

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

**Governing Council, 22nd October 2024**

**CONDITIONS OF THE CALL FOR APPLICATIONS**

1. General rules and characteristics of the posts

- 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 5 December 2023, which in turn approved the Serra Húnter Plan for the 2024-2027 period. The competition is held in line with the collaboration agreement 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 2024-2027 period and the agreement of the Consell Interuniversitari de Catalunya of 15 December 2023 concerning the hiring of teaching and research staff of the Serra Húnter Plan in the Catalan public universities during 2024.
- 1.2 The posts available are those listed in annex 1 of these conditions.
- 1.3 The posts 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.
- Collective agreement for the teaching and research staff of the Catalan public universities.
- Agreement of the Catalan Government GOV/40/2022 of 8 March which approves the Statute of the Universitat Rovira i Virgili.
- Regulations governing access to tenure-track lecturer posts at the Universitat Rovira i Virgili.
- Regulations governing certification of academic discontinuance at 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.
- Accredited 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 post, they must accredit knowledge of the language within a maximum of two years as of the date on which they joined the university by any of the aforementioned mechanisms.

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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.

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 a priority merit for applicants to have a favourable report on their time as a lecturer issued by the Quality Agency of the of the University System of Catalonia (AQU) or as a doctoral assistant professor issued by the National Agency for the Evaluation of Quality and Accreditation (ANECA). Such a report will be evaluated in accordance with the second transitory provision of the Regulations governing access to tenure-track lecturer posts at the Universitat Rovira.
- It will be considered a priority merit for applicants to certify their academic discontinuance at the Universitat Rovira i Virgili as established by the regulations on academic discontinuance of the Universitat Rovira i Virgili. Such a certificate will be evaluated in accordance with the first transitory provision of the Regulations governing access to tenure-track lecturer posts at the Universitat Rovira.

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):

- a. Copy of doctoral degree or document proving that the degree has been applied for.
- b. [Curriculum vitae](#) (specific template provided by the SHP).
- c. A document highlighting the [five most significant academic achievements](#) (articles, projects completed, books, patents, etc.).
- d. A brief description of the candidate's [teaching career](#) (maximum one page).
- e. A brief declaration of the candidate's [teaching and research interests](#) for the next five years in relation to the field associated with the post offered (no more than six pages).
- f. [Academic internationalization](#). Selected candidates must provide proof of having engaged in academic activity in a non-Spanish institution during doctoral training or in the postdoctoral phase for a minimum of one year (counting academic stays of two months) or of having completed their doctoral thesis in a non-Spanish university.

Candidates will submit their documentation to the university using the specific forms provided by the SHP. Documentation must be in English, except in cases where the language forms part of the profile of the contract.

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Candidates must meet these requirements, at the latest, on the last day of the application submission deadline until the contract is signed. Candidates must demonstrate their fulfilment of the requirements at any time during the selection process if they are asked to do so.

#### 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 template 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 a software 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).

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4.4 The calculation of deadlines does not include the month of August, the periods published at <https://seuelectronica.urv.cat/diesinhabils.html> and the periods when the URV closes due to reduced activity, which are specified in the Agreement on the working calendar and working flexibility for the technical, management and administrative and services staff for the year 2024 and 2025.

4.5 The applicant declares that all the information and documentation provided is true and that they realise that if the information and documentation does not fulfil the requirements or if it has any inaccuracies, falsifications omissions, or they do not present the documentation required, they will not be allowed to continue with the procedure and the that any actions they have carried out will be rendered ineffective, notwithstanding any criminal, civil or administrative liabilities that may be applicable

4.6 Under no circumstances will conditions or merits that have not been mentioned or justified in the manner stipulated in these conditions be taken into account.

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, any material, factual or arithmetical errors that may have been made during the procedure.

5.6 Candidates are responsible for monitoring the different phases of the call through the publications on the website.

6. Selection committee

6.1 Composition

In accordance with current regulations, the selection committees for each post will consist of five members: a chair, chosen by common agreement between the rector and the curriculum director; two members chosen by the curriculum director and two members chosen by the rector; and one member chosen by the rector who will act as secretary of the committee.

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

In accordance with the Institutional Integrity and Anti-Fraud Measures Plan of the Rovira i Virgili University, the full members of the selection committee must sign the declaration of absence of conflict of interest after the definitive list of admitted and excluded candidates has been published and before the committee is constituted.

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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.

Full members who do not participate in the act of constitution cease to be members of the committee, and are replaced by substitutes.

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.

In general, the committee will act in person. Exceptionally, for justified reasons, the members of committees, with the exception of one member who may be either the chair or secretary, may choose to participate either in person or electronically in those phases of the selection process in which it is not essential that they participate in person.

The deliberations of the committee are not public, they are secret and no one else can be present when they are taking place. The committee can reach agreements unanimously or by majority. In the latter case, the dissenting member must state the reasons why they are in disagreement and give their own evaluation and ranking of the candidates.

