

**Competitive call to contract  
members of the teaching and research staff  
Tenure-elegible lecturer  
Serra Húnter Programme**

**Governing Council, 27th April 2023**

**CONDITIONS OF THE CALL FOR APPLICATIONS**

1. General rules

- 1.1 This competition is the second part of the process for recruiting teaching and research staff contracted as part of the Serra Húnter Plan, as approved by the Catalan Government Agreement of 16 May 2017, which in turn approved the Serra Húnter Plan for the 2016-2020 period. The competition is held in line with the collaboration agreement, dated 1 August 2017, between the Catalan Government's Department of Business and Knowledge and the Catalan public universities regarding the implementation of the Jaume Serra Húnter Plan to contract teaching and research staff for the 2016-2020 period and the agreement of the Consell Interuniversitari de Catalunya of 14 October 2022 concerning the hiring of teaching and research staff of the Serra Húnter Plan in the Catalan public universities during 2022.
- 1.2 The places available are those listed in annex 1 of these conditions.
- 1.3 The places will be governed by temporary non-civil service contracts.

2. Regulations

The regulations applicable to the competitions are the following:

- Organic Law 2/2023, of 22 March, on University System.
- Law 1/2003 of 19 February, on the Universities of Catalonia, and the regulations implemented under this law.
- Organic Law 22/2021, of 28 December, on General State Budgets for 2022.
- Regulations governing competitions for the employment of teaching staff, approved by the Governing Council of the URV on 30 April 2009 and subsequently modified.
- Collective agreement for the teaching and research staff of the Catalan public universities (DOGC 14/02/2007).
- Agreement of the Catalan Government GOV/40/2022 of 8 March which approves the Statute of the Universitat Rovira i Virgili.
- Law 39/2015, 1 October, regarding the common administrative procedure of public administrations.

3. Requirements

If they are to be allowed to take part in the competition, applicants must:

a) General requirements:

- Be above the legal minimum age and not have exceeded the retirement age.
- Not have any illness that prevents them from carrying out their corresponding functions in a normal manner.
- Not have left the service of any of the public administrations for disciplinary reasons, or be forbidden from carrying out public functions.
- Not be disqualified in any of the ways listed in Law 53/1984, of 26 December, regarding the disqualification of personnel from the public administrations.

b) Specific requirements:

- Hold the title of doctor. Should the degree not have been issued by a Spanish university or have been recognised in the country, it must be homologated with equivalent official degrees in Spain.

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- Accredit their command of Catalan by presenting with their application the certificate of proficiency in Catalan or an equivalent level recognised by prevailing legislation. Candidates may accredit their command of Catalan before they take the entrance examination by presenting the URV's certificate of proficiency in Catalan for teaching and research staff, or afterwards if article 3.7 of Decree 128/2010 on the accreditation of the language knowledge of lecturers at universities belonging to the university system is applicable. In this case, the applicant will have to justify their request to have this article applied to them before the Vice-Rector responsible for teaching and research staff. If the Vice-Rector believes that admitting this applicant will strengthen and favour the recruitment of talented staff and that the linguistic rights of the students will be guaranteed, this applicant will be allowed to compete for the position. If the applicant is awarded the place, he/she must accredit knowledge of the language within a maximum of two years as of the date on which he/she joined the university by any of the aforementioned mechanisms.

The candidates must satisfy these requirements at the latest by the last day of the period for presenting applications and they must continue to do so until they sign the contract. It must be possible to be able to accredit these requirements at any point during the selection process.

c) Other merits

- It will be considered as a priority merit to have the favourable report of lecturership issued by the Agency for the Quality of the University System of Catalonia (AQU) or of doctoral assistant professorship issued by the National Agency for the Evaluation of Calidad y Acreditación (ANECA) and will be assessed according to that established by the Normativa de concurss for the recruitment of teachers.
- It will be considered as a priority merit to accredit the [academic disconnection of the Rovira i Virgili University](#) as established by the regulatory regulation of the academic disconnection of the Rovira i Virgili University and will be assessed according to that established by the Normative of competitions for the recruitment of teachers.

