

# Guide for applicants

## External competition for tenured Senior Research posts (*directeurs de recherche, Category 2*)

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## ABOUT INED

The French Institute for Demographic Studies (INED, Institut national d'études démographiques) is a public scientific institute, employing about 250 people, including more than fifty permanent researchers.

### A multidisciplinary approach to research

INED's broad approach to demography draws on a broad array of disciplines, including sociology, economics, history, geography, anthropology, statistics, medicine and epidemiology. The Institute's cutting-edge research examines a wide range of demographic events and processes —marriage, fertility, mortality, internal and external migration—, including their measurement, their causes and consequences. Our research is located both within the French context as well as internationally. The Institute has network of national and global partnerships, and participates in research projects across the global North and South.

### Research relevant to societal issues

Current and future demographic trends have numerous economic and social implications. This calls for new research questions to be analysed: new families forms (LGBT, non-cohabiting partnerships, transnational families, etc.), environmental issues, the causes and consequences of longer lifespans, temporary migration, the forced displacement of population, changing lifecourse trajectories, the impact of discrimination, the role of public policies etc. The analysis of demographic processes cannot be static; as a result, our research has continued to evolve: whether it is through the study of new research topics; the analyses or collection of new datasets; or the development of new methods. INED's multidisciplinary approach is at the forefront of these innovations and offers a key to a better understanding of populations and societies.

INED is a world-leader in the advancement of the scientific knowledge in all these areas. We also take a leading role in the production of unique surveys that enrich academic research as well as public statistics. Data from our surveys are made available to the wider scientific community, and results are translated for and disseminated to the general public.

The research conducted at INED enhances our knowledge of social phenomena, provides an unbiased view of sensitive topics, and can thus guide public policy. Thanks to our reputation and research expertise, INED is perfectly placed to act as an interface between society and the research community.

### Working as a researcher at INED

The post on offer is for a full-time tenured senior researcher. INED researchers' main activities include:

- scientific production: data analyses and data production;
- dissemination of results: through scientific articles, books, participation in conferences and seminars;
- engagement with non-academic audiences: through articles or talks for a wider public;
- organizing and coordinating research activities and the research community: organization of research events; editorial and peer-review activities; participating in selection panels, etc.

INED researchers are free to define their own line of work, in line with INED's strategic priorities and within their research unit's own projects. They have access to INED's financial resources to fund their research activities, and are assisted by several support departments: surveys, statistical methods, IT, documentation, international relations, and communication departments, as well as a publishing house. They benefit from regular in-house and external methodological and language training. French is the language of daily life at INED, and lessons are available for non-French-speaking researchers.

Alongside academic activities, researchers take part in research-led training, particularly of doctoral students. They may also give courses at universities for an additional remuneration. Senior researchers manage teams, lead research projects, including surveys, and engage more widely in the research community.

## How research is organised at INED

Researchers at INED are affiliated to one or more research units. INED comprises ten research units, as well as a survey team running the ELFE cohort study (see <https://www.ined.fr/en/research/research-teams/>):

- Fertility, families and couples [UR03]
- Gender, sexuality and inequalities [UR04]
- Mortality, health and epidemiology UR05]
- Housing, spatial inequalities and trajectories [UR06]
- International migrations and minorities [UR08]
- Economic demography [UR09]
- History and populations [UR11]
- Trajectories and territories [UR12]
- Sexual and reproductive health and rights [UR14]
- Demography of South populations [UR15]

Three methodological and thematic research poles connect researchers and research engineers across different units and services around specific research questions.

INED's organizational chart is available here: <https://www.ined.fr/en/institute/who-are-we/organization/flow-chart/>

## Pay and promotion

Researchers and Senior Researchers are classed as Category A civil servants. Their salary increases regularly along a payscale according to their previous research experience and their seniority.

Before previous experience is taken into account at towards the end of the first (probationary) year, the monthly pre-tax remuneration starts at €3,126.

Scale point	1	2	3	4	5	6			7		
Gross index	814	863	913	969	1027	HEA	HEA2	HEA3	HEB	HEB2	HEB3
Period	1 y 3 m	1 y 3 m	1 y 3 m	1 y 3 m	3 y 6 m	3 y 6 m			-		
Gross salary	€3,126	€3,304	€3,482	€3,679	€3,889	€4,147	€4,311	€4,531	€4,531	€4,724	€4,977

Senior Researchers are initially appointed to Category 2. After 4 years in post, they are eligible to apply for promotion to Category 1.