The members of the committees have a duty to maintain the utmost secrecy and confidentiality regarding the matters they discuss and regarding any personal data or information that refers to identified or identifiable individuals.

The secretary of the committee is responsible for the administrative actions arising from the selection process, with the support of the non-academic staff of the department to which the post in question is affiliated and of the URV Human Resources Service.

The committee will:

- ensure compliance with the regulations and the provisions of the corresponding call for applications;
- ensure respect for the principles of equality, merit, ability and transparency;
- undertake to act objectively, independently and with professional rigour;
- respect the confidentiality of the personal data of which they have become aware as a result of their participation in the committee;
- keep secret the deliberations of the committee; and allow themselves the necessary time to adequately perform their own tasks.

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

The committee will complete the documentation regarding the call using the forms provided by the URV's Human Resources Service and will sign them digitally.

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7. Assessment criteria

7.1 The assessment criteria:

	Teaching experience	Research experience, including knowledge transfer and exchange	Mobility	University administration and extension
Tenure-track lecturer	30-50	40-60	5-20	5-10

Total score 100

7.2 Internationalization

The candidate selected will be incorporated into the Serra Húnter Plan provided that they fulfil the requirement on internationalisation stipulated in the current regulations governing the Plan. The internationalisation requirement will be considered fulfilled if they can demonstrate that they have carried out academic activity in a foreign institution during their doctoral or post-doctoral training for at least one year (counting academic stays of at least two months) or that they have completed their doctoral thesis at a foreign university. If they can demonstrate this, they will receive a score of 100% on the mobility indicator.

7.3 The candidate can score additional points if they:

- a) Provide a favourable report from the Catalan Agency for Quality Assurance in the University System (AQU) or a favourable report from the National Agency for Quality Assessment and Accreditation (ANECA). This may be awarded between 5 and 15 additional points at the discretion of the committee.
- b) Certify that they have discontinued their academic activity at the Universitat Rovira i Virgili in accordance with the regulations governing academic discontinuation at the Universitat Rovira i Virgili. If accepted, a score between 50% and 80% is applied to the mobility indicator.

7.4 The applicant will have passed if they obtain an overall score equal to or higher than 50 points. If no applicant reaches this score, the call for applications will be declared void.

8. Competition procedure

8.1 The chairs of the committee will convene the other members of each committee in order to constitute the committees online, and will convene the candidates for their presentation and the start of the tests.

8.2 The criteria for assessing merits and the start date of the selection process are agreed on during the electronic constitution of the committee and are published on the website of the call for applications. The candidates must give their presentations at least two working days after the date of the electronic constitution of the selection committee.

8.3 In accordance with the procedure established below for each type of post, for all selection processes and for each of the tests, the committee will write an individual or joint report (depending on what the committee agrees) on the merits of the candidates, in accordance with the assessment criteria established for each of them.

8.4 The competitions for tenure-track 1 teaching posts consist of two eliminatory phases. In the first phase, the committee analyses and evaluates the specific merits of the candidates in their absence to determine whether to allow each candidate to proceed to the second phase. In the second phase (which is public) the candidates give a presentation of themselves and the committee evaluates their suitability for the post that they have applied for.

8.5 In the first phase, within a maximum of 20 working days from the online constitution of the selection committee, the committee members will make an individual assessment of the documentation presented by each of the candidates in accordance with the previously agreed and published criteria. On the basis of proposals by its members, the committee will produce a report on each of the candidates and on

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those who have passed the first phase. If the committee considers that no candidate has the appropriate merits, it will propose to the Rector that the competition be declared void and that the post remain vacant. The results of the first phase will be published on the URV website.

8.6 In the second phase, which consists of an oral presentation by the candidate, the committee will assess their suitability to apply for the contract in question. Beforehand, the candidates will be informed of the assessment criteria and the order of their performance will be drawn by lot. During their presentation, the candidates will give the committee a copy of their curriculum vitae stating their academic, teaching, research and professional experience, examples of their publications and the documents that confirm the information provided in the curriculum vitae. Documentation can be delivered in electronic format or in paper format.

8.7 The oral test will be public and will last for a maximum of one and a half hours. During the test, the candidates will introduce themselves briefly and then give a presentation on a subject they consider relevant to the profile of the post that they are applying for. The members of the selection committee will then ask the candidates any questions they consider appropriate, both on the merits listed in their curriculum vitae and on the seminar given, or on any other aspect related to the contract offered and the work that the candidate will be expected to do.

8.8 In accordance with the characteristics of the Serra Húnter Plan, this test will be carried out in English, except in cases where the language is part of the profile of the contract.

8.9 Once all the phases have been completed, the committee will deliberate on the performance of the candidates and will publish their assessment of each candidate, with a reasoned and detailed explanation for each of the aspects assessed.

