



UNIVERSITÉ PARIS 1
PANTHÉON SORBONNE

A GUIDE FOR TEACHER- RESEARCHERS



HR EXCELLENCE IN RESEARCH

HRS4R
HUMAN RESOURCES STRATEGY FOR RESEARCHERS
- European Commission -



A Guide for Teacher-Researchers
Université Paris 1 Panthéon-Sorbonne

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PREAMBLE

This guide is primarily designed as a tool for teacher-researchers – lecturers and university professors. It is also intended for contract teaching and research staff (i.e. PhD students, ATERs and post-doctoral students). PRCE and PRAG colleagues (holding PhDs) whose status does not include a research mission but who do research – in particular through their assignment to a research team – will find it useful. The same applies to researchers assigned to research centres and units at the Université Paris 1 Panthéon-Sorbonne (hereafter the University).

Although this guide aims to be exhaustive, it does not cover all the issues, such as those specific to researchers employed on a part-time basis or those concerning the structuring of teaching units, departments or institutes. This guide may be supplemented or improved to keep pace with developments in the profession and in the University. This English version of the guide seeks to use common words and expressions to translate French administrative terms and titles. These translations are not official strictly speaking, and persons seeking legal exactitude should refer to the French version of the guide and the French laws it refers to.

Teacher-researchers have a **dual role of teaching and doing research**. They help to fulfil the public higher education service missions set out in Article L. 123-3 of France's Education Code, as well as the public research missions set out in Article L. 112-1 of France's Research Code as set out in the Decree establishing the common statutory provisions applicable to teacher-researchers ([Art 2, paragraph 1 of Decree No. 84-431 of 6 June 1984](#)). This guide outlines their missions and obligations and describes the stages in their careers in line with national regulations. The guide also describes the environment provided by the research units to which teacher-researchers are assigned and the doctoral schools in which they supervise young researchers (i.e. PhD students). It also describes the environment offered by the University to facilitate research: specific funding tools, as well as strategic national and international partnerships included in the University's scientific policy.

This guide is a reminder that, in carrying out their duties, teacher-researchers enjoy **full independence and freedom of expression, subject to** the reservations imposed on them by the principles of tolerance and objectivity, in accordance with university traditions and the provisions of the Education Code. It also points out that **academic freedom** (Articles L123-9, L141-6 and L952-2 of the Education Code) implies certain requirements, in particular that of scientific integrity. In their research and teaching, teacher-researchers must comply with the ethical rules set out in the [European Code of Conduct for Research Integrity](#) (revised in 2017), which identifies four fundamental values: **responsibility, respect, honesty and reliability**. It points out that teacher-researchers must also comply with the ethical rules specific to their status as civil servants ([Articles L121-1 to L125-4 of France's General Civil Service Code](#)), which implies **dignity, impartiality, integrity, probity, neutrality and respect for the principle of secularity**, as well as **the prevention of any conflict of interest**. The professional ethics specific to the teaching and research profession also require **respectful and non-discriminatory behaviour** towards teaching, research and administrative colleagues, as well as towards students.

The teacher-researcher guide is part of the European approach to the **transparency of procedures and equal opportunities in access to resources and career promotion**. It reaffirms the approach adopted by the institution to strengthen open, transparent and merit-based recruitment procedures ([OTM-R](#)), in particular through more systematic use of the [Euraxess](#) platform and adherence to the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#), with the Université Paris 1 Panthéon-Sorbonne obtaining the [Human Resources Strategy for Researchers \(HRS4R\) label](#) in 2021.

1. CAREER MANAGEMENT FOR TEACHER-RESEARCHERS

1.1. RECRUITMENT OF TEACHER-RESEARCHERS

A) TENURED TEACHER-RESEARCHERS

Tenured teacher-researchers are either lecturers or university professors.

To become a **lecturer**, **you must** first be registered on the national qualification list of France's National University Council ([Conseil national des universités, CNU](#)). This registration can be obtained through annual campaigns, via the Galaxie portal of France's Ministry of Higher Education and Research. To do so, all candidates must meet one of the conditions set out in Article 1 of [the Order of 11 July 2018 on the procedure for registration on the qualification lists for the duties of lecturer or university professor](#). Once you have been registered on the qualification list, you can apply for a competitive examination to become a lecturer in a higher education and research establishment, using a special access procedure.

University professors are recruited:

- 1°) In all disciplines, by competitions opened up by each establishment to fill one or more posts in the same discipline, within the establishment.
- 2°) In addition, in law, politics and management, professors may be recruited through national competitive examinations – the higher education agrégation (Article 42 of the Decree of 6 June 1984).

The various paths set out in Article 46 of the Decree of 6 June 1984 provide the legal framework for recruitment. [Law No. 2020-1674 of 24 December 2020 on research programming for the years 2021 to 2030](#) abolished the CNU's requirement for all candidates who are tenured lecturers (or equivalent teacher-researchers) to be included on a list of persons qualified as university professors, once the Law came into force and for all sections of the CNU (Article 5 of Law No. 2020-1674 of 24 December 2020):

- if the candidate is a tenured lecturer (or a teacher-researcher of equivalent status) on the date on which the admissibility of their application is examined, they may apply for one or more university professor posts open to competition even if they do not hold a valid "university professor" qualification. Nor is it necessary now to apply for such a qualification;
- if the applicant is not a tenured lecturer (or a teacher-researcher of equivalent status) on the same date, they must hold a valid qualification for the duties of university professor issued by the CNU (see the conditions set out in Article 2 of the [Order of 11 July 2018 on the procedure for registration on the lists of qualifications for the duties of lecturer or university professor](#)). The University's Academic Council, sitting in restricted formation, is authorised to exempt foreign candidates from this national qualification.

The other statutory conditions remain unchanged, in particular the requirement to be accredited to direct research (habilité(e) à diriger des recherches) or to be exempted from this requirement by the CNU.

B) CONTRACT TEACHER-RESEARCHERS

Temporary teaching and research assistants (ATERS) are government contract staff recruited under fixed-term contracts. The statutory Decree relating to ATERs sets out various procedures for recruitment, taking into account the candidate's situation ([Decree No. 88-654 of 7 May 1988 relating to the recruitment of temporary teaching and research assistants in public higher education establishments](#)).

Full-time ATERs give 128 hours of lectures, 192 hours of tutorials or 288 hours of practical work, or any other equivalent combination. For part-time positions, ATERs must fully complete at least 64 hours of lectures, 96

hours of tutorials or 144 hours of practical work, or any equivalent combination, per year. They also carry out the tasks associated with their teaching activity and in particular participate in the assessment of knowledge and examinations. The performance of these tasks does not give rise either to additional remuneration or to a reduction in the aforementioned teaching obligations. **ATERs may not carry out any additional teaching duties.**

Contractual PhD students are recruited on a three-year contract, on the recommendation of the doctoral school director, after consultation with the thesis director and the director of the research unit or team concerned. The contract PhD student's workload may be devoted exclusively to research activities related to the preparation of a PhD, or they may include complementary activities in addition to these research activities, such as a teaching assignment with a volume of hours no greater than one third of the reference annual teaching hours of teacher-researchers: i.e. 64 hours (see Article 5 of [Decree No. 2009-464 of 23 April 2009 relating to contract PhD students in public higher education or research establishments](#)). When contractual PhD students carry out teaching duties, they are subject to the various obligations involved in this activity and in particular they must participate in the assessment of knowledge and examinations relating to their teaching. The performance of these tasks does not give rise to additional remuneration nor to a cut in their teaching load as set out in their contract.