4. Applications

- 4.1 All candidates who wish to take part in this call must send their applications to the rector of the Universitat Rovira i Virgili using the model application form in Annex II (see the URV website). According to Law 39/2015, you do not need to provide any documentation that the University can collect from other administrations. However, the URV is in the process of implementing the corresponding interoperability tools to consult the information or documentation and therefore the following documents must be provided with the application:

a) General documents:

- Photocopy of valid NIF, NIE or passport.
- Form accrediting command of Catalan.

b) Specific documents:

Candidates should e-mail the following pdf documents to the address [convocatoriespdi@urv.cat](mailto:convocatoriespdi@urv.cat):

- Copy of doctoral degree or document proving that the degree has been applied for.
- Full curriculum vitae (no specific format).
- A document specifying the applicant's [5 most significant contributions](#) (articles, books, patents, etc.). A model document can be found at the PSH website.
- A brief description the applicant's [teaching career](#) (maximum 1 page). A model document can be found at the PSH website.
- A brief statement of the applicant's [teaching and research interests](#) (Activities plan) in the context of the contract being offered for the next 5 years. The document should be no more than 6 pages long. See model at the PSH website.

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Given the composition of the selection committees, it is recommended that the documentation specified in sections b), c), d) and e) are also presented in English.

The required documentation must be presented in the specified application period.

#### 4.2 Presentation of applications:

Individuals who wish to participate in this competition and who meet the requirements to do so must present the corresponding application form in accordance with the model found on the website of the URV.

Applications must be presented in one of the following ways:

A) Via the URV's Online Registry

The URV's Online Registry is an application administered by the URV's General Registry which enables users to electronically register requests, application forms and documents through the URV's online office on the internet. To use the application you must have a valid certificate issued by the URV. For more information on these certificates, go directly to the URV's Online Office at <https://seuelectronica.urv.cat/certificats.html>

The Online Registry allows users to present requests, applications forms and documents 24 hours a day, every day of the year.

You can find the Instructions for the Online Registration of Documents at [https://seuelectronica.urv.cat/registre\\_telematic.html](https://seuelectronica.urv.cat/registre_telematic.html)

The system allows users to present generic template documents to which they can add supporting documentation.

Once a user has presented a generic template document, the Online Registry will automatically issue a receipt confirming reception. This receipt will specify the registry entry number given to the form and the time and date on which it was presented.

You can directly access the URV's Online Registry at: <https://seuelectronica.urv.cat/registre.html>

B) In person at other official locations

According to Law 39/2015, 1 October, regarding the common administrative procedure of public administrations, documentation can also be submitted to:

- The registries of any administrative body that belongs to the General Administration of the Spanish State or to any administrative body of the autonomous communities of Spain.
- Any office of the *Spanish Postal Service*, in the manner established by the regulations. If applications are sent by certified post, they must be presented at the corresponding office of the Spanish Postal Service in accordance with article 31 of Royal Decree 1829/1999, of 3 December, in an open envelope so that the application, letter or communication addressed to the URV can be dated and stamped before it is certified. If the application is not dated and stamped by the corresponding office of the Spanish Postal Service, the date on which the application arrives at the registry of the URV will be regarded as the date on which it has been submitted.
- The diplomatic representations or the consular offices of the Spanish state abroad.

If you submit the documentation by one of the aforementioned means, you must communicate this within the application period by email to the Human Resources Department of the URV (email [convocatoriespdi@urv.cat](mailto:convocatoriespdi@urv.cat)).

4.3 The deadline for submitting applications will be 30 calendar days from the day following the publication of the resolution in the Official Gazette of the Generalitat de Catalunya (DOGC).

4.4 The month of August is considered non-working as well as the periods published on <https://seuelectronica.urv.cat/diesinhabils.html>.

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5. Admission of candidates

5.1 Once the deadline for presenting applications has expired, a provisional list of candidates who have been admitted and excluded will be published on the URV's website, if necessary specifying the reason for exclusion.

5.2 Within 10 working days, applicants can amend their application or, if appropriate, present their arguments to the Vice-Rector for Staff.

If candidates do not amend the defects that have led to their being excluded within the specified period, they will no longer be considered to have applied and their exclusion will be definitive.

5.3 Once the deadline described in the point above has expired, the definitive list of candidates who have been excluded and admitted will be published at the same address as the provisional list.

5.4 According to article 5.1 of Law 39/2015, 1 October, regarding the common administrative procedure of public administrations, with the publication of the resolutions on the University's website it will be assumed that all candidates have been duly notified, and the period of complaints and appeals will begin.

5.5 The Administration of the University can at any time amend, at its own initiative or by request, the material, factual or arithmetical errors that may have been made during the procedure.

6. Selection committee

6.1 Composition

According to the current regulations, the selection committees for each vacancy will be made up of three members appointed in accordance with the procedure established by the regulations governing competitions for the employment of teaching staff. Two advisors will also be appointed by the directors of the Serra Húnter Plan. The five people will take part in all the tests of the selection process.