Certain roles requiring taking on additional responsibilities within INED may be allocated additional remuneration.

Researchers may also accept additional remuneration for teaching or scientific consultancies outside INED, within the civil service cumulative remuneration rules.

# ELIGIBILITY CRITERIA TO APPLY

## Applicants who have held a tenured research position within a French research institute

Justify three years' seniority within a tenured research role (*chargé-e de recherche*)

## Applicants who have not held a tenured research position within a French research institute

Applicants are eligible if they fulfil the following conditions:

- Holding a doctoral degree awarded by a French university;
- Holding a *Doctorat d'État*;
- Holding a doctoral degree awarded by a French university in engineering sciences;
- Holding a post-graduate diploma awarded by a French university in odontological sciences (DERSO);
- Holding a post-graduate diploma awarded by a French university in human biology (DERBH);
- Holding a foreign university degree, considered as equivalent to the above qualifications by the INED Evaluation Committee (see the section on "equivalence phase" below);
- Does not hold any of the above qualifications but can provide proof of conducting scientific research which is considered as equivalent to the above qualifications by the INED Evaluation Committee.

**and 8 years'  
experience  
in a research  
position**

For this competition, we can only consider the years of experience in a research position at a public institute with a scientific, technological or teaching vocation, in France or abroad. For candidates who have held research posts in different types of public or private organizations, in France or abroad, an equivalence rating may be awarded by the Director of INED, subject to the approval of the INED Evaluation Committee.

## Age, gender and nationality requirements

There are no age, gender, or nationality requirements.

# COMPETITION PROCEDURE

The competition comprises an application phase followed by three examination and selection phases: an equivalence phase (where required), a short-listing stage by the Evaluation Committee (based on the submitted application), and a final ranking by the Selection Committee (based on the candidate's application and the Evaluation Committee reports).

The different phases of the competition are:



The competition timetable is posted on the INED website:

<https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams/>

## ① OBTAINING AN APPLICATION FORM

The application form may be obtained solely during the period shown (between the competition opening and closing dates, see competition timetable posted on the INED website).

- You may download the application form in French or English from the opening date.

In French: <https://www.ined.fr/fr/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>

In English: <https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams/>

- You may also obtain the application form in person at INED from the *Bureau des concours* (during office hours, noted on the website) or upon request by post.

## ② SUBMITTING YOUR APPLICATION

- The application may be submitted solely during the period shown (between the opening and closing dates).
- A hard-copy of the complete application must be submitted to INED by the closing time and date:
  - either in person at INED at the *Bureau des concours* (office hours on the website)
  - or by post, to the same address, date as postmarked (i.e. the application can be sent until the day of the deadline).
- The closing time and dates are given in the competition decree and on the website <https://www.ined.fr/fr/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>
- A complete application must include all the documents listed in Appendix 1 (if possible on one-sided paper). See the section “Preparing your application” below for the scientific part
- application.

### ATTENTION:

All applications with postage due will be rejected.

### ③ EQUIVALENCE PHASE

- If you have not obtained a doctorate from a French university, you may request an equivalence rating, either of qualification doctorate awarded by a foreign university, or because you can show proof of an adequate scientific production
- Your request for equivalence will be examined by the Evaluation Committee.
- You will be informed by post if your equivalence is *not* granted.

### ④ SHORT-LISTING

The Committee which will examine the applications for the Senior Researcher competition includes members of the Evaluation Committee who themselves hold a similar or more senior position. The Committee is made up of elected INED researchers and six external leading scientists appointed by the INED Director. The list of members is available here:

<https://www.ined.fr/en/institute/who-are-we/organization/governing-bodies/evaluation-committee/>

- Two rapporteurs, one internal and one external, are randomly assigned to each application.
- After examining and discussing all applications, the Committee draws up a short-list of applicants by order of merit, and submits up a report for each short-listed applicant to the Selection Committee.