Post-doctoral researchers who hold a PhD may be recruited under a public law contract known as a “post-doctoral contract” according to [Article L. 412-4 of the French Research Code](#). The purpose of this contract is for the post-doc to carry out research, as part of a project selected in response to an international or national call for projects, or as defined by the institution. The postdoctoral contract must be concluded no later than three years after obtaining a PhD (ranging from a minimum of one year to a maximum of three years). The contract may be renewed once, up to a maximum total duration of four years. The recruitment procedures, conditions of employment and support measures for the beneficiaries of these contracts are set out in [Decree No. 2021-1450 of 4 November 2021](#).

Contract teacher-researchers may be recruited for a fixed or indefinite period, in application of [Article L. 954-3 of the Education Code](#), in accordance with the terms and conditions specified by a decision of the Board of [Directors](#).

1.2. CAREER DEVELOPMENT OF TEACHER-RESEARCHERS

A) APPOINTMENT AND RANKING

The recruitment of teacher-researchers leads to classifying the new employee in an appropriate grade, taking into account seniority and previous experience. As a general rule, the first grade is used when entering a civil service corps. The various levels within the grades of a corps are associated with pay indices that determine remuneration.

On appointment to a teaching and research post (*maître de conférences* (lecturer) or *professeur des universités* (professor)), the University provisionally sets the employee's remuneration based on the information it has about the candidate's previous experience. It is then up to the member of staff, within one year of their appointment as a (trainee) lecturer or university professor, to request a review of their situation in the light of the rules governing the inclusion of previous work ([Decree No. 2009-462 of 23 April 2009 relating to the rules governing the classification of persons appointed to the corps of teacher-researchers in public higher education and research establishments under the authority of the Minister for Higher Education](#)). The reclassification is retroactive and takes effect on the date of appointment.

B) ADVANCEMENT

The career development and remuneration of teaching and research staff are based on indexed pay scales with periodic increases according to grade and seniority.

The corps of **professeurs des universités** (professors) comprises three grades (Articles 52 to 57 of [Decree No. 84-431 of 6 June 1984](#)):

- exceptional class with 2 levels ;
- 1st class with 3 levels;
- 2nd class with 7 levels.

The corps of **maîtres de conférences** (lecturers) comprises two grades (Articles 36 to 40-1 of [Decree No. 84-431 of 6 June 1984](#)):

- hors classe, with 6 levels and an exceptional level ;
- the normal class, with 9 levels.

Progression from one grade to another is by “choice” and subject to conditions, via the grade advancement procedure (Article 40 (MCF) and 56 (PR) of [Decree No. 84-431 of 6 June 1984](#)), with half the annual cohort for promotion being proposed by the relevant sections of the CNU and half by the University’s Academic Council.

Teachers-researchers who meet the conditions for promotion are responsible for submitting their applications for promotion to a higher grade within their department. The procedure is carried out for all candidates on the *Electra* platform of the Galaxie website.

Teacher-researchers move up the levels within the same grade progressively and automatically according to their seniority, except for the promotion to the second level of the exceptional grade for professors and the promotion to the exceptional level of the *hors-classe* grade for lecturers. In these two cases, an application must be submitted using the grade promotion procedure described in the previous paragraph.

1.3. TRAINING COURSES FOR TEACHER-RESEARCHERS

The staff training department within the Directorate for Human Resources assists all staff at the Université Paris 1 Panthéon-Sorbonne, and in particular **all lecturers**, in acquiring new skills to enable them to carry out their duties as effectively as possible and to promote their professional development (see [training guidelines](#)).

As part of the continuing education programme for teacher-researchers, Université Paris 1 Panthéon-Sorbonne also offers a number of training sessions and meetings organised and run by the University’s Centre for Digital Technologies and Learning (SUN). These sessions last one or two hours and take place either online or on-site. The guide to teaching and digital training courses and the training calendar can be consulted on the [University website](#).

Compulsory training aimed at enhancing the teaching skills required to practise the profession for **trainee lecturers** is also offered in accordance with Decree No. 2017-854 of 9 May 2017, amending Decree No. 84-431 of 6 June 1984 ([Articles 32 and 32-1](#)) and the administrative order (arrêté) of 8 February 2018 setting the national framework for training aimed at enhancing the teaching skills of trainee lecturers. Such training may take account of previous experience and be accompanied by tutoring. The director of each department or teaching unit to which the trainee is assigned draws up an opinion on the training provided to the trainee. This opinion is then forwarded to the Academic Board in restricted formation prior to the granting of tenure. During their training, trainee lecturers are relieved of one-sixth of their teaching duties, i.e. 32 hours. **They may not do any additional teaching during this period.**

During the five years following their tenure, lecturers are entitled, at their request, to additional training on top of that provided during the probationary year, to develop teaching skills necessary to practice their profession. For this purpose, they are granted, at their request, teaching leave, the cumulative amount of which over the entire five-year period may not exceed one-sixth of an annual teaching service (i.e. 32 hours).

1.4. COMPENSATION SCHEME FOR TEACHER-RESEARCHERS

In accordance with [Decree No. 2021-1895 of 29 December 2021, amended by Decree No. 2022-1231 of 13 September 2022](#), the compensation scheme applicable to teacher-researchers comprises three components:

- a **grade-related allowance (C1)**: this allowance is based on an annual scale for each grade, and is paid to teacher-researchers who are working or on *délégation*. It is awarded to teacher-researchers who carry out all of their teaching assignments as determined by the University's President. The allowance is also awarded to staff on *délégation*, on leave for research or changing fields of study (*conversions thématiques*) or on leave for pedagogical projects and to staff who have been granted release from their duties or for whom certain activities are subject to hourly-equivalent pay, as provided for in [II of Article 7 of the Decree of 6 June 1984](#).
- an **allowance linked to the performance of certain specific duties or responsibilities (C2)**. The duties and responsibilities concerned are determined by the head of the institution in accordance with the principles for the distribution of bonuses defined by the Board of Directors and the University's management guidelines. This allowance is paid for duties or responsibilities carried out by teacher-researchers in addition to their teaching obligations. Such allowances may not be granted to teacher-researchers on full-time *délégation*, on leave for research or changing fields of study (*conversions thématiques*) or on leave for a teaching project. This allowance may not be awarded for an activity that is already covered by an equivalent hourly rate provided for in Article 7 II of the Decree of 6 June 1984. Teacher-researchers may be authorised to convert all or part of the allowance linked to the performance of certain duties or particular responsibilities into a reduction in their teaching obligations, by decision of the President of the University, in accordance with the terms and conditions defined by the Board of Directors. Such a reduction in their teaching hours may not exceed two-thirds of their teaching obligations (i.e. there is a ceiling of 128 hours in reduced teaching). The beneficiaries of such reduced hours may not be authorised to carry out additional teaching elsewhere.
- an **individual bonus (C3)**: this is linked to the quality of the staff member's activities and professional commitment with regard to all the tasks defined for teacher-researchers in Article L.123-3 of the Education Code. To qualify for the individual bonus, the teacher-researcher must submit an application, which must be accompanied by the activity report mentioned in [Article 7-1 of the Decree of 6 June 1984](#). The reference period for the assessment is the four years preceding the application. After receiving the opinion of the competent section of France's National University Council and the University's Academic Council in restricted formation, the President of the institution will decide on the individual attribution of the bonus, including the individual amount and the mission or missions for which the bonus is allocated. The bonus is awarded for a period of three years, during which the beneficiary cannot accumulate this bonus with another individual bonus.

Teacher-researchers may be eligible for the **doctoral and research supervision bonus** as set out in [Decree No. 2009-851 of 8 July 2009](#) when they make an exceptional contribution to research or for persons who have received an international or national scientific distinction conferred by a research body (the list of bodies is set by order of the minister responsible for research). Teacher-researchers who are "delegated" to the *Institut Universitaire de France* are automatically entitled to the doctoral and research supervision bonus, under the conditions set out in the Decree of 8 July 2009. In this case, they may neither benefit from nor apply for an individual bonus (Article 4 of [Decree No. 2021-1895 of 29 December 2021](#)).