The composition of the committees that are to assess the candidates can be consulted, for each vacancy, in Annex 1.

Accepting the appointment as a member of a committee is inalienable, unless there is a justified cause to prevent it from acting. In this case, it is up to the Rector to assess the alleged cause, which he will have to resolve within 5 days of receiving the resignation.

The members of the selection committees are subject to the stipulations governing abstention and rejection specified in articles 23 and 24 of Law 40/2015, of 1 October, governing the public sector. If any members wish to abstain, they must not act on the committee and they must give the reasons why they wish to abstain.

6.2 The committees

The selection committee will be constituted within three months of the call being published. If it has not been constituted within this period, an application for an extension of one month can be sent to the rector, explaining the reasons why this is necessary. Meetings of the selection committee will be convened online and must be attended by all members.

Once constituted, so that its actions can be considered valid, at least three of its members must participate. If fewer than three members participate, its actions will be disregarded and a new committee will be appointed in accordance with the established process.

The members of the committees have a duty to respect and safeguard the confidentiality of the issues that they deal with and of any personal data or any information that refers to identified or identifiable physical persons

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The chairperson of the committee shall convene meetings and inform candidates of test days and times.

The committee can reach unanimous or majority agreements. In the latter case, the dissenting member shall specify the reasons for his/her disagreement.

7. Selection procedure

7.1 Within the established period, the chairs of each committee shall call the other members to constitute the committee and the candidates for their presentation and the initiation of the tests.

7.2 After the constitution of the committee and before the presentation of the candidates, the committee will publish the criteria for appraising candidates and the corresponding scale in accordance with the Regulations governing competitions for contracting teaching staff. The criteria agreed on have to be used in both the first and second phases.

7.3 In all selection processes and in each of the tests, and in agreement with the procedure established below for each of the vacancies, the committee shall draft a reasoned report on the merits of each individual candidate or the candidates as a whole, using the established criteria for appraisal and the corresponding scale.

7.4 Competitions for junior lecturer positions consist of two eliminatory phases: in the first phase, the candidates are not present and the phase is eliminatory and consists solely of the analysis and evaluation of the specific merits of each candidate. In the second phase, the candidate is present and the phase is eliminatory and public. The second phase consists of act of presentation and an assessment of the suitability of each candidate's profile for position on offer.

7.5 In the first phase, within a period of 20 days after the online constitution of the selection committee, the members of the committee evaluate the documentation presented by each of the candidates in accordance with the criteria previously agreed upon and published. On the basis of the proposals put forward by the members, the committee will draft and agree on an evaluation for each candidate and state which candidates have passed the first phase. If the committee concludes that none of the candidates has the required merits, it will propose to the Rector that the competition is declared null and void and the position will not be filled. The result of the first phase will be published on the website of the URV.

7.6 In the second phase, the candidates will be presented to the committee, which will inform the candidates of evaluation criteria and the grading system. The order in which the candidates are evaluated will be decided by random selection. During the act of presentation, each candidate will present the committee with their academic, teaching and research curriculum, a copy of one of their publications and the documents that verify the achievements listed on the curriculum and their plan for teaching and research activities for a maximum of the next five years during which they will be connected to the URV. The documentation will preferably be submitted in electronic format.

7.7 During these evaluation processes, the committee will evaluate each candidate's suitability for the position on offer. This will be done by evaluating the candidate's CV in accordance with the criteria previously approved by the committee and by evaluating the candidate's oral presentation regarding their plan of activities and its relevance to the needs of the URV, which will have been clearly stated in the call for applications. Finally, the committee will interview the candidate.

7.8 The candidate's presentation will last for no longer than an hour and the total duration of the presentation and the interview will be no longer than two and a half hours. The committee will particularly evaluate the feasibility of the plan of activities presented by the candidate and which must ensure that the candidate can achieve research recognition that enables the candidate to be contracted on a permanent basis as a senior lecturer.

7.9 The committee will issue a report agreed by all of its members regarding each of the candidates and will decide which have successfully passed through the selection process.

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8. Proposal of candidates to fill the vacancies

8.1 Once the candidates have been evaluated, the committee will provide the rector of the University with a list, which will be binding, of all the candidates who have passed the selection process. The candidates will be listed in order of preference. The position may also be declared unfilled.

8.2 If the committee's proposal is not unanimous, the dissenting committee member will record his or her own evaluation and order of preference of the candidates he or she has evaluated favourably.

