies	Production of the guide in 2024: yes/no Dissemination of the guide on the UHA's intranet site + information to every new researcher arriving at the UHA (permanent and contractual)
3	Create a **charter** on Research integrity, deontology, ethics and intellectual property to be signed by the scientific community at least once during their career at the UHA with the emphasis on their rights and duties.	*1* *2* *31*	3rd quarter 2023	Research Department, promotion and	Number of charters signed/new theses

				doctoral studies SI representatives Ethics representatives	+ DHR (objective: 100% as from 2023).
4	Create video clips to raise awareness on ethical issues aimed at the scientific community that will be disseminated with UHA news, on the UHA and research unit websites and as part of seminars given by UHA representatives.	*2*	4th quarter 2025	Communication Service	Number of people who have followed/read the video clips (objective: 80% of researchers in n+4)
5	Create a network of Research Integrity, deontology and ethics representatives within the organisation in conjunction with the ethics committee	*3*	2nd quarter 2024	Research Department, promotion and doctoral studies	1 representative per academic unit and/or research unit in n+4
6	Establish reliable mailing lists for all of the UHA's scientific community (regular checking of data regardless of the scientist's status) to ensure better dissemination of news related to calls for research projects and training offered by the project engineering service.	*6*	4th quarter 2022	Research Department, promotion and doctoral studies	Receipt of emails by all of the scientific community: yes/no
7	Implement electronic notebooks in the UHA's various research units.	*7*	3rd quarter 2023	Research Department, promotion and doctoral studies	Implementation of electronic notebooks in all research units in 2024: yes/no
8	Set up a steering committee to define an open sciences strategy (VP Open Science and VP Digital Transformation) in collaboration with the Learning Centre.	*7* *8*	4th quarter 2022	Deputy Vice-President Open Science	Approval of the strategy by members of the Research

					Commission: yes/no
9	Structure data management as part of the UHA's open science policy according to a principle: as open as possible, as closed as necessary.	*7* *8*	3rd quarter 2023	Deputy Vice-President Open Science	Implementation of the data management procedure: yes/no
10	Draw up a mapping of practices related to Open Science within the research units of the Université de Haute-Alsace	*8*	3rd quarter 2023	Deputy Vice-President Open Science	Mapping implemented
11	Support the publication of articles on open access tools such as UnivAOK, HAL etc.	*8*	4th quarter 2022	Deputy Vice-President Open Science	Rate of open access publications compared to the publications produced by the organisation
12	Promote the results of research work to the public: ◆ Plan visits to and/or presentation workshops of the research unit and/or organise activities such as the Science Festival. ◆ Write press releases on the impact on society of the research carried out at the UHA.	*9*	2nd quarter 2023	Deputy Vice-President Open Science	Number of research unit visits proposed per year (objective: 1 visit per quarter)
13	Introduce targeted communication: write popular articles, create videos, produce flyers etc.	*9*	3rd quarter 2023	Communication Service	Annual number of communication actions by type and profile of target researchers
14	Encourage the submission of projects by women by proposing an annual exhibition of winning projects on World Equal Opportunities Day (5 December).	*10*	3rd quarter 2023	Research Department, promotion and doctoral studies	Number of projects highlighted by the exhibition

				SUAC	(objective: >5 projects presented)
15	Organize an interview between the teacher-researcher, the Vice President of Research and the Vice President of HR concerning the support measures to be put in place in connection with the career follow-up file and evaluate the measures at the end of the support period	*11*	3rd quarter 2023	Vice-President Research	Number of interviews per researcher profile Objective: 80% of researchers over the 4 years
16	Implement a recruitment process for contractual postdoctoral fellows, technicians and engineers	*12 16 21*	3rd quarter 2023	Research Department, promotion and doctoral studies	Procedure created in 2024: yes/no
17	Systematically publish job offers concerning the recruitment of contract researchers in French and English on the UHA website and on Euraxess	*12 13 16 21*	3rd quarter 2022	Human Resources Department	Number of job offers published per year on the UHA website and on Euraxess
18	Implement training on OTM-R recruitment (Q3 of the check-list)	*12*	3rd quarter 2023	Human Resources Department	Number of training sessions for recruiters Target : 2 sessions per year
19	Publish (FR/EN) the organisation's recruitment criteria on the web	*13*	3rd quarter 2022	Human Resources Department	Published in 2024: yes/no
20	Mention in the recruitment job descriptions that the UHA leaves it up to the candidate to attach all documents deemed relevant to his or her CV and to enhance the value of his or her career and the possibility of a professional situation during the audition	*14 17*	3rd quarter 2022	Human Resources Department	Procedure created in 2024: yes/no