### ⑤ FINAL SELECTION

The Selection Committee comprises a chair and eight members of a similar or more senior ranking than the post opened:

1. The Director of INED or their representative chairs the selection meeting;
2. Four members of INED's Scientific Board, proposed by the Scientific Board and appointed by the INED Director, including two elected internal members and two appointed external members;
3. Four leading scientists from the research community, whether affiliated to INED or not, appointed by the Director.

The list of Selection Committee members will be posted here: <https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams/>

The Selection Committee designates the successful applicant(s) based on the following documents:

- the short-listed candidates' application;
- the minutes of the Evaluation Committee meeting,
- the report on the applicant written by the Evaluation Committee.

The ranking established in the short-list may be amended following the meeting of the Selection Committee, which will take into account INED's research priorities as well as the quality of each candidate. The Selection Committee may choose to establish a waiting list.

If the short-list contains fewer candidates than the number of open posts in the competition, the Director may decide to postpone filling all or some of the posts to one or more later competitions.

### ⑥ RESULTS

The lists of short-listed and successful applicants are posted at INED and on its website:

<https://www.ined.fr/fr/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>

All applicants receive a letter informing them of the outcome of their application.

Successful applicants must accept or refuse the position offered within eight days of receiving the offer letter sent by INED..

The successful applicant who accepts the position is appointed by the Director of INED as Senior Researcher (*directeur.trice de recherche*), Category 2. They are allocated to one or more research units within INED.

To be appointed, the applicant must:

- be in full possession of their civic rights;
- not have a criminal record (i.e., a clean bulletin number 2 of the French criminal records certificate);
- satisfy the medical fitness requirements for the position;
- be in full compliance with immigration laws;
- have completed, or be exempted from, their country's national service obligations.

Applicants on the waiting list may only be appointed, by decision of the Director of INED, to replace a candidate from the main list who cannot be appointed or if a new vacancy occurs during the period between two competitions.

If the opportunity arises, INED will contact applicants on the waiting list in order of merit. The waiting list automatically lapses upon the opening date of the following competition or two years after the list was established, whichever is sooner.

After the competition is completed and before the beginning of July of the competition year, applicants may contact the chair of the Evaluation Committee to obtain information about the strengths and weaknesses of their application.

### **Return of the USB key**

Two months after the completion of the competition, INED will return by post any USB keys sent with their application to the candidates.

# PREPARING YOUR APPLICATION

## Scientific file

Applications can be submitted in French or English.

### Summary sheet

Pay close attention to your “summary” sheet. This is an overview that all Evaluation and Selection Committee members can easily consult during the various competition phases.

### Research activity report (maximum of 20 000 characters, spaces included, bibliography excluded)

This report should allow members of the Evaluation and Selection Committees to clearly grasp your research interests. As you already include your CV, there is no need to repeat information provided there, but you can provide additional details. You should present your research trajectory by putting forward your most significant contributions and your ability to lead and coordinate research activities. In presenting your previous research, highlight what you have contributed to the literature as well as more widely to the research debate and how you have moved forward your field. Highlight your role in these activities, as well as how you are renowned in your community (for example, through your implication in research projects, governance, leadership, committees or networks you have coordinated or directed).

You are also encouraged to detail how you have participated to the administration, the coordination and the promotion of research activities, and your implication in the life of the departments and research teams you have been affiliated with, for example through your implication in roles of collective interest, editorial activities, organization of scientific events, administrative roles, or peer-review activities.

You may summarize your research activities and responsibilities as you prefer, either chronologically or by topic: the important thing is to clearly show your personal contribution and the novelty of your work. For each research work, specify the context within which the research project was carried out (for example, whether it was a collaboration), whether it has been published, and its main take-home message. If the work was collaborative, clearly identify your personal role and responsibilities.

If relevant, this report should also describe and explain any thematic and/or geographic mobilities.

The Evaluation Committee comprises leading scholars from a variety of disciplines, so you must be clear and avoid any disciplinary jargon. Not all those evaluating your application will be specialists in your field.

### Bibliography (see annex 2)

Research papers that have not been formally accepted by a peer-review board or publisher cannot be considered as publications in your bibliography. A letter from the journal’s editor is required for any publications that are accepted but not yet published. If you have any articles under consideration, you may list them under the heading “R. Other”, and you must provide written confirmation from the editor of their status. Your current research may be made available to the committee if it is published as a working paper.