1.5. CAREER MOBILITY OF TEACHER-RESEARCHERS

Any teacher-researcher (lecturer or professor) may ask, during their career, to benefit from the following administrative positions, some of which are automatic and others subject to authorisation by the University depending on service requirements.

A teacher-researcher can also benefit from opportunities for [international mobility](#) during their career under various [programmes](#).

A) BEING MADE AVAILABLE (LA MISE À DISPOSITION) (ARTICLE 20-1 OF THE DECREE OF 6 JUNE 1984)

Teacher-researchers may be made available to an establishment or department under the authority of the Minister for Education or the Minister for Higher Education to carry out management duties, if there is no post available corresponding to their position.

They may also be made available to work in France's *Écoles normales supérieures*, major educational establishments or French schools abroad if there is no post available corresponding to their position.

Such *mise à disposition* made available may be full-time or part-time. It is decided by order of the University President. It may not exceed five years and may be renewed. It must be provided for in an agreement between the home institution and the host organisation and generally gives rise to financial compensation unless otherwise agreed.

B) SECONDMENT (LE DÉTACHEMENT) (ARTICLES 15 TO 17 OF THE DECREE OF 6 JUNE 1984)

Teacher-researchers may be seconded to companies, private bodies or public interest groups to carry out training, research, research promotion and the dissemination of scientific and technical information.

Secondment is granted, subject to teaching requirements, by order of the University President, after consulting the Academic Board in restricted formation. It is granted to teacher-researchers and similar staff, for a maximum period of five years, with a possibility of renewal.

C) AVAILABILITY (LA DISPONIBILITÉ) (ARTICLES 44 TO 49 OF DECREE NO. 85-986 OF 16 SEPTEMBER 1985)

A teacher-researcher may be placed on *disponibilité* at their request, subject to their teaching requirements, in the following cases :

- studies or research of general interest: in this case, the period of availability may not exceed three years, but may be renewed once for an equal period;
- for personal reasons: here, the period of availability may not exceed five years in this case; it is **renewable up to a maximum of ten years during an entire career**, provided that the person concerned has worked at least 18 months continuously in the the civil service, after being reinstated following the first five years of availability.

A civil servant may also, at their request, be granted non-active status in order to set up or take over a business. This may not exceed two years. It is not renewable. Finally, employees are automatically granted leave of absence at their request in the cases covered by Article 47 of the aforementioned Decree (for bringing up a child under the age of 12, caring for a dependant person or a person requiring assistance from a third party, following their spouse or partner to another location, or holding a locally elected office).

A teacher-researcher on availability retains his or her promotion rights if he or she works during the period of availability.

D) PARENTAL LEAVE (ARTICLES 52 TO 56 OF [DECREE NO. 85-986 OF 16 SEPTEMBER 1985](#))

Parental leave is granted automatically, when requested by the person concerned two months before the start of the leave, after the birth of the child, after maternity leave, paternity leave or adoption leave, or when a child enters a home having been adopted or entrusted for adoption, when the child is still of compulsory school age.

Parental leave is granted for renewable periods of two to six months.

E) DÉLÉGATION (ARTICLES 11 TO 14-3 OF THE [DECREE OF 6 JUNE 1984](#))

Délégation may be granted to an international institution or a foreign higher education and research establishment, a French higher education, research or scientific and technical information establishment, a company or any other public or private body.

A teacher-researcher may also be “delegated” to set up a company. *Délégation* may be granted for the application of the provisions of Articles L. 531-1 to L. 531-7 of the Research Code.

In the case of the *délégation CNRS*, teacher-researchers must create their application file through Galaxie. Similarly, the institutions manage the applications and send them to the CNRS by connecting to Galaxie.

The *délégation* is decided by order of the President of the University after receiving the opinion of the Academic Council in restricted formation, with only teacher-researchers and similar staff. It is subject to the conclusion of an agreement between the Université Paris 1 and the host institution, establishment, company or organisation, setting out the purpose and determining the terms and conditions, especially compensation.

F) INTERNATIONAL MOBILITY PROGRAMMES

The [Erasmus+ programme](#) offers teacher-researchers the opportunity to spend a maximum of one week teaching in a partner institution in Europe. The mobility must benefit the work of the person concerned, the objectives of his or her department and the missions of the University.

Université Paris 1 Panthéon-Sorbonne is a member of the [Una Europa](#) alliance. Therefore, special attention is given to applications for mobility to one of the following partner institutions: Alma Mater Studiorum – Università di Bologna (Italy), Freie Universität Berlin (Germany), Helsingin Yliopisto (Finland), KU Leuven (Belgium), Universidad Complutense de Madrid (Spain), Universiteit Leiden (Netherlands), University College Dublin (Ireland), University of Edinburgh, Universität Zürich (Switzerland), and Uniwersytet Jagielloński w Krakowie (Poland).

As part of the [Alliance programme with Columbia University](#) (Columbia University, Paris 1 Panthéon-Sorbonne, École Polytechnique and Sciences Po Paris), the Université Paris 1 Panthéon-Sorbonne also offers its teachers the opportunity to teach for a semester at Columbia University.

The opportunity to teach for one or two semesters at [the European University Viadrina](#) (Frankfurt-sur-Oder) as part of the ‘Contemporary French Thought’ chair is also offered each year to a teacher-researcher. This is a visiting professorship created by Viadrina, which is awarded in turn to teachers from the Université Paris 1 Panthéon-Sorbonne. Other partnerships have been established, in particular with the Maison française d’Oxford (see the [International Relations Department](#) website).

[The TREVE \(Tremplin pour la recherche vers l’Europe\)](#) project is an experimental initiative within the Université Paris 1 Panthéon-Sorbonne and is open to all teacher-researchers at the University, whether tenured or on contract. The project aims to contribute to the Europeanisation of research at Paris I and to raise the international profile of its teaching and research staff. Research visits should not exceed one week.

1.6. THE END OF A TEACHER-RESEARCHER'S CAREER

As permanent employees of the higher education and research sector, teacher-researchers are covered by the special pension scheme set out in the Civil and Military Retirement Pensions Code (*Code des pensions civiles et militaires de retraite*).

The pension application must be submitted through the hierarchy **at least six months before the date of termination of employment**. Failure to meet this deadline may result in a gap in payment between the retiree's last salary paid and their first pension payment.

All the information you need to know about the various retirement options is available on the University's [intranet](#).

On retirement, all teacher-researchers (university professors and lecturers, whether or not they are qualified to direct research) may be awarded the honorary title of emeritus. It allows recipients to complete certain research or supervisory work in progress.

The title of Emeritus Professor or Emeritus Lecturer is awarded by the President of the University on the recommendation of the Research Committee (see [Emeritus](#) procedure). The duration of the **emeritus** status is governed by [Decree No. 2021-1423 of 29 October 2021 on the emeritus status of university professors and lecturers](#).

Like any retired civil servant, all teacher-researchers are entitled to honorary status in their grade or post, provided they have completed at least twenty years of public service and under the conditions set out in Article L. 556-14 of the General Civil Service Code.

2. THE UNIVERSITY'S TEACHING MISSION

The reference working time for teacher-researchers, as set out in civil service regulations, is 128 hours of lectures or 192 hours of tutorials (TD) or practical work or any equivalent combination of these, in initial, continuing or distance education: this does not include research activities which account for half of a teacher-researcher's annual working time. These teaching duties, which are mainly carried out within the various units and departments of the University, are accompanied by the preparation and assessment of the related knowledge ([Article 7 of Decree No. 84-431 of 6 June 1984](#)).