21	Encourage researchers to contact a career mobility advisor with the publication of regular news flashes on the organisation's E-service intranet.	*18 28 29 30*	3rd quarter 2023	Research Department, promotion and doctoral studies	Number of requests per year (data included in the social audit)
22	Enlarge the training offer to cover all researcher profiles	*20*	3rd quarter 2023	Research Department, promotion and doctoral studies	Number of training courses per year offered to researchers by profile
23	Set up a recruitment procedure for contractual researchers that ensures that their pay is in line with their previous experience	*20*	3rd quarter 2023	Research Department, promotion and doctoral studies	Procedure created in 2024: yes/no
24	Produce a "head of research unit guide" including a system for identifying the training needs of researchers in their unit, among other things	*20 37 38*	3rd quarter 2023	Research Department, promotion and doctoral studies	Rate of units with a system in place
25	Set up a working group to redefine the promotion schemes applying to research fellow positions	*22*	3rd quarter 2022	Vice-President Human Resources	Constitution of a working group in 2024: yes/no
26	Set up a working group on management methods and the re-evaluation of pay for contractual research fellows and researchers.	*26*	3rd quarter 2022	Vice-President Human Resources	Constitution of a working group in 2024: yes/no
27	Sensitize selection committees and research units to gender equality when examining applications for the recruitment of tenured and contractual research professors by providing a history of previous recruitments for each CNU discipline concerned	*27*	3rd quarter 2022	Vice-President Human Resources	Procedure created in 2024: yes/no

28	Encourage researchers to review their career with the VP HR and the VP Research	28	3rd quarter 2022	Vice-President Human Resources	Rate of researchers who have benefited from the interview
29	Establish an interview between the CST and the trainee researcher 6-12 months after the start of the thesis	28 34	3rd quarter 2022	Research Department, promotion and doctoral studies	Rate of new trainee researchers who have benefited from the interview
30	Follow-up by the doctoral college site offices in the event of an identified discrepancy between the researcher in training and his/her thesis director	28 34 36	3rd quarter 2023	Research Department, promotion and doctoral studies	Number of follow-ups per year
31	Set up coordination between heads of academic units and heads of research units to increase CRCT requests and CNRS delegations.	29	3rd quarter 2022	Vice-President Research	Number of CRCT and CNRS delegations requested
32	Strengthen the support for research units and academic units in their recruitment with a UHA "recruitment officer" contact within the HRD, , during 2021-2022 with the task of centralising the internal and external job offers received by the organisation	30	3rd quarter 2022	Vice-President Human Resources	Procedure created in 2024: yes/no
33	Ensure that references relating to the intellectual property of each co-author are maintained in publications and research contracts	32	3rd quarter 2023	Research Department, promotion and doctoral studies	Procedure created in 2024: yes/no
34	Extend the teaching dispensation for assistant professors who are starting out to 64 HETD (tutorial equivalent hours) the 1st year and 32 HETD (or even 64 HETD) the 2nd	33	3rd quarter 2022	Vice-President Human Resources	Procedure created in 2024: yes/no

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35	Develop co-supervision practices with other countries	*37*	3rd quarter 2023	Vice-President Research	Number of co-supervisions with other countries
36	Establish a referent for new assistant professors to accompany, advise and support them at the beginning of their career	*37*	3rd quarter 2023	Vice-President Research	Rate of representatives
37	Implement training for the entire scientific community (doctoral training, continuing professional development etc.) on the following subjects: - ethics and deontology - research integrity; - Psycho-social risks and QVT (quality of life at work) - Intellectual property - Project development (with the project engineering service) - Gender equality at work - Calls for projects - New teaching and pedagogical techniques/Training through research - The UHA environment, - Research-related strategies (European, national, regional etc.)	*38*	4th quarter 2025	Research Department, promotion and doctoral studies Human Resources Department Vice-President New Learning Representative	Number of researchers per profile who have had training Number of individuals trained per year (Objective: 50% of the scientific community trained in n+4) Rate of new arrivals trained per year (objective: 100% every year)
38	Generalise the support of trainee researchers and ATER (Temporaray Teaching and Research Assistants) for the preparation of the qualification application for access to grade of assistant professor	*39*	3rd quarter 2023	Vice-President Human Resources	Success rate for supported qualification (Number of qualifications obtained/Number of qualifications supported)

39	Strengthen the training of experienced researchers in supervising trainee researchers	*40*	3rd quarter 2023	Vice-President Research	Rate of experienced researchers (R4) trained compared to the total (R4)