8.3 In view of the committee's proposal, the rector will announce the decisions, naming a candidate for each vacancy in the order proposed by the committee until all vacancies have been filled. The decision about the appointments will be published on the URV's website and in the Official Gazette of the Catalan Government.

9. Contracting

9.1 The candidates proposed will sign a contract with the URV within a maximum of 6 months of the rector's decision being published on the website. This period can be extended by mutual agreement.

9.2 From the day after the publication of the rector's decision, candidates have 15 days to present the documents required before the contract can be signed to the Human Resources Service.

- a) Official medical certificate to show that the candidate selected has no failing or illness that will prevent him or her from fulfilling the normal functions of the post.
- b) Statement that the candidate is not in any of the situations of incompatibility envisaged by current legislation or will not exercise, during the process of taking up the post, the option envisaged by article 10 of Law 53/1984, of 26 December, of incompatibilities of staff working for the public administrations.
- c) Original documents accrediting specific requirements: doctoral degree and research or advanced research accreditation.

9.3 If a candidate renounces their appointment or if the contract is unsigned, the rector will appoint the next candidate on the list in order of preference.

9.4 If the proposed candidate is from a non-EU country, he/she must comply with the necessary legal requisites in order to be contracted and affiliated to the social security.

9.5 Under no circumstances may the candidate begin work before he/she is affiliated to the social security.

9.6 The contracts shall state the working conditions in the same terms in which they have been described in this call and in the current legislation, as well as the following additional clauses, which all lecturers contracted by the Serra Húnter Plan must comply with:

- The person contracted will be assessed specifically on academic merit in the terms laid down by the Jaume Serra Húnter Plan.
- The person contracted must annually update a summary - two pages long at the most - of the most important aspects of his or her curriculum vitae and authorize it for publication on the Serra Húnter Plan website.
- The person contracted must sign all his or her academic and scientific output as "Professor Serra Húnter", "Serra Húnter Fellow" or "Profesor Serra Húnter", as the case may be.

10. Remuneration

The remuneration for each of the posts are published on [taules retributives](#).

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11. Duration of the contract

Successful candidates will be contracted as junior lecturers for an initial period of three years. At the end of this period, on the basis of a report issued by the department to which the junior lecturer is affiliated, the Teaching and Research Staff Evaluation Committee of the URV will evaluate the junior lecturer's academic work in accordance with the stipulations of the Governing Council. If the evaluation is positive, the junior lecturer's contract will be extended for a further three years. The term of validity of the first contract and its extension are without prejudice to the permits to which the teaching staff are entitled, in accordance with the applicable rules.

12. Personal data protection

12.1 The person responsible for the processing of personal data is the Rovira i Virgili University with CIF Q9350003A, with a registered office in Carrer de l'Escorxador, s/n, 43003 de Tarragona.

12.2 Its purpose is the management of staff selection and job provision for the University.

12.3 You may exercise the rights of access, rectification, suppression, portability, limitation or opposition to processing, by writing to the General Register of the URV at Carrer de l'Escorxador, s/n, 43003 de Tarragona or by submitting it to the General Register of the University, in person or telematics, as stated on <https://seuelectronica.urv.cat/register.html>.

12.4 You can consult additional information about this personal data processing called Provision and Selection of Jobs and your rights in the URV Treatment Activities Register published at <https://seuelectronica.urv.cat/rgpd/> where you can also consult the URV Privacy Policy. Additionally, you can address our data protection delegates any query on personal data protection in the email address of [dpd@urv.cat](mailto:dpd@urv.cat).

13. Complaints

Any interested party may lodge an administrative appeal against this call for applications and its conditions at the Administrative Court in Tarragona within two months, counting from the day after notification is received. An appeal for reversal can also be made to the Rector of the URV prior to the administrative appeal and within one month of the day after notification is received.

Likewise, interested parties can appeal to the rector of the URV against the actions of the committee within one month of having been informed of this decision. This appeal will be understood to have been rejected if the university administration publishes no resolution regarding the appeal within three months after it has been lodged. The opportunity to lodge an administrative appeal at the Administrative Court of Tarragona will expire six months from the day after the appeal lodged with the Rector has been rejected. If a resolution is published regarding the appeal lodged with the Rector, the interested party will have two months starting from the day after they have been notified of this to lodge an administrative appeal.

Likewise, interested parties may lodge any other appeal they deem necessary to defend their interests.

Tarragona, 19<sup>th</sup> June 2023