### Research project (maximum of 20 000 characters, spaces included, bibliography excluded)

The proposed research project, to be formatted as you wish, must be a medium-term project of about 5 years. The project must be carefully drafted and referenced (include a reference list). It does not need to be directly linked to your previous research, but you must consider the necessary elements for its implementation:

- **Innovation:** present the topic and research questions clearly, and show how the envisaged research is innovative and original. Describe how the project relates to the existing literature, the current key debates and research questions, and what the expected contributions and impacts of the project are;
- **Feasibility:** present the research approach you propose to implement: the sources and data you intend to use, the methods of analysis envisaged, the collaborations considered, the investments required, and, if possible, a prospective 5-year timetable;

- Relevance to INED's research objectives: describe how the project fits with or links to INED's existing projects. Specify the teams with which you intend to develop the project and why;
- The extensions you envisage for this project in the longer term.

Any research project should have a sound basis (according to the applicant's experience of project leadership) and may imply a degree of risk: do not hesitate to clearly describe these two elements separately, putting forward and distinguishing what has already been done from what is more uncertain and why. If any difficulties are anticipated, explain how you intend to tackle them.

### Contacting INED researchers during the preparation of your application

For questions relating to the scientific part of their application, candidates can contact the research units' coordinators, according to their research interests. They will be able to answer questions on the position, their research unit, working conditions etc.

For any questions relating to the administrative part of the application, candidates can contact the « Bureau des concours chercheurs »: Pascale Obame, telephone: +33(0)1.56.06.20.60, [pascale.obame@ined.fr](mailto:pascale.obame@ined.fr).

### Assessment criteria

#### General criteria

- Applicant's compatibility with INED's scientific objectives
- Applicant's suitability to the requirements of the post, if applying for a priority post
- Ability to present own research and to contextualise it within the existing literature
- Leading and/or coordinating research projects and events, at national and/or international level
- Collaborations and participation in national and international networks
- Quality and coherence of the professional and scientific trajectory
- Variety of experiences (fieldwork, surveys, having worked within different research teams and centres, participation in research projects, teaching, international experience)
- An outstanding profile, renowned nationally and internationally
- Involvement in research administration and in roles of collective interest (participation to committees, expert reports, team leadership etc.)
- Involvement in research training and teaching
- Ability to engage in multidisciplinary work

#### Criteria for scientific file

- Quality of research production within discipline: contribution to literature, at the cutting-edge of their field, publication of key books or articles.
- Development of research instruments (surveys, databases, programming, research methods, etc.)
- Knowledge transfer, including to non-academic audiences

#### Criteria to assess the project

- Academic quality and relevance of the project with respect to INED's scientific priorities
- Originality, novelty of the project
- Project feasibility, ability to assess and take into account risks

### Contact

For any further information, please contact the *Bureau des concours chercheur-e-s*, Mrs Pascale Obame, tel: +33 (0)1.56.06.20.60, [pascale.obame@ined.fr](mailto:pascale.obame@ined.fr)

INED, Bureau des concours, 9 cours des Humanités, CS 50004, 93322 Aubervilliers cedex.

# ANNEX 1: Documents to include in application

Complete applications must include all forms and documents listed below, in both the “administrative” and “scientific” sections. Incomplete applications will not be accepted.

If the candidate encloses documents not requested in the list below, the Evaluation Committee will choose whether to consider them.

## 1. Administrative dossier

### Sheet 1: Application request

### Qualifications and degrees

⇒ Applicants who have held a tenured research position for at least three years within a French research institute

Copy of the decision nominating the applicant as *chargé-e de recherche*

⇒ Applicants who have not held a tenured research position within a French research institute but have a French educational qualification

Copy of the qualification required to apply for the position of Senior Researcher.

Work certificates or other official proof of employment justifying 8 years of employment within a research post.

A chronological list of the research posts held, justifying at least 8 years' experience in these posts.

⇒ Applicants with a foreign university degree

Sheet 2: request of equivalence of a foreign qualification

Copy of the diploma required to apply for the position of Senior Researcher.

Translation in French by a certified translator of the foreign diploma (1)

Work certificates or other official proof of employment justifying 8 years of employment within a research post.