2.1. STATUTORY TEACHING TIME

The President of the University decides on the individual attribution of teacher-researchers' time, according to the interests of their department, after consulting the Director of the department or unit (provisional time sheets are established at the beginning of the year and actual time sheets at the end of the year). Teaching time is attributed within the framework of teaching obligations set out below.

Statutory teachers	Reference text	Service obligation
Teacher-researcher (university professors, lecturers)	Decree No. 84-431 of 6 June 1984 as amended, Art. 7	192 heTD*
Part-time ATER	Decree No. 88-654 of 6 May 1988 as amended, Art. 10	96 heTD
Full-time ATER	Decree No. 88-654 of 6 May 1988 as amended, Art. 10	192 heTD
Contract PhD student with teaching assignment	Decree No. 2009-464 of 23 April 2009 as amended, Art. 5	64 hours maximum

* heTD: equivalent hours of tutorials (*heure équivalent TD*).

2.2. FRAMEWORK FOR OVERTIME

Teachers may only be paid for overtime once they have completed their statutory teaching duties. A maximum of **128 hours** of overtime may be paid.

However, the ceiling does not include:

- the courses and activities in the reference framework provided in apprenticeships and continuing education courses managed by the FCPS;
- hours authorised to be deducted from teaching hours in accordance with the time equivalence reference framework;
- lessons given to replace a teacher on maternity or paternity leave;
- teaching to replace a teacher on long-term sick leave;
- lessons given to make up for the unavailability of an external lecturer, which must be certified by the director of the department or unit.

Beneficiaries of one of the following leaves of absence are exempt from the possibility of having teaching paid as overtime. No authorisation may be issued for this purpose.

Function	Discharge (in heTD)
President of the University ¹	Discharge of 192 heTD ¹
Vice-Chairman of the Board (up to 1) ¹	Discharge of 192 heTD ¹
Statutory Vice-Chairman (up to 2) ²	Discharge of 192 heTD ¹
Director of UFR ³	Discharge on request for a maximum of 128 heTD ³
Director of an institute as defined by by Article L. 713-9 of the Education Code (IDUP, ISST, IEDES and IREST) and teacher-researcher on IUF <i>délégation</i> ⁴	Discharge on request of 128 heTD ⁴
CNU Section Chair ⁵	Discharge on request for a maximum of 64 heTD ⁵
Lecturers receiving training during their placement year	Discharge of 32 heTD ⁶
Lecturers who, at their request within five years of their appointment, receive training in addition to that provided during their probationary year.	Discharge of 32 hTD to be used all at once or in instalments, over the five years following tenure. ⁷

On 20 April 2023, the Board of Directors of Université Paris 1 Panthéon-Sorbonne approved the creation of a teaching hours savings account to enable lecturers and researchers to capitalise the additional hours they have worked, up to a limit of 96heTD over 4 years. With the authorisation of the President of the University, following the opinion of the director of the training unit or department to which they are attached, an hour equivalent to a TD credited to a teaching hours savings account may be deducted from the statutory teaching to be provided by the teacher or teacher-researcher during one of the four academic years following the year in which it was carried out. This is done at the request of the teacher or teacher-researcher, provided that sufficient advance notice is given. After the four-year period, the hour thus credited is paid at the rate of complementary teaching hours.

2.3. APPLICATIONS FOR CUMULATIVE AUTHORISATION

Like all civil servants, teacher-researchers devote their entire professional activity to the tasks entrusted to them. They may not, in their professional capacity, engage in any private gainful activity whatsoever, subject to the exceptions listed specifically by law ([Articles L. 123-1 et seq. of the French Civil Service Code](#)).

A teacher-researcher may be authorised by the President of the University to engage in an ancillary activity, whether gainful or not, with a public or private person or organisation. This activity must be compatible with the duties entrusted to the teacher-researcher, must not affect the performance of those duties and must be included on the list of activities that may be carried out on an ancillary basis (Article L. 123-7 of the French Civil Service Code). All **requests for authorisation to carry out auxiliary activities** must be sent to the Directorate for Human Resources for submission to the University President for signature, after having been signed by all parties and **before the start of the ancillary activity**.

By way of derogation from the requirement for authorisation to hold concurrent teaching and research posts, the exercise of an ancillary activity by teacher-researchers is subject to **prior declaration** to the President of the University when this activity corresponds to the missions mentioned in Article [L. 123-3 of the Education Code](#) and when it is exercised within a public higher education establishment, a public research establishment, a public establishment covered by the Decree mentioned in Article L. 112-6 of the same code, a foundation

1 D. No. 84-431 of 6 June 1984, Art. 7, IV para. 1.

2 D. No. 84-431 of 6 June 1984, Art. 7, IV para. 1.

3 D. No. 84-431 of 6 June 1984, Art. 7, IV al. 3 and D. No. 2003-896 of 17 September 2003 instituting a teaching obligation discharge for secondary school teaching staff exercising certain administrative responsibilities in higher education establishments under the authority of the Minister for Higher Education, Art. 1.

4 D. No. 84-431 of 6 June 1984, Art. 7, IV al. 2 and D. No. 2003-896 of 17 September 2003 instituting a teaching obligation discharge for secondary school teaching staff exercising certain administrative responsibilities in higher education establishments under the authority of the Minister for Higher Education, Art. 1.

5 D. No. 84-431 of 6 June 1984, Art. 7, IV para. 5.

6 D. No. 84-431 of 6 June 1984, Art. 32, para. 2.

7 D. No. 84-431 of 6 June 1984, Art. 32-1.

recognised as being in the public interest and carrying out one or more of the missions defined in Article L. 123-3 of the code, the *Haut Conseil d'évaluation de la recherche et de l'enseignement supérieur* (High Council for the Evaluation of Research and Higher Education) or an administration of the State or a local authority or an international intergovernmental organisation or an institution or body of the European Union ([Article L. 951-5 of the Education Code](#)). The conditions for applying this exceptional system of prior declaration of ancillary activities are set out in [Decree No. 2021-1424 of 29 October 2021](#).

2.4. RESIDENCY OBLIGATION

Teacher-researchers are required to reside where they carry out their duties. As the Université Paris 1 Panthéon-Sorbonne is located in the Ile-de-France region, the expected place of residence for teacher-researchers is the Ile-de-France region.

Individual exemptions may be granted by the President of the University within the limits compatible with the needs of teaching obligations ([Article 5 of Decree No. 84-431 of 6 June 1984](#)).

2.5. EDUCATIONAL TOOLS

The Centre for Digital Technologies and Learning (SUN) monitors and maintains a [documentation corpus on techniques, practices and applications in the field of university teaching](#). This monitoring and documentation is linked to training initiatives. The aim is to encourage autonomous use of the tools and the dissemination of best practice and innovation.

As part of an initiative to support and promote the projects and achievements of teacher-researchers, the SUN offers everyone the opportunity to come and present a teaching project or to talk freely about a variety of themes and practices. The main aim of these [meetings](#) is to bring together all the players involved in developing educational innovation and changing teaching methods. The PMF Lab's creativity room is the ideal venue for these meetings, allowing both face-to-face and remote access.

3. THE UNIVERSITY'S RESEARCH MISSION

Research is carried out within the framework of the University's research units. The University supports its research mission by providing the research units it supervises with various resources (premises, human and financial resources).

3.1. ASSIGNMENT TO A RESEARCH UNIT

All teaching and research staff are normally assigned to one of the institution's [research units](#), as indicated in the job description that led to their recruitment. There are 37 research units supervised by the institution, which fall into two categories: **proprietary research units** (UR, 14 in number) and **joint research units** (UMR, 23 in number).

