

Galaxie Guide Supplement

The following information is intended to supplement the <u>general user guide provided by the Galaxie platform</u> with details specific to Université PSL's tenure track positions ("Chaires de Professeurs juniors (CPJ)") for the 2023 campaign and clarification for international candidates. Please direct all questions to cpi@psl.eu.

3 positions for the 2023 campaign:

 [ENG] <u>Junior Professor Chair (tenure track position) in Computational Analysis of</u> Premodern Written Cultures in Western Space (F/M) ENC-PSL

[FR] Chaire de Professeur junior en Analyse computationnelle des cultures écrites prémodernes de l'espace occidental (F/H) ENC-PSL

 [ENG] <u>Junior Professor Chair (tenure track position) in Health and Global Change (F/M)</u> ENS-PSL

[FR] Chaire de Professeur junior en Santé et Changements Globaux (F/H) ENS-PSL

- Dauphine-PSL: Link to job description will be available shortly.
- Access the Galaxie platform from the job description or directly here: https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html



- 2. In the top right-hand corner, under "CONNEXION AU DOMAINE APPLICATIF DE GALAXIE," click "Accès qualification/recrutement."
- 3. If you already have a Galaxie account, login at the bottom of the page. Otherwise, create your account via the link "Cliquer ici" in the "Information" box.

4. Complete the one-page registration form entitled "Inscription." Note that you will be able to clarify your situation (for ex: diploma and current professional activity) in other sections of the application, including in your uploaded documents.

Galaxie > Mon profil > Inscription		Retour au portail
MA GALAXIE Inscription	1	
Les champs marqués d'une étoile * sont obligatoires.		
Identité		
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	Civilité :	○ Madame Monsieur
(a) Be sure to remember the password	* Nom de famille : demment nom patronymique)	
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(b) If not French, indicate your	* Confirmation :	<u>မ</u>
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(c) "Numen": applicable only if you are a French civil servant in	(C) Numen :	0
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	ode postal étranger :	
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	Autre numéro :	
	N° fax :	(e) Drop-down options for "situation professionnelle"
	* E-mail :	below. To indicate an institution outside of French, select "ETABLISSEMENT INCONNU - HORS"
(e)-Situation professi	onnelle actuelle	ATRIA." If you are unsure, please email us.
	tion professionnelle :	ATER ayant la qualité de fonctionnaire
Etabl	issement d'exercice :	ATER n'ayant pas la qualité de fonctionnaire
	Lieu d'exercice :	Autre activité
	Ville ou pays :	Autre enseignant et/ou chercheur titulaire hors MESRI (Ministère de l'enseignement supérieu Chargé de recherche
Informations com	plémentaires	Chercheur post-doctorant
Allocataire :		Directeur de recherche
Demiere a	nnée universitaire du contrat :	Doctorant Contractuel
Etabl	ssement d'exercice :	Enseignant associé Enseignant et/ou chercheur contractuel
Allocataire moi	niteur :	Enseignant-chercheur (professeur des universités)
Dernière a	nnée universitaire du	Ingénieur (IGR,IGE)
Etahl	contrat : ssement d'exercice :	Maitre de conférences du MESRI et assimilé (astronome adjoint, physicien adjoint, directeur d Professeur agrégé
	ion à l'Enseignement	Professeur certifié
	Supérieur :	Sans emploi
Attaché Temporaire d'Enseignemen		t et de Recherche :
Dernière a	nnée universitaire du contrat :	
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	Lieu d'exercice :	A
	Laboratoire :	
	Pays ou DOM-TOM:	v



- 5. Validate ("Valider") to complete registration. You will receive an automatic email with subject "Confirmation de votre inscription sur le portail GALAXIE" and a six-digit candidate number.
- 6. Return to step 3 of this document and login using your candidate number and the password you created during registration (a).
- 7. "Recherche de poste" Once logged in, identify the position for which you are applying, as shown in the respective screenshots below.