9. Proposal of candidates to fill the vacancies

9.1 On the basis of the proposal submitted, the rector will issue a resolution appointing one candidate to each post in the order proposed by the committee, until each post available has been filled. The appointments will be published on the URV website and in the Official Journal of the Catalan Government.

9.2 Within three working days of the end of the committee's activities, the secretary must deliver the following documents to the Teaching and Research Staff Section of the Human Resources Service:

- a. The document of the constitution of the committee and the minutes of each of its sessions, in which the agreements reached and the fundamental actions must be recorded.
- b. The document containing the scores assigned by the committee to the candidates for each of the aspects to be assessed in accordance with the established criteria.
- c. The reports and numerical evaluations corresponding to each of the candidates.
- d. The document containing the proposal for awarding the post, with the list of candidates who have passed the selection process in order of preference. The document may also propose leaving the post vacant.

9.3 In the event that the proposal does not have the unanimous agreement of the committee, the dissenting member will record his or her own evaluation and ranking of the successful candidates.

9.4 The committee's proposal must be submitted to the rector for him or her to issue the resolution of the competition, against which any appeals may be lodged.

9.5 The proposal and the scores of the candidates must be published on the URV website within a maximum of 10 working days from the date on which the competition is held.

10. Contracting

10.1 From the day on which the Rector's decision is made public, the successful candidates will have a period of fifteen calendar days to present the relevant documentation to the Human Resources Service so that they can sign the corresponding contract.

10.2 At the end of the above period, and provided that the proposed candidates have submitted the required documentation, the rector shall issue a resolution confirming the appointments to the post. In

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the event that any candidate does not present the indicated documentation within the established period or renounces the contract, they will forfeit their right, and they will not be able to formalise the employment contract with the Universitat de Rovira i Virgili. The same will happen in the event that any inaccuracy, falsity or omission is detected in the candidate's declaration of responsibility, notwithstanding any criminal, civil or administrative liability that may have been incurred. In both cases, the next applicant in order of preference will be appointed.

10.3 The resolution in which the post is awarded must specify the name of the post, the subject area and the speciality of knowledge.

10.4 The selected candidate will be incorporated into the Serra Húnter Plan as long as they meet the internationalisation requirements set out in the current Serra Húnter Plan regulations.

10.5 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:

1. The person contracted will be assessed specifically on academic merit in the terms laid down by the Jaume Serra Húnter Plan.
2. The person contracted must annually update a summary of the most important aspects of their or her curriculum vitae and authorize it for publication on the Serra Húnter Plan website.
3. The person contracted must sign all their academic and scientific output as "Professor Serra Húnter", "Serra Húnter Fellow" or "Profesor Serra Húnter", as the case may be.
4. In the event that the contracted person loses, for any reason whatsoever, their affiliation to the Plan, the contracted person will not be able to sign as 'Serra Húnter Professor' or 'Serra Húnter Fellow'. Therefore, the above clauses shall not apply.
5. The contracted person authorises the university to transfer their data to the Serra Húnter Plan, in accordance with current legislation on the processing and protection of personal data.

10.6 The contract is formalised from the day after the date on which the awarding of the post is published in the Official Journal of the Catalan Government (DOGC). If, at the request of the person concerned, the taking up of the post must be postponed, it must be done, at the latest, within twenty days from the day after the aforementioned publication.

10.7 In the event that the proposed candidates come from non-EU countries, they will need to fulfil the legal requirements necessary for their employment and affiliation to the Social Security system. Under no circumstances may the proposed person start working before the date of their registration with the Social Security system.

10.8 In order to facilitate the signing process and improve administrative efficiency, by default contracts must be signed digitally. If a candidate is in exceptional circumstances that make digital signature impossible, their case will be assessed individually.

#### 11. Remuneration

The remuneration for each of the posts are published on [taules retributives](#), which will be updated annually in line with the percentage established by the annual budget.

#### 12. Duration of the contract

The contract will last for six years. After the first three years of the contract, the University will carry out an orientation evaluation with the aim of assessing the progress and quality of the teaching and research activity.



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In the event that the selected person has had a previous contract as a Tenure-eligible lecturer in another institution, the contract will be formalized for the remaining time until the 6-year maximum duration is exhausted.

13. Personal data protection

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

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

13.3 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>.

13.4 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).

14. Complaints

Any interested party may lodge a claim against this call and its conditions at the Social Court in Tarragona without prejudice to the fact that they can file an appeal at the court of their domicile, as long as this court is within the jurisdiction of the Social Court of Superior Court of Justice of Catalonia, within two months counting from the day of its notification through the corresponding publication, as provided in the article 69 of Law 36/2011 of 10 October, which regulates the social jurisdiction.

Likewise, any 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. Their appeal may be understood to have been dismissed if there is administrative silence for three months without an express resolution.

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

Tarragona, 9th January 2025