

# VADEMECUM OF THE POSTDOCTORAL FELLOW OF IFRIS & LABEX SITES

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## Integration within IFRIS and the host unit

After a selection phase carried out by the Steering Committee on a scientific basis as part of an evaluation process involving world-class researchers, the IFRIS postdoctoral fellow is a recipient of a LabEx SITES grant and therefore joins the IFRIS institute for the duration of her/his project.

Her/his mission is to carry out the research project that has been selected for its quality, its academic relevance and its societal purpose as well as for its relevance to IFRIS scientific objectives (<http://ifris.org/orientations-de-recherche-strategique/>).

In order to conduct and enhance his or her research, the Director of IFRIS offers the post-doctoral fellow an affiliation to one of the units of IFRIS. This decision is taken by the Executive Committee, taking into account: 1) the wishes of the candidate, 2) the suitability of his or her research project for the targeted unit and 3) the possibilities to enhance collaborations between units of the IFRIS consortium. This decision is subject to the agreement of the host unit, which has been offered this possibility of hosting.

This affiliation - for the duration of the research project- aims to provide a scientific and human environment favorable to the conduct of the project by benefiting from the scholars and the scientific positioning of the unit in whose activities the postdoctoral fellow is required to mainly take part.

The post-doctoral fellow must also contribute to the collective activities of IFRIS (Annual Thematic School, Postdoc Day), ensure the influence of IFRIS in the promotion of her/his work, and can therefore benefit from the scientific leadership of IFRIS and the support of its research community.

In addition to his or her salary, the postdoctoral fellow has an operating budget specified at the time of selection. She or he is affiliated with one of the eligible laboratories of IFRIS (according to the LabEx SITES attributive agreement), within the framework of a research agreement that specifies her or his responsibilities, rights and obligations, and which frames the tri-partite relations between the postdoctoral fellow, the host unit (represented by its director) and IFRIS (represented by its director).

In some cases, depending on the management capacities of the host units, the research agreement induces a repayment agreement with the financial manager of the affiliation unit, otherwise by default the postdoctoral fellow receives his salary from the University that manages the finance of the LabEx SITES, and sees his operating budget and missions administered by the IFRIS support team.

The postdoctoral fellow is automatically a "participant- member " of IFRIS and LabEx SITES".

## The post-doctoral obligations under the IFRIS post-doctoral contract

### IFRIS Thematic School

IFRIS organizes each year a thematic school (ET) lasting 4 days on a theme defined by the Executive Committee in interaction with postdoctoral fellows, who are asked to congregate to operate partly the ET.

Postdoctoral fellows are expected to contribute to the preparation of the ET to organize and facilitate training workshops for doctoral students from IFRIS units participating in the ET. Postdoctoral fellows also have a role in discussing the doctoral students' work and facilitating the conclusion of the ET.

Over the maximum duration of the contract, postdoctoral fellows therefore contribute to two thematic schools, one of which is particularly involved in its preparation.

### IFRIS Annual Scientific Day

Each year, an IFRIS Postdoctoral Fellowship Scientific Day is organized to allow them to present their work and benefit from a discussion as part of a day open to the entire IFRIS scientific community and beyond. This day can be thematic.

Over the duration of his postdoctoral contract, the postdoctoral fellow contributes at least to one scientific day with a presentation of his work and has to participate to the second one.

### Contribution to the visibility of IFRIS

IFRIS has a website ([ifris.org](http://ifris.org)) and is active on social networks. Postdoctoral fellows are invited to report their production to IFRIS communication manager for further development.

In addition, the diffusion of her/his outcomes obtained during the project will lead the postdoctoral fellow to choose one of the two following options:

- either the production of an "IFRIS Research Note" (see <http://ifris.org/notes/>)
- either the production of a popular book on its research theme as part of the "Sustainable Sciences" collection of the Editions de la Rue d'Ulm, supported by IFRIS (see [https://www.pressens.fr/collections\\_26\\_sciences-durables.html](https://www.pressens.fr/collections_26_sciences-durables.html)), or as part of another publishing solution.

These proposals will be examined by the IFRIS Executive Committee, and alternative projects may be proposed outside these 2 possibilities.

Without obligation within the framework of the postdoctoral contract, post-doctoral fellows are invited to request resources that IFRIS and LabEX SITES makes available for the implementation of collective projects, in particular for the organisation of seminars and colloquia.

## Principles and provisions for accompanying the postdoctoral fellow's trajectory

### The players of the support to the postdoctoral journey

The Director of IFRIS and the IFRIS Executive Committee, supported by the IFRIS Scientific Committee, to settle any scientific disputes.

The director of the host unit and a scientific referent of this unit, who oversees the scientific and human integration of the postdoctoral fellow.

The IFRIS postdoctoral community active during its employment contract, within which the postdoctoral fellow is called upon to contribute to the scientific animation of IFRIS through its contribution to the IFRIS Annual Thematic School and the annual postdoctoral seminar.

This support is reflected in the creation of a document to monitor the steps specified below. The format is made available to the postdoctoral fellow who completes it as he or she carries out his or her activities.

### The reception

At the time of taking up his duties, the post-doctoral fellow shall have a meeting with the Director of IFRIS to establish the conditions for his reception. This meeting is followed by an integration meeting in the host unit, including the director of the host unit and the scientific referent of the postdoctoral fellow in this unit of which the IFRIS director is informed.

At these meetings, the documents and information essential for its integration and for the conduct of its research are sent to the post-doctoral fellow.

In the case where the unit already has a procedure for hosting temporary scientific staff, there is no need for this specific integration meeting.

### Assessment of the reception at 6 months

In order to help the postdoctoral fellow to carry out his or her scientific project and to build his or her professional trajectory, after 6 months of activities, a follow-up meeting is held with the postdoctoral fellow, the scientific referent, a member of the IFRIS Executive Committee and, if possible, the unit director.

It is simply a matter of verifying on this occasion that the conditions for carrying out the project are in place and that the postdoctoral fellow has efficiently taken up his or her project.

## **Final assessment of the postdoctoral fellowship**

This final assessment consists of considering the achievements of the postdoctoral research and receiving the expression of the postdoctoral fellow on his or her career path during a meeting.

The aim is to look back at the project initially proposed to assess the achievements and experience gained. This assessment will also concern the postdoctoral fellows' evaluation of the supervision and animation of their postdoctoral fellowship.

The IFRIS Post-Doctoral Scientific Day is also such a momentum to carry out this review in conjunction with a presentation of work.

A synthetic activity report of a maximum of ten pages will be prepared by the postdoctoral fellow and sent to the participants of the meeting before it is held. It will be integrated into the postdoctoral tracking document. It will contain:

- a scientific text presenting the main results of the research from the point of view of the research problem and the scientific developments brought about;
- a scientific guidance text for the next step or, if necessary, the formatting of a professional guidance;
- a list of activities carried out or planned to enhance the value of the postdoctoral journey;
- a bibliography of scientific, technical, educational and educational productions and their dissemination to different audiences.

On this basis, the Management Committee will have all information in case the postdoctoral fellow would like to have a letter of support and a written assessment from the IFRIS Director for the rest of his or her career.