Junior Professor Chair (tenure track position) in Computational Analysis of Premodern Written Cultures in Western Space (F/M) ENC-PSL



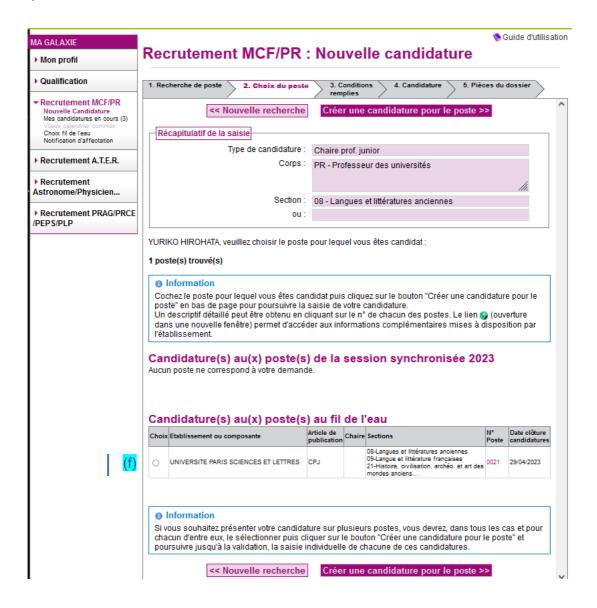
Junior Professor Chair (tenure track position) in Health and Global Change (F/M) ENS-PSL



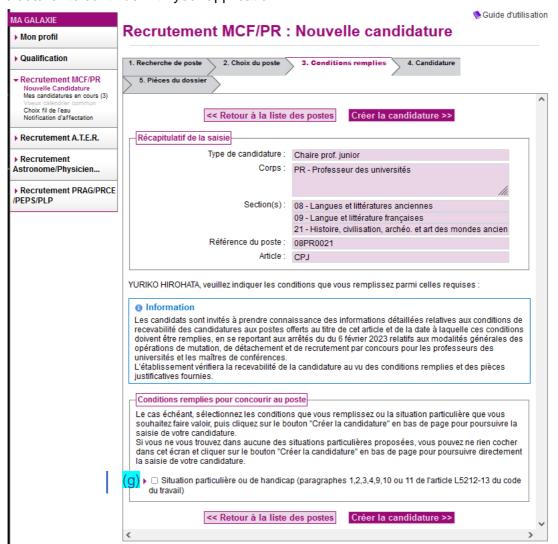
Dauphine-PSL: Information will be available shortly.

8. "Choix du poste" – The fields should be automatically pre-filled. Click the button next to the position indicated in box "Candidature(s) au(x) poste(s) au fil de l'eau" (f). At the bottom of the page, click "Créer une candidature pour le poste" to create your application.

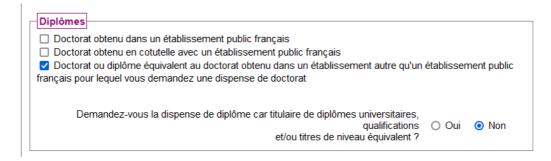
The rest of this document will use the position <u>Junior Professor Chair (tenure track position) in Computational Analysis of Premodern Written Cultures in Western Space (F/M)</u> (ENC-PSL) as an example. The steps in Galaxie are identical for the other positions except for the automatically prefilled fields. Please refer to the respective job descriptions for additional information. If you are unsure, please email us.



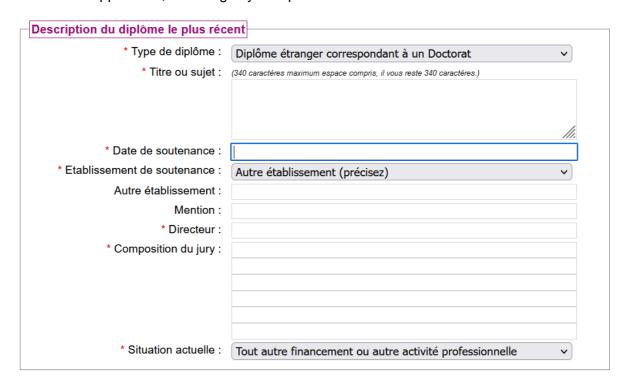
9. "Conditions remplies" – The fields should be automatically pre-filled. In box "Conditions remplies pour concourir au poste," you may indicate whether you have a special situation or disability (g). This question is optional. If you are unsure, please email us. Then, click "Créer la candidature" to continue with your application.



