Acord CG/2020/3/12, de 7 de maig, del Consell de Govern, pel qual s'aprova la Política d'Open, Transparent and Merit-based Recruitment.

URV OTMR-R Policy

OPEN, TRANSPARENT and MERIT-based Recruitment of Researchers Policy under the European Research Area

GENERAL CONSIDERATIONS

The Universitat Rovira i Virgili (URV) is committed to quality and interdisciplinary research that reaches society, attracts talent and external funding and is internationally recognised. Enhancing its staff policy is the best way to achieve this strategic objective, since it promotes the quality of its employees and creates the best working conditions for them. The university's staff policy will focus more on providing support in priority areas, in order to guarantee the quality of its implementation. This means that particular attention will be paid to both employees directly engaged in research and education and those directly involved supporting these processes.

To this end, in 2008, the URV endorsed "The European Charter for Researchers", a set of general principles and requirements which specifies the roles, responsibilities and entitlements of researchers as well as of employers and/or funders of researchers and invites them to act responsibly and as professionals within their working environment, and to recognise each other as such; and "The Code of Conduct for the Recruitment of Researchers", a set of general principles and requirements that should be followed by employers and/or funders when appointing or recruiting researchers.

In April 2014, the University received the "HR Excellence in Research" award from the European Commission that recognises the institutions which make progress in aligning their human resources policies to the 40 principles of the Charter & Code and the OTM-R Principles, setting a customized action plan/HR strategy.

Furthermore, the Human Resources Service (HRS) has been certified ISO 9001 since 2017. This certification sets out the criteria for a quality management system based on a number of quality management principles including a strong customer focus, the motivation and implication of top management, the process approach and continual improvement.

OBJECTIVE

The aim of this document is to state the human resources policy aligned with the principles set out in the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers,* providing more clear and transparent information on the whole selection process, and within the framework of the current Spanish and Catalan employment legislation and the current Collective agreement of the teaching and research staff of the Catalan public universities.

SCOPE

The URV's employees are divided into two groups:

• The teaching and research group, whose members are engaged in teaching and/or research. The teaching and research staff and the research staff form this group.

• The administrative and services staff has administrative and management responsibilities and provides support, assistance and assessment regarding administrative and technical management and the processes

• There are two types of working relationship for both the PDI and the PAS:

• Civil service staff: these employees join the administrative service of the URV by virtue of permanent appointment under the principle of career service. They have a professional relationship with the URV and are subject to public law. (Career stages from R1 to R4)

- Non-civil service staff: these staff have an employment contract with the URV. (Career stages: PhD to Leading Researcher)

In the case of the PAS, there is an additional third type, namely temporary staff. These employees are appointed at the discretion of the rector on temporary contracts to provide assistance.

Some positions may be filled permanently by civil service or non-civil service staff. Some other positions may also be occupied by non-permanent staff via internships or the provision of works or services, provided that the need for such appointments is duly demonstrated.

The HRS is committed to meeting the needs and expectations of its users and has thus established a quality management based on a series of objectives gathered on the Service Charter of HR Service. Within this context, a HR quality policy has been established to guarantee the quality of the service towards all the people working within and for the university.

RECRUITMENT PROCEDURES

The recruitment process begins with the detection of the need to cover a position related to research that cannot be covered with the available human resources.

HRS receives the request to announce the selection for research positions.

Advertising and application

All calls for applications to permanent and temporary research positions are publically announced at our URV website (http://www.urv.cat/ca/universitat/treballar-urv/convocatories/) as they become available, following the appropriate recruitment procedures. The calls for applications specify the characteristics and requirements that candidates must meet and the stages and procedures in the recruitment process:

- Conditions of the call; including information about:
    - requirements
    - how to apply
    - deadline
    - selection procedure
    - selection committee
    - working conditions
- Posts offered
- Calendar

An 'e-recruitment' tool has been developed to facilitate the application process and keep the administrative burden for the candidate and the University to a minimum. This tool is being implemented progressively to all research staff calls.

Selection and Evaluation

The Statute of the University regulates the composition of the selection/recruitment committees and must always guarantee the necessary scientific and teaching ability of the components. The composition must follow the principles of impartiality and professionalism of its members, and must seek a balanced composition between women and men, unless it is not possible for duly motivated and substantiated reasons.

The evaluation of the candidates can be done by independent Evaluation Committees, formed by experts external to the URV when possible, in order to avoid any conflict of interests and ensure a fair and equitable evaluation process.

The final selection will be done by internal Selection/recruitment Committees. The committee members may decide to interview candidates either online or in person.

Candidates will be evaluated according to the following criteria:

1. Academic profile.

2. Other merits (including research and previous professional experience).

3. Reference letters.

4. Motivation letter, detailing the reasons why the candidate believes she/he is the best fit for the position.

Results of each stage in the recruitment process are published on URV website, together with any relevant information for candidates.

If the selection/recruitment committee decides so, the process can be concluded with the position going unfilled.

APPOINTMENT AND WELCOME

From the day after the selection committee publishes the list of prioritised candidates, these candidates must present the relevant documentation to the Human Resources Service within the established period so that they can sign the corresponding contract. Candidates who fail to present this document within the established period will be regarded as having renounced the offer of a contract.

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

URV strongly believes that the best research results come from offering the best working conditions needed to obtain these results. As such, URV is committed to offer the staff members the best facilities to run their research, and the best environment and support for their activities. Administrative and financial support will be offered to the fellow and hosting research group to guarantee that all the paperwork is properly done and the fellow can run smoothly their new live in the URV. Several URV administrative units, such us, Human Resources Service, Research Management, International Center will work together to take care of the fellow in terms of contract signing, VISA issues, research funds management for their project, trips and accommodation arrangements, etc.

All relevant URV facilities will be at the fellows' disposal, according to the research area of choice. The URV Scientific and Technical Service (SRCiT) provides specific research infraestructures to support people involved in experimental activities in all the URV's scientific and technical fields. One of the objectives of this service is to facilitate access to the technical and human resources available to research groups. Furthermore, the service works with companies and organizations to promote research in both the private and institutional sectors. It also provides specialized training to enable professionals to do their work themselves with the most up-to-date knowledge and facilities. It is noteworthy that the SRCiT services are concentrated in a 1500 m^2 state of the art facilities, provides support to all URV researchers and surroundings, and has industrial contracts with more than eighty private companies from the region.

The Resource Centre for Learning and Research (CRAI) is a common environment to all the university services that support learning, teaching and research related to information and information technologies for learning and knowledge. Specifically, it offers the services of a library, support for learning languages, support for research and teaching, support for writing teaching materials and academic works, computer classrooms, etc. This environment is available to all fellows that are registered at URV.

The Occupational Risk Prevention Office prepares monitors and evaluates the implementation of the risk prevention regulations and other regulations related to safety and health at work. It promotes safe conduct while at work and encourages workers to take an interest in and cooperate with prevention, and to collaborate with the URV's own prevention services and other institutions to monitor and protect workers' health.

REGULATIONS

Regulations of competition for access to teaching staff positions of university teaching bodies

Regulations of competitions for the recruitment of teachers

Training program for pre-doctoral research staff (PIPF)

Regulations for hiring personal researchers for a work or service for the development of specific scientific or technical research projects

HR EXCELLENCE IN RESEARCH