A) UR AND UMR

Proprietary research units are those for which Université Paris 1 Panthéon-Sorbonne is the sole supervising institution. Joint research units are under the supervision of several institutions, often the CNRS and sometimes other research bodies such as the French National Institute for Agricultural, Food and Environmental Research (INRAE) or the French Institute for Development Research (IRD). UMRs may also be supervised by other higher education and research establishments (university or non-university), such as the Ecole des Hautes Etudes en Sciences Sociales, the Ecole Pratique des Hautes Etudes, Sorbonne nouvelle, Sorbonne université, Université Paris-Cité, Université Paris-Nanterre, etc.

The governance of each research units is set out in its own statutes. The financial allocations they receive from their supervisory bodies are managed by the research units for the benefit of all their members.

B) RESEARCH NETWORKS

Through their membership of a research unit, teacher-researchers may also belong to [research networks](#), such as Groupements d'Intérêt Scientifique (GIS), Laboratoires d'Excellence (LabEx) and Ecoles Universitaires de Recherche (EUR).

All these networks operate under specific statutes and enable the development of thematic and cross-disciplinary research.

C) SIGNATURE OF PUBLICATIONS

Identifying the institutional source of a publication is a major challenge for the institutions (universities, research bodies, schools) that supervise research units, and has a major impact in terms of international influence and attractiveness.

Researchers and teacher-researchers, whatever their status, are required to sign their publications in accordance with the [signature charter](#) adopted by Université Paris 1 Panthéon-Sorbonne.

D) DIGITAL IDENTITY: CV AND SCIENTIFIC OUTPUT

Université Paris 1 Panthéon-Sorbonne has a portal in the [HAL open archives](#). This portal brings together documents (Articles, pre-publications, book chapters, conference proceedings, theses, notices, etc.) produced by members of the institution and thus contributes to the visibility of teaching and research staff and the institution.

The institution's teacher-researchers must create their own **HAL identifier (IdHAL)**, which enables all their scientific production to be made public, including that deposited on other digital platforms and with other identifiers. The HAL identifier makes it possible to create an online CV that can be configured and that is up-

dated automatically from each person's submissions and is available on their **personal page on the institution's website**.

The "[Expert Finder System](#)" [search engine](#) is intended for academic and non-academic partners, collecting only the titles and abstracts of publications deposited in the HAL collection of the institution.

E) RESEARCH SUPPORT PROFESSIONS IN RESEARCH UNITS

As part of their research unit, teacher-researchers receive support in carrying out their projects. Research support is provided by professional staff and professionals in research-related occupations such as administrative manager, financial manager, communications officer, etc. The list of research-related professions can be found on the website of the Ministry of Higher Education and Research ([RÉFérentiel des Emplois-types de la Recherche et de l'ENseignement Supérieur](#), REFERENS).

The functions of library, engineering, administrative, technical, social and health staff are grouped together under the acronym BIATSS.

Research and training engineers and technicians are known as ITRFs.

3.2. FINANCING TOOLS

In addition to the permanent grants which the members of the research units receive to support their research, they may benefit from other resources obtained in response to [calls for projects](#). These come either from the institution (internal calls for projects, see a., b. and c. below) or from external funding agencies (see d.). For internal calls for projects (ICFPs), applications are made via the CAPLAB application, which is accessible from the University's intranet. To submit a project via this application, simply log in using your ENT Paris 1 login.

A) THE "RESEARCH QUALITY BONUSES" (BQRS)

Twice a year, the University puts out a call for scientific projects under the name of the [Research Quality Bonus \(BQR\)](#), which aims to support initiatives undertaken by researchers and teacher-researchers within the Paris 1 research units. This call for proposals is launched and examined by the Research Committee through its three sub-sections, which are made up of the Committee's elected members, divided into the University's three major disciplines (law/political science; economics/mathematics/management; and human sciences).

The University's contribution is capped at €5,000 per project and must always be matched by at least an equal amount from the teacher-researcher's research unit. Applications for funding under the BQR cannot therefore be submitted without the prior agreement of the director of the research unit concerned.

The purpose of the BQR is to support activities (seminars, colloquia, research workshops, etc.) that promote research carried out at Paris 1. Funding can only be used during the calendar year. As far as publications are concerned, only collective publications from research units are eligible for BQR funding.

B) CALLS FOR SCIENCE POLICY PROJECTS

The calls for science policy projects concerns so-called structuring projects, requiring support of between €5,000 and €25,000. The funding must be used to support projects that are in line with the institution's policy (hence the term "structuring projects"). The nature of the call for scientific policy projects is determined each year by the Research Committee. It may target disciplinary or non-disciplinary projects, projects linked to Una Europa's themes or which bring together members of Sorbonne Alliance, Campus Condorcet or, more generally, different research units at Paris 1, or projects which aim to prepare applications in response to offers from national or European research agencies.

Funding for science policy calls for proposals can be deployed over two years. The call for science policy projects is launched each year in the spring, with a response in July.

C) OTHER INTERNAL CALLS

The University may launch other calls for projects on targeted themes or in conjunction with its partners. These include calls linked to the PIA4 ExcellenceS *Sorb’Rising*, the Sorbonne Alliance call for projects (Université Paris 1 Panthéon-Sorbonne, Université Sorbonne Nouvelle, ESCP Business School), specific calls for projects from Condorcet or Una Europa (an association of European Universities including the Université Paris 1 Panthéon-Sorbonne).

D) FINANCING FROM EXTERNAL FUNDING AGENCIES

Among others, the French National Research Agency (ANR), the European Union (Horizon-Europe framework programme of the European Commission), the Ile de France Region, the Paris City Council and the Rectorat (the Regional Academy) offer a variety of calls for collective or individual projects, themed or not (white calls). Responses to these calls, especially those from the ANR and the European Commission, should be prepared in advance by contacting the [Directorate for Project Development](#) (D2P) as early as possible.

3.3. RESEARCH LEAVE

A) CRCT, DÉLÉGATIONS AND TEACHING LOAD ARRANGEMENTS

All teacher-researchers are entitled to ‘[leave for research or thematic conversion](#)’ (CRCT), according to a national calendar distributed by the Teaching Staff Unit at the University’s Directorate for Human Resources.

Teacher-researchers may also apply for a research assignment with a research organisation, often the CNRS, as part of the national calendar. In this case too, information is distributed by the Paris 1 Directorate for Human Resources (see above).

For PRAGs and PRCEs who are doctoral candidates, a special scheme allows them to have [their teaching load adjusted](#) so that they can either work on a PhD in progress, or develop their research with a view to applying for a post as an lecturer or professor. The Teaching Staff Unit (*service du personnel enseignant*, SPE) manages requests for adjustments to teaching duties.

B) EFES, UMIFRES AND RESEARCH ESTABLISHMENTS ABROAD

Teacher-researchers are encouraged to develop their international collaborations, often through their research unit. They can also draw on the network of French Schools Abroad ([ResEFE](#)), which includes the French Schools of Athens, Rome, Cairo, Madrid (Casa de Velasquez) and the Far East, as well as the [UMIFREs](#) (Mixed Units of French Research Institutes Abroad) under the joint supervision of the Ministry of Europe and Foreign Affairs and the Centre National de la Recherche Scientifique.

The University’s [International Relations Department](#) proposes conditions for stays abroad within the framework of cooperation agreements that the University has signed with its partners, such as the [Alliance Programme](#) with Columbia University in New York (see part I, 5., f).

Within [UNA Europa](#), teacher-researchers and students also have the opportunity to participate in numerous networks related to the core themes of the association’s collaboration.

3.4. REGISTRATION WITH A DOCTORAL SCHOOL (ÉCOLE DOCTORAL, ED)

Teacher-researchers are members of research units that participate in PhD training through the doctoral schools. Within the University, [10 doctoral schools](#) cover all disciplinary fields.

A) EDS AND THE COLLEGE OF EDS

The 10 doctoral schools (EDs) are brought together in a [College of Doctoral Schools](#), a forum for dialogue and advice. The College also offers support for PhD students and shared training courses.