10. "Candidature" – Section "Récaptiulatif des données du poste" should be automatically prefilled. In section "Diplômes," select the third option if you did not earn your diploma in France. In most cases, you will select "Non" for the subsequent question about requesting a diploma waiver. If you are unsure, please email us.



In section "Description du diplôme le plus récent," select "Diplôme étranger correspondant à un Doctorant," if you did not earn your diploma in France. If your current professional activity is not in France, then you may select "Tout autre financement ou autre activité professionnelle". Note that you will be able to clarify your situation (for ex: diploma and current professional activity) in other sections of the application, including in your uploaded documents.



In the subsequent sections, you have 400 characters to complete each required field. Remember to save at the bottom of the page ("Enregistrer").

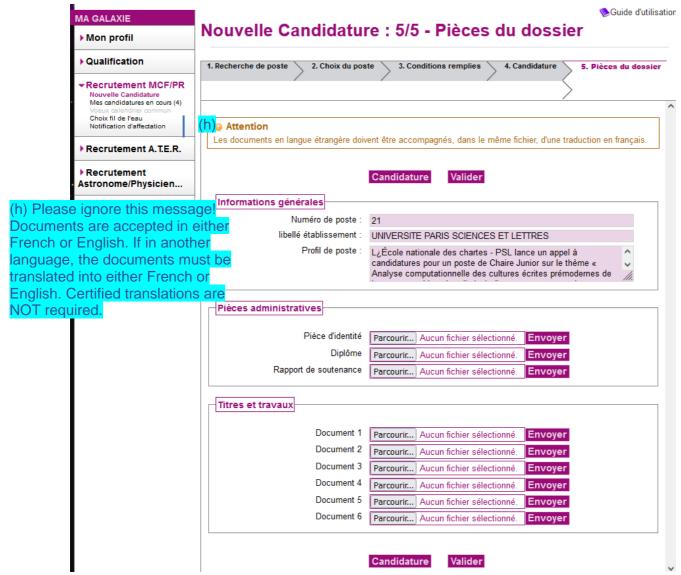
11. "Pièces du dossier" – Section "Informations générales" should be automatically pre-filled. Please refer to the PSL job description for required documents.

In section "Pièces administratives," each uploaded PDF is limited to 5 megabytes.

- Identity document with a photograph (for ex: passport)
- PhD Diploma
- Thesis defense report ("rapport de soutenance") OR document from the institution certifying the absence of a thesis defense report

In section "Titres et travaux," each uploaded PDF is limited to 10 megabytes.

- Application form (PSL Word Document, downloadable from the job description and/or <u>PSL</u> <u>Research web page</u>: complete and convert to pdf format)
- Recommendation letters
- A selection of your publications or other works, not exceeding 6 documents
- Cover Letter only for <u>Junior Professor Chair (tenure track position) in Health and Global Change (F/M)</u>



12. Once you are ready to submit your application, click "Valider." You will be brought back to the following page with a message that your application has been submitted. The message in green ("Succès") is confirmation that your application has been submitted.



Contact Information

For questions regarding the position:

- Junior Professor Chair (tenure track position) in Computational Analysis of Premodern Written Cultures in Western Space (F/M) ENC-PSL: Elsa Marguin-Hamon elsa.marguin-hamon@chartes.psl.eu
- Junior Professor Chair (tenure track position) in Health and Global Change (F/M) ENS-PSL: Pierre Paoletti pierre.paoletti@ens.psl.eu and Amaury Lambert amaury.lambert@ens.psl.eu
- ❖ Dauphine-PSL: Information will be available shortly.

For questions regarding the application process: cpi@psl.eu