A chronological list of the research posts held, justifying at least 8 years' experience in these posts.

⇒ Applicants requesting an equivalence based on their scientific work

Sheet 3: request of equivalence based on scientific works

Copy of diploma(s) awarded to the candidate

Work certificates or other official proof of employment justifying 8 years of employment within a research post.

A chronological list of the research posts held, justifying at least 8 years' experience in these posts.

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<sup>1</sup> Mandatory under regulations for competitions for French civil service employment, Article 1, Decree n° 2007-196, 13<sup>th</sup> February 2007. If the foreign qualification is in French, you are not required to use a translator.

## 2. Scientific dossier

### Sheet 4: Summary sheet

#### Curriculum vitae

- Higher education qualifications, including award title, school or university, place, and years attended;
- Current position;
- Start and end dates of research employment, the roles and activities carried out, and type of remuneration (salary, scholarship, allowance, hourly contractor/freelance, etc.) and establishment (specifying whether French, other national or international establishments);
- Teaching experience;
- Research community service and other general interest activities.

#### Summary of previous research experience, from start of career (maximum of 20 000 characters, spaces included, bibliography excluded)

#### Bibliography (see Annex 2)

At the end of the list, name the five publications you are submitting with your application. Briefly explain your choice. Enclose an acceptance letter from the editor or peer-review board if any article or book has not yet been published.

#### Five-year research project (maximum of 20 000 characters, spaces included; bibliography excluded)

#### Five articles or books the applicant considers being their most significant.

Provide these documents preferably on a USB stick (or three hard copies). Ensure that the memory stick contains all the files and that these are not damaged or corrupted

## 3. Optional documents

### An electronic copy of the scientific part of your application, in PDF format on a USB stick

### 1 self-addressed unstamped envelope

Please inform immediately the *Bureau des concours* if your address changes after you submit your application.

### Sheet 5: Consent to post competition results on the internet

If you do not send this consent form to INED, or if you do not fully complete or sign it, your name will not be posted online.

## ANNEX 2: Presentation of publications

Your bibliography must be **numbered in reverse chronological order** (with the most recent first) and **classed by type of publication**.

For each article, you must include:

- names of all authors, in the published author order;
- date of publication;
- full title;
- name of journal and issue number;
- page numbers.

Example:

Mazuy M., Barbieri M., d'Albis H., 2014, "Recent demographic trends in France: the number of marriages continues to decrease", *Population, English Edition*, 69(3), pp. 273-322.

In the case of a book chapter, please indicate:

- names of all authors, in the published author order;
- date of publication;
- chapter title;
- book title;
- if applicable, the scientific editor(s) of the book;
- publisher;
- place of publication;
- page numbers.

Examples:

Childs G., Goldstein M. C., Wandgui P., 2013, "Balancing people, policies and resources in rural Tibet", in Brondízio E. S., Moran E. F. (eds.), *Human-Environment Interactions: Current and Future Directions*, Dordrecht, Springer, pp. 53-77.

Bessis S., 1996. "La féminisation de la pauvreté", in *Femmes du sud, chefs de famille*, J.Bisilliat (ed.), Karthala, Paris, p.49-57.

Laslett P., 1977. *Family Life and Illicit Love in Earlier Generations*. Essays in Historical Sociology, Cambridge/ London/ New York, Cambridge University Press, 270 p.

### **CLASSIFICATION OF PUBLICATIONS**

A- Theses, dissertations, *habilitation* theses

B- Books (author or co-author)

C- Books (editor or co-editor)

D- Journal special issues (editor or co-editor)

E- Book chapters

F- Articles in peer-reviewed journals (as referenced in databases such as Web of Science, Scopus, ERIH, JournalBase or journal lists provided by the HCERES)

G- Articles in other scholarly journals

I- Comment or debate pieces

J- Dictionary entries

K- Book reviews

L- Popular science articles

M- Working papers, published in a working papers series

N- Reports for funding bodies or supervisory ministries

O- Daily press and magazine articles

P- Posters

Q- Papers given at academic conferences

R- Other

**N.B.** Section "L- Popular science articles" includes *Population & Societies*, *INSEE Première*, *Note rapide de l'IAURIF*, *Etudes et résultats* and similar.