B) PROFESSORS RESPONSIBLE FOR PHDS AND ACCREDITATION TO SUPERVISE RESEARCH

To apply for accreditation to supervise research (*habilitation à diriger des recherches*, HDR) at the Université Paris 1 Panthéon-Sorbonne, candidates must submit an application to one of the [professors in charge of PhDs and accreditation](#), who is responsible for examining applications for submission to the University's Research Commission. Two sessions are organised each year according to a [specific timetable](#).

3.5. CAREER DEVELOPMENT

A) FRANCE'S NATIONAL UNIVERSITY COUNCIL (CONSEIL NATIONAL DES UNIVERSITÉS, CNU) AND EVALUATIONS

The CNU often plays a decisive role in most career assessments, applications for research leave (CRCT, *délégation*) and even promotion to a higher grade. The CNU is organised into [disciplinary sections](#). At the Université Paris 1 Panthéon-Sorbonne, the most-represented CNU sections are: 01 (private law), 02 (public law), 03 (history of law), 04 (political science), 05 (economics), 06 (management science), 17 (philosophy), 18 (plastic arts, aesthetics), 19 (sociology, demography), 20 (prehistory), 21 (history and archaeology, ancient and medieval worlds), 22 (history of modern and contemporary worlds, history of art), 23 (geography), 24 (spatial planning), 26 (applied mathematics), 27 (computer science), and 71 (information and communication sciences). It is essential that all teacher-researchers are registered in the CNU section that corresponds to their work. To change section, a request must be sent to the Teaching Staff Unit for transmission to the Academic Council. When this request is made with a view to applying for an open position as part of the national recruitment campaign, it is important to pay attention to application deadlines.

B) CAREER DEVELOPMENT

The careers of tenured teacher-researchers are governed by the 1984 Decree ([Decree No. 84-431 of 6 June 1984](#)). The procedure for monitoring individual careers is handled by the Teaching Staff Unit. In accordance with the prerogatives of the National University Council, requests for career development, change of administrative position or grade promotion are examined by the Academic Council committee meeting in restricted formation with tenured teacher-researchers (CAC R, where applicable in restricted formation with professors and similar corps (CAC R PR)).

The Academic Council restricted to tenured teacher-researchers is an offshoot of the full Academic Council (CAC), which brings together all the elected members of the Education and University Life Commission (Commission de formation et de la vie universitaire, CFVU) and the Research Commission (Commission de la recherche, CR).

4. INSTITUTIONAL ENVIRONMENT

In addition to the support provided by the departments of the University's various teaching departments, institutes and research units, the administration also relies on central directorates and offices dedicated to supporting staff and their missions, regardless of the status of staff. These central support services are organised into directorates and offices. The University also has elected bodies that participate in its institutional life. Their prerogatives are set out in the [Statutes of Université Paris 1 Panthéon-Sorbonne](#), which can be consulted on the intranet.

A) COLLECTIVE BODIES/UNIVERSITY BOARDS (MISSIONS)

The Research Commission is chaired by the President of the University, assisted by two Vice-Presidents. It distributes the resources earmarked for research as allocated by the University's Board of Directors, subject to the strategic framework for its distribution, as defined by the Board. It is involved in defining research policy guidelines and is consulted on the operating rules for research units, agreements with research bodies and the awarding of emeritus status. The Research Commission has forty members, including 28 teacher-researchers (with 14 professors or equivalent, 3 lecturers accredited to supervise research, 9 other lecturers or their equivalent and two other teachers), 4 representatives of the University's B.I.A.T.S.S. staff, 4 PhD students (and their alternates) and 4 external members. As representatives of the University's electorate, it is important to know who is elected to the Research Commission. Their [names](#) appear on the University's intranet site.

The Academic Council's Education and University Life Committee (CFVU) is consulted on the educational programmes of the University's departments. Among other things, it adopts the distribution of the resources allocated to teaching by the Board of Governors, subject to compliance with the strategic framework for the distribution of resources as defined by the Board of Directors, the rules governing examinations and measures to ensure the success of as many students as possible. The [CFVU](#) is made up of 40 members, 16 of whom are teaching staff, including 8 professors or equivalent, sixteen users of the University, four representatives of B.I.A.T.S.S. staff and 4 external figures. The [CFVU](#) is chaired by the University President, assisted by two vice-presidents. As representatives of the electorate, it is also important to know who is elected to the CFVU. Their [names](#) appear on the University's intranet site.

The Academic Council brings together all the members of the [Research Commission \(CR\)](#) and the Education and University Life Commission (CFVU). In plenary session, it is consulted on, or may make recommendations concerning, policy guidelines for education, research, the dissemination of scientific, technical and industrial culture and scientific and technical documentation, or the University's contract with the Ministry. The Board, in restricted formation with teacher-researchers, is responsible for examining individual issues relating to the recruitment, assignment and careers of teacher-researchers (e.g. promotion to a higher grade, bonuses).

Constituted as a disciplinary body, the Academic Board has primary disciplinary authority over professors, lecturers and users, who come under the jurisdiction of two separate disciplinary sections.

It meets in its various configurations (plenary CAC, restricted CAC, CFVU, CR) throughout the year. The deliberations are archived on the General Services Department website (under the heading "Coordination of bodies"/"coordination des instances") and [can be consulted](#) by all university staff.

B) CENTRAL SUPPORT SERVICES

Teacher-researchers can call on the central support services that provide support to the University's components and/or staff:

- The Teaching Personnel Unit ([SPE](#)) of the Directorate for Human Resources (DRH).
- The Directorate for Logistics ([DL](#))
- The Directorate for Research Promotion ([DIREVAL](#))

- The International Relations Department ([DRI](#))
- The Directorate for Project Development ([D2P](#))
- The Directorate for Information Systems and Digital Usages ([DSIUN](#))
- The Directorate for Communications ([DIRCOM](#))
- The Directorate for Business Partnerships and Professional Integration ([DPEIP](#))
- The Office for Common Documentation ([SCD](#))
- The Directorate for Financial and Budgetary Affairs ([DAFB](#))
- The Directorate for Legal and Institutional Affairs ([DAJI](#))

5. QUALITY OF WORKING LIFE (QWL)

Reporting to the Directorate for Human Resources, the [Quality of Working Life Unit](#) (QWL Unit) works on a daily basis to help improve the working conditions of teaching and research staff and to protect their health. The head of the unit is supported by two teams serving the community: a team of HR managers and the social services department.

5.1. HEALTH

Ordinary sick leave

In the event of illness, Section 3 of the medical certificate for sick leave signed by a doctor must be sent to the Quality of Working Life Unit within 48 hours of the absence. For contract staff, Sections 1 and 2 must also be sent to the primary health insurance fund to which they are affiliated.

The financial terms of ordinary sick leave depend on the employee's status and seniority:

		Full pay	Half pay	No pay
Civil servant		90 days	270 days	After 1 year
Public contractor	Less than 4 months	No rights	No rights	During the entire downtime
	4 months to 2 years	30 days	From day 31 to day 60	From day 61
	2 to 3 years	60 days	From day 61 to day 120	From 121 day
	> 3 years	90 days	From day 91 to day 180	From day 181
Private contractor		No rights	No rights	During the entire leave of absence

For civil servants who are teacher-researchers and teachers, if the illness is confirmed to be disabling and serious, and requires prolonged treatment and care, it is possible to apply for long-term sick leave (congé de longue maladie), which extends the period of full salary. Note that applicants must first have been off sick for a continuous period of 3 months. Applications must be made to the QWL Unit using the forms available on the intranet.

For contract teachers under public law, the equivalent of long-term sick leave exists for those who have been with the University for 3 years or more, in the form of serious sick leave. Applications must be made to the QWL Unit using the forms available on the intranet.

