

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

Governing Council, 22nd February 2018

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. The number of places for 2016 and 2017 is specified.
- 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 6/2001, of 21 December, on Universities, amended by Organic Law 4/2007, of 12 April (BOE 13/04/2007)
- Law 1/2003 of 19 February, on the Universities of Catalonia, and the regulations implemented under this law.
- Organic Law 3/2017, of 27 June, on General State Budgets for 2017.
- 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).
- Decree 202/2003 of 26 August of the Department of Universities, Research and the Information Society which approves the Statute of the Universitat Rovira i Virgili, modified by agreement of the Catalan Government GOV/23/2012.
- 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.

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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.
- Possess the report required by the law to be contracted as a junior lecturer and issued by the Quality Agency for the Catalan University System or the National Agency for Quality and Accreditation.
- Accredite 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.

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). The application form must be accompanied by:

a) General documents:

- Photocopy of valid NIF, NIE or passport.
- Form accrediting command of Catalan.
- Proof of payment of exam fees.

b) Specific documents:

Candidates should e-mail the following pdf documents to the address convocatoriespdi@urv.cat:

- a. Doctoral degree or document proving that the degree has been applied for.
- b. Report required by the law to be contracted as a junior lecturer and issued by the Quality Agency for the Catalan University System or the National Agency for Quality and Accreditation.
- c. Full curriculum vitae (no specific format).
- d. A document specifying the applicant's [5 most valuable contributions](#) (articles, books, patents, etc.). A model document can be found at the PSH website.
- e. A brief description the applicant's [academic career](#) (maximum 1 page). A model document can be found at the PSH website.
- f. 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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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

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://registre.urv.cat:8090/eresTramitsURV/avisosLegalsPrevis.jsf>

B) In person at one of the URV's registries

Applications must be presented to the auxiliary registry at the Central Services, building N5 of the URV at the address Carrer Marcel·lí Domingo, 2-4-6, postcode 43007, Tarragona, between 11.00 and 13.00, Monday to Friday.

They may also be presented at any other auxiliary registry or at the General Registry of the URV. The locations and opening hours of the auxiliary registries and General Registry of the URV can be found at <https://seuelectronica.urv.cat/registre.html>.

C) 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.

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- 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 means of telex, telegram, fax or email to the Human Resources Department of the URV at the address Carrer Marcel·lí Domingo, 2-4-6, postcode 43007, Tarragona, fax 977297032 and email convocatoriespdi@urv.cat.

4.3 The deadline for presenting applications will be 30 calendar days after the call has been published in the URV website.

4.4 Those candidates who applied for a position at the Universitat Rovira i Virgili before 1 October 2017 during the first phase of the selection process must indicate on the application form whether the documents already presented to the Serra Húnter Programme are the definitive ones or whether they will be updating some of the documents in accordance with the procedure specified in point 4.1 of these conditions.

5. Fees for registering for the application process

5.1 The resolution passed by the Financial Committee of the URV's Social Council on 3 November 2011 establishes that individuals who wish to take part in an application process must pay the fee corresponding to the group to which the position pertains and which is indicated in the specific conditions of the application process. In accordance with Law 15/1997 and Order GAH/83/2017, of 9 May, which publishes the current fees for 2017 corresponding to procedures administered by the Department of Governance, Public Administrations and Housing, prospective candidates must pay an examination fee of €69.25 into the bank account of the Universitat Rovira i Virgili. The bank and the account number are: BBVA IBAN: ES 5701 8260 35 4102 0161 8358, SWIFT: BBVAESMM. When making the payment, prospective candidates must specify their name and surname(s), tax identification number and the code of the position for which they are applying.

5.2 Exemptions

Applicants are exempt from paying the fee if they are unemployed and receive no financial assistance, are retired, or can demonstrate that they have a disability equal to or greater the 33%. Any exemption must be accredited with the appropriate documentation.

If unemployed, applicants must demonstrate this by including in their applications a certificate from the Oficina de Treball (Employment Office) or the Servicio Público de Empleo Estatal (Public State Employment Service) that confirms that they are seeking employment and receive no form of financial assistance; this certificate must have been issued during the period for presenting applications. Applicants must also include a sworn statement in which they state that they are unemployed and that they receive no income from paid employment.

5.3 Applicants who are eligible for any discount in the registration fee as established by order GAH/83/2017 must accredit this.

5.4 Applicants who do not make the payment, who only pay part of the fee or who do not provide proof that they are exempt from payment or eligible for a discount will be excluded from the selection process.

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5.5 Applicants who have been permanently excluded from the selection process may request the return of their registration fee provided that they have not been excluded as a result of any infringement committed by them.

5.6 Applicants must make the bank payment and present their applications to the University within the deadline and in the manner described in these conditions. Under no circumstances will payment to the bank be a substitute for presentation of the formal application.

6. Admission of candidates

6.1 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.

6.2 Within 10 working days, applicants can amend their application or, if appropriate, present their arguments to the Vice-Rector for Teaching and Research 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.

6.3 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.

6.4 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.

6.5 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.

7. Selection committee

7.1 Composition

According to article 184 of the URV Statute, 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.

7.2 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.

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.

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8. Selection procedure

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 test/s.

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.

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.

Selection procedures for junior lecturer positions have two public phases: a presentation and an evaluation of the suitability of the candidate's profile for the position.

The first phase is the presentation, during which the candidates will be informed of the evaluation criteria and grading scale. There will also be a draw to determine in which order the candidates give their presentations. During their presentations, the candidates will provide the committee with their CVs containing their academic, teaching, research and professional achievements, copies of their publications, any documents certifying the achievements listed in the CV and the teaching and research activities plan for a maximum period of five years of academic affiliation with the University.

During the second phase the committee will evaluate the suitability of the candidate's profile for the position of junior lecturer. To do so, the committee will evaluate each candidate's CV in accordance with its own scale and, after discussion between the committee and the candidate, will evaluate the candidate's oral presentation in relation to the University's needs as stated in the call for applications.

The candidate's presentation will last for a maximum of one hour and the total duration of the presentation and the discussion between the committee and the candidate will last for not more than two and a half hours. The Committee will attach particular importance to the feasibility of the candidate's activities plan, which will enable the candidate to conduct a sufficient amount of research in order to progress to the position of senior lecturer, if appropriate.

9. Proposal of candidates to fill the vacancies

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.

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.

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.

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10. Contracting

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.

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.

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.

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.

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

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.

11. Remuneration

The remuneration for each of the posts is specified in Annex III.

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12. Duration of the contract

Successful candidates will be contracted as junior lecturers for an initial period of two 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 years¹. In accordance with the applicable regulations, the duration of the first contract and of the extension of the contract will not be affected by any officially recognised periods of leave to which the individual is entitled and which the individual may take. That is, the individual will be permitted to service the contracts in full, regardless of any officially recognised periods of leave they may take.

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, 23rd April 2018

¹ Art. 50 of Law 4/2007: In all cases, the total joint duration permitted for any one individual to be contracted as a trainee lecturer and a junior lecturer is eight years.