Maternity leave

The deduction of statutory leave (sick leave, maternity leave, etc.) from the teaching duties of tenured teacher-researchers is governed by [ministerial circular No. 2012-0009 of 30 April 2012](#).

Article L. 1225-17 of the French Labour Code provides for 16 weeks' maternity leave. Maternity leave is granted in the form of half-time work load: 803.5 hours for standard public service work or 96 hours of TD or practical supervisions for teacher-researchers. By the same reasoning, maternity leave of 26 weeks, under article L. 1225-19 of the Labour Code, converts into 156 hours TD or practical supervisions for teacher-researchers, and maternity leave of 34 or 46 weeks, under article L. 1225-18 of the Labour Code, converts into a full teaching load (192 hours of TD or practical supervisions for teacher-researchers).

Birth	Length of maternity leave	Impact on service
1 child	16 weeks	96 H TD for a non-modulated service
3rd child	26 weeks	156 H TD for a non-modulated service
Multiple births	34 or 46 weeks	192 H TD for a non-modulated service

In each of these cases,

- If the leave covers an entire teaching semester and does not overlap with a period of annual leave, then the teaching load is reduced by half for the same academic year;
- If the leave is spread over 2 semesters of the same academic year, this leads to a distribution of the hours due and a halving of the teaching load during that same academic year;
- If the leave is spread over two academic years, the reduction in the teaching load between years N and N+1 is divided proportionally between the academic years.

For contract teachers, the rules governing maternity leave are set out in [Decree No. 86-83 of 17 January 1986](#) on the general provisions applicable to contract staff, in particular Article 15, which also refers in the final analysis to Articles L. 1225-17 to L. 1225-21 of the French Labour Code.

Contact: spe@univ-paris1.fr

Therapeutic part-time work

Therapeutic part-time work is a temporary arrangement of working time (with a ceiling of 50%). Its purpose is to enable a gradual return to work following illness or an accident. The aim is to promote recovery and improve health. Prior application must be made to the QWL Unit.

Contact: rasante@univ-paris1.fr

5.2. OCCUPATIONAL HEALTH DOCTOR

The University's occupational doctor receives University staff in a confidential setting. Visits are made by appointment as part of regular check-ups and at staff members' request or that of the University. If necessary, the occupational doctor can suggest adjustments to working conditions.

It should be noted that some staff may benefit from special monitoring: disabled staff, pregnant women or staff returning to work after a long leave (CLM, CLD, CGM).

To request a consultation, please contact the medical secretary.

Occupational physician contact: medpro@univ-paris1.fr

5.3. DISABILITY

For many years, the University has been committed to a policy of integrating staff with disabilities. The multi-year disability master plan reflects this commitment. The head of the QWL Unit is the disability contact person for staff and, in this capacity, they and their teams offer support in obtaining *recognition of the status of disabled worker* (RQTH) and in maintaining disabled staff in employment.

Declaring a disability to one's employer is a personal decision for everyone. Doing this gives rights to:

- assistance with administrative recognition via the social service and the occupational doctor
- enhanced medical monitoring to adapt the employee's workstation to changes in their state of health
- workstation adjustments to compensate for various aspects of the disability:
 - organisation: time off from teaching, distance learning, part-time working as of right
 - provision of human assistance via ATER contracts, which can be earmarked
 - provision of technical support according to the needs for compensation

- broader recruitment channels:
 - possibility of tenure by contract to becoming a lecturer
 - PhD disability contract funded by the Ministry and the University
- multi-disciplinary support throughout the employee’s career, whether in terms of maintaining employment, assisting with redeployment if the disability is progressive or acquired during the employee’s career, or via early retirement on grounds of disability
- support for groups to raise awareness and train teams and managers about disability, in order to encourage the integration of staff with disabilities.

Contact for disability issues: rasante@univ-paris1.fr

5.4. WORK PREMISES

The teacher-researchers at the Université Paris 1 Panthéon-Sorbonne are spread [over more than twenty sites](#) in centres that often vary for teaching (depending on the level and discipline) and research. Joint research units may also be located on the sites of partner institutions. More generally, while the University manages most of the centres/sites it occupies, some are managed by other universities or public institutions. In all cases, each site has a director and an administrative manager who can always be contacted for operational matters, particularly concerning the buildings. The University also currently has a “real estate” committee, on which each department or institute is represented, and whose role is, among other things, to report day-to-day problems encountered by users of the various sites.

As far as the University’s real estate resources allow, teaching and research staff should have access to an office, which can be shared, and a work computer. In addition, spaces for socialising have been developed in most centres/sites, and research units are encouraged to develop them on their own premises.

List the Université Paris 1 Panthéon-Sorbonne’s buildings/sites

Sites	Site management	Address
Arago - International House	Paris 1	58, boulevard Arago 75013 Paris
Bourg-la-Reine	Paris 1	16, boulevard Carnot 92340 Bourg-la-Reine
Broca	Paris 1	21, rue Broca 75005 Paris
Port-Royal - Lourcine Campus	Paris 1	1, rue de la Glacière 75013 Paris
Port-Royal - Cassin Campus	Paris 1	17, rue Saint-Hippolyte 75013 Paris
Censier (temporary occupation)	EPAURIF Plateau Urbain	13, rue Santeuil, 75005 Paris
CNRS Paris-Est - Thiais	CNRS	2, rue Henri-Dunant 94320 Thiais
Condorcet - Aubervilliers	EPCC	8, cour des Humanités 93322 Aubervilliers
Cujas (including the library)	Paris 1	2, rue Cujas 75005 Paris
Paris School of Economics	ENS	48, boulevard Jourdan 75014 Paris
Editions de la Sorbonne	Paris 1	212, Rue Saint-Jacques 75005 Paris
Colbert Gallery	INHA	2, rue Vivienne 75002 Paris
Institute of Art and Archaeology	Sorbonne Université	3, rue Michelet 75006 Paris
Institute of Geography	Paris 1	191, rue Saint-Jacques 75005 Paris
Maison de la Philosophie Mersenne	Paris 1	13, rue du Four 75006 Paris
Maison des Sciences Économiques	Paris 1	106-112, boulevard de l’Hôpital 75013 Paris
Malher	Paris 1	9, rue Malher 75004 Paris
MSH Mondes (formerly MAE)	CNRS	21, allée de l’université 92000 Nanterre
Nogent-sur-Marne	CIRAD	45 bis, avenue de la Belle Gabrielle 94736 Nogent-sur-Marne
Panthéon (seat of the University)	Paris 1	12, place du Panthéon 75005 Paris

Pierre Mendès France	Paris 1	90, rue de Tolbiac 75013 Paris
Saint-Charles	Paris 1	47, rue des bergers 75015 Paris
Sainte-Barbe	Rectorat - City of Paris	4, rue Valette, 75005 Paris
Sorbonne (including BIS)	Rectorat - City of Paris	17, rue de la Sorbonne 75005 Paris
Ulm	Paris 1	1, rue d'Ulm 75005 Paris

5.5. CATERING

Depending on where you work, you may not have geographical access to the same catering centres. A number of agreements have been signed with different service providers in order to offer a catering solution tailored to your working environment. You need to contact your Centre to find the nearest catering outlet and its address.

For Crous restaurants, staff cards can be used as a means of payment. For all other sites, it is necessary to request a badge in advance from the QWL Unit, which contacts the restaurant concerned.

Contact for catering questions: racviep@univ-paris1.fr

5.6. CULTURAL AND SPORTS ACTIVITIES

The QWL Unit organises regular cultural and sporting activities throughout the year, as well as events for staff.

For example, sports workshops supervised by sports teachers from the UEFAPS (Unité d'enseignement et de formation aux activités physiques et sportives), drawing workshops and singing workshops are offered free of charge or at reduced rates.

As a member of staff at the University, you can receive financial assistance for your annual subscriptions to the Louvre and Orsay museums. A cultural package through our partner CEZAM allows you to benefit from preferential rates throughout the year for thousands of cultural service providers.

In addition to this range of services, the QWL Unit coordinates festive events for staff (a Christmas party for staff children, gift vouchers, a Sports Festival, a Summer Festival).

All the information is available under the Quality of Life at Work heading on the intranet.

Contact for sports and cultural activities: racviep@univ-paris1.fr

5.7. MEASURES TO COMBAT HARASSMENT AND SEXUAL AND GENDER-BASED VIOLENCE (VSS)

Respect for individuals is a fundamental principle at the University, in its teaching and working environments. The Université Paris 1 Panthéon-Sorbonne is committed to preventing harassment and violence in any form, and has put in place two measures aimed at the whole University community.

To combat **gender-based and sexual violence (GBV)**, the Université Paris 1 Panthéon-Sorbonne provides its community with a confidential reporting platform. This allows any member of the community (student, teacher, researcher, administrative or library staff) to [report any situation of gender-based or sexual violence](#) that they have experienced or witnessed by completing one of the two forms available. The forms are available via the link below:

- [Access to the platform for reporting sexist and sexual violence at the University](#)

To combat any form of **harassment**, the Université Paris 1 Panthéon-Sorbonne also provides its community with a system for reporting harassment by telephone at **01 44 07 87 00** or by **email** (sosharcelements@univ-paris1.fr)

univ-paris1.fr). It is also possible to contact various people of your choice who will be able to listen to you and guide you, in complete confidentiality, and whose contact details can be found in the guide published by the University and available via the **following** link:

- [Download the internal guide to the anti-harassment system](#)

The University's Equality Officer's role includes: informing staff of the professional equality policy implemented by the Université Paris 1 Panthéon-Sorbonne; raising staff awareness of professional equality between men and women, both in terms of the challenges of equality and in terms of deconstructing gender stereotypes and preventing discrimination; as well as monitoring training courses on equality between men and women for staff.

The Equality Officer can be contacted at mission-egalite@univ-paris1.fr

5.8. OCCUPATIONAL PSYCHOLOGIST

The Université Paris 1 Panthéon-Sorbonne has signed an agreement with a psychologist and a psychiatrist who have been working for many years for the University's staff, on a confidential basis and free of charge for persons receiving the consultation. These professionals do not provide any follow-up as such, but receive persons seeking support for one or more sessions and then, if necessary, refer them to specialist professionals.

This service is available by appointment only, after making a request by e-mail. Appointments can be made by teleconsultation or at the surgery.

Contact: ecoute.psy@univ-paris1.fr

5.9. SOCIAL ACTION

A dedicated social worker is on hand to provide confidential advice and support, by appointment, to anyone experiencing problems in their personal life. Depending on the situation, the social worker will provide information on aid schemes and offer assistance in finding solutions.

They can address a wide range of issues:

- work (returning to work, difficulties at work);
- housing (application for social housing reserved for civil servants, rent debts, eviction);
- financial (budget management, debt, over-indebtedness, temporary difficulties);
- family problems (separation, divorce, domestic violence, dependence of an ageing or disabled relative and educational difficulties);
- health (illness and addiction) ;
- disability (application for recognition of disabled worker status, professional integration and maintaining employment) ;
- legal advice (referrals to legal clinics, legal aid and mediation).

In addition to providing advice and guidance, and in the event of occasional budgetary difficulties, the social worker may be asked to consider a request for exceptional non-reimbursable financial assistance. She will then present the applicant's file anonymously to the Social Action Commission (CAS), which is responsible for deciding whether to accept the application.

The social services unit is also responsible for administering means-tested social benefits. These benefits cover housing, disability, leisure activities and children's education.

Social service contact :

Request an appointment: s.social@univ-paris1.fr

Claiming social welfare benefits: prestations.sociales@univ-paris1.fr

6. CONFLICT PREVENTION AND MANAGEMENT

Several mechanisms exist to help prevent and manage conflicts within the University. These are provided for under national regulations or, in the case of the Ethics Committee, by the statutes of Université Paris 1 Panthéon-Sorbonne alone.

6.1. ETHICS COMMITTEE

As set out in Article 46 of the [Statutes of Université Paris 1 Panthéon-Sorbonne](#), the Ethics Committee is responsible for ensuring compliance with ethics, professional conduct and scientific integrity within the institution. It provides information and advice to the President and the University community, particularly in terms of training and disseminating best practices.

The Ethics Committee does not decide on individual cases. However, the University's ethics and scientific integrity officers may call on it when the individual cases they are dealing with call for a common position to be defined for the institution as a whole. It may also be consulted by sponsors of research projects, particularly those seeking European funding following a call for tenders.

The Ethics Committee can be contacted at comite-d-ethique@univ-paris1.fr

For more information: <https://www.pantheonsorbonne.fr/universite/referents-et-comite-ethique>

6.2. ETHICS AND SCIENTIFIC INTEGRITY OFFICERS

The Ethics Committee is supported by two advisors: the Ethics Officer and the Scientific Integrity Officer.

Under [Decree 2021-1572](#), the role of the **Scientific Integrity Officer** is twofold: 1) the Officer examines allegations of breaches of scientific integrity that are brought to their attention and reports on these to the head of the institution alone; and 2) in coordination with the Ethics Committee, the Officer helps to define policies for complying with the requirements of scientific integrity and contributes to promoting the principles of scientific integrity through information and awareness-raising initiatives. To this end, an [online](#) resources page provides tools for understanding what scientific integrity means.

As set out in [Article L. 124-2 of the General Civil Service Code](#), the role of the **Ethics Officer** is above all one of advising all the institution's staff, teachers, lecturers, researchers and engineering, administrative, technical, social, health and library staff on all matters relating to ethics. For example, the Officer may be consulted about the existence of a conflict of interest, or on problems of multiple remuneration. The Officer can also be consulted by staff who believe that an order given to them by their direct superior is manifestly illegal.

The Scientific Integrity Officer can be contacted at the following address: ris@univ-paris1.fr

The Ethics Officer can be contacted at the following address: deontologue@univ-paris1.fr

For more information: <https://www.pantheonsorbonne.fr/universite/referents-et-comite-ethique>

6.3. MEDIATOR

As set out in Article 51 of the University's [internal regulations](#), the role of the **Mediator** is to receive complaints concerning the University's operations in its relations with its staff and users when they have not found a satisfactory response within the framework of existing mechanisms. Acting independently and with due regard for the powers of the institution's other bodies, the Mediator acts as an intermediary in the amicable resolution of conflicts.

The Mediator can be contacted at the following address: mediateur@univ-paris1.fr

For more information: <https://www.pantheonsorbonne.fr/universite/referents-et-comite-ethique>

7. DISCIPLINARY PROCEDURE

As set out in [Article L. 712-6-2 of the Code de l'éducation](#), the **disciplinary section of the Academic Council** is a specialised administrative jurisdiction that exercises, in the first instance, disciplinary authority over teacher-researchers and, more broadly, all staff performing teaching duties at the Université Paris 1 Panthéon-Sorbonne. The members of the section, elected by the Academic Council from among its members, act in complete independence on referral from either the President of the University or, if the latter abstains, from the Rector of the Paris Academy. Their role is to assess the merits of any legal action taken in respect of suspected misconduct and, where appropriate, to impose a sanction.

Decisions handed down by the disciplinary section may go to appeal before the disciplinary panel of the *Conseil national de l'enseignement supérieur et de la recherche*. Decisions handed down by the disciplinary panel may go to appeal before France's Council of State (*Conseil d'État*).



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