



## **SPECIFIC CONDITIONS OF RESOLUTION 36/2014 OF 17 JANUARY 2014 COMPETITIONS FOR THE HIRING OF CONTRACTED TEACHING STAFF IN THE SERRA HÚNTER PROGRAMME**

### **1. General regulations**

1.1. This competition is the second stage of the process of recruiting contracted teaching and research staff within the Serra Húnter Programme, in accordance with the Catalan government's agreement of 3 July 2012 and the collaboration agreement of 5 October 2012 between the Ministry of Economy and Knowledge and Catalan public universities.

1.2. This competition is governed by Organic Law 6/2001, of 21 December; Organic Law on universities 4/2007, of 12 April, amending Organic Law 6/2001; Law 1/2003, of 19 February, on universities in Catalonia; the Statutes of the Universitat Politècnica de Catalunya; any other applicable laws; and the collaboration agreement of 14 December 2012 between the Secretariat for Universities and Research of the Ministry of Economy and Knowledge and Catalan public universities, concerning the coordination of advertising and selection for recruiting teaching staff under the Serra Húnter Programme.

1.3. Selected candidates will sign an employment contract with the University.

1.4. The contracts are listed in the resolution.

### **2. Requirements**

To enter the competition, candidates must meet the requirements outlined below on the date of publication of this call.

#### **2.1. General requirements**

a. To be free from illness and any physical or mental disability that might prevent the candidate from being able to carry out the teaching functions.

b. To not have been barred from public service as a result of disciplinary action or disqualified from carrying out public functions in a firm ruling.

c. To not be subject to restrictions because of incompatibility, in accordance with Law 53/1984, of 26 December, on incompatibilities for staff working for public administrations.

#### **2.2. Specific requirements:**

a. To be in possession of a doctoral degree.

If the candidate's degree was not issued by a Spanish university and is not recognised in Spain, it must have been homologated to an official Spanish degree before the signing of the contract.

#### **In the case of contracted professors:**

b. To be able to prove at least five years of teaching and research experience or preferably of postdoctoral research.



c. To be in possession of an advanced research certificate issued by the Catalan University Quality Assurance Agency or the National Agency for Quality Assessment and Accreditation. This requisite is covered by qualifications for university professors according to the resolution of 18 February 2005 of the Directorate General of Universities.

In the case of tenured lecturers:

d. To be able to prove at least three years of teaching and research experience or preferably of postdoctoral research.

e. To be in possession of an advanced research certificate issued by the Catalan University Quality Assurance Agency or the National Agency for Quality Assessment and Accreditation. This requisite is covered by qualifications for university professors or lecturers according to the resolution of 18 February 2005 of the Directorate General of Universities.

2.3. Candidates must have a level of Catalan language proficiency that allows them to participate appropriately and correctly in the communication situations related to the performance of academic tasks, in such a way that the language rights of students are fully respected, as foreseen in Decree 128/2010, of 14 September, on the accreditation of language proficiency for teaching staff at universities in the Catalan university system. When candidates sign the contract, they may choose to provide proof of this proficiency or pledge to submit it within two years.

### 3. Applications

3.1. Applications must be addressed to the rector of the Universitat Politècnica de Catalunya. The application form is included in Appendix 1. Candidates must send the following documents in PDF to the e-mail address [sdp.concursos@upc.edu](mailto:sdp.concursos@upc.edu):

- a. Doctoral degree certificate or provisional doctoral degree certificate.
- b. If the candidate is in possession of any of the research certificates set out in the articles 47 and 49 of Law 1/2003, of 19 February, on universities in Catalonia (LUC), or a certificate issued by a quality assurance agency, these documents must also be submitted.
- c. Full curriculum vitae, in any format.
- d. A document indicating the candidate's five most valuable academic contributions (papers, books, patents, etc.) in accordance with the model provided here: [http://www20.gencat.cat/docs/ur/home/minisites/EI%20Serra%20Hunter%20Programme/Fer%20la%20sol%C2%B7licitud/Documents/PSH\\_doc\\_aportacions\\_cat.doc](http://www20.gencat.cat/docs/ur/home/minisites/EI%20Serra%20Hunter%20Programme/Fer%20la%20sol%C2%B7licitud/Documents/PSH_doc_aportacions_cat.doc)
- e. A brief description of the candidate's teaching career (maximum 1 page) in accordance with the model provided here: [http://www20.gencat.cat/docs/ur/home/minisites/EI%20Serra%20Hunter%20Programme/Fer%20la%20sol%C2%B7licitud/Documents/PSH\\_docencia\\_cat.doc](http://www20.gencat.cat/docs/ur/home/minisites/EI%20Serra%20Hunter%20Programme/Fer%20la%20sol%C2%B7licitud/Documents/PSH_docencia_cat.doc)



- f. A concise statement of the candidate's teaching and research interests, in line with the scope of the contract offered for the next five years. The document must be a maximum of six pages in accordance with the model provided here:

[http://www20.gencat.cat/docs/ur/home/minisites/EI%20Serra%20Hunter%20Programme/Fer%20la%20sol%C2%B7licitud/Documents/PSH\\_interes\\_d\\_r\\_cat.doc](http://www20.gencat.cat/docs/ur/home/minisites/EI%20Serra%20Hunter%20Programme/Fer%20la%20sol%C2%B7licitud/Documents/PSH_interes_d_r_cat.doc)

3.2. Applications must be submitted to the registry of the Universitat Politècnica de Catalunya during the office hours indicated on the University's website or in any of the ways outlined in Article 38.4 of Law 30/1992 of 26 November on the legal system governing public administrations and common administrative procedures, within 30 calendar days from the day after the publication of this call in the Official Gazette of the Catalan Government.

3.3. Candidates who have submitted their application for contracts with the University in the first stage of the selection process before 7 May must indicate on their application form whether they have already submitted all the necessary documentation to the director of the Serra Hunter Programme or they wish to amend any of the documents in accordance with the procedure outlined in Section 3.1.

3.4. In accordance with the provisions of Legislative Decree 3/2008, of 25 June, approving the consolidated text of the Government of Catalonia's Law on Public Prices and Fees, the registration fee for the competition is 60.30 euros.

The fee must be deposited to account number 2100 3648 99-2500001536 (account name "UPC Concursos i Oposicions") at the Caixa d'Estalvis i Pensions de Barcelona, indicating the candidate's full name and the competition reference number.

In no case shall payment of the fee exempt candidates from the requirement to submit their application within the prescribed time limit and in the manner established.

#### **4. Admission of candidates**

4.1. On the tenth working day after the deadline for submitting applications a document containing a list of provisionally admitted and rejected candidates (with reasons for the rejection) and the date of publication of the definitive list will be published on the UPC website.

4.2. Candidates will have 10 days from the day after the publication of the provisional list of admitted and rejected candidates to submit any amendments to their application, including missing documents, at the places mentioned in Section 3.2.

Provisionally rejected candidates who do not amend their application in the manner suggested will be considered to have withdrawn from the selection process and will be definitively excluded from it.



The registration fee will not be refunded when candidates are excluded for reasons attributable to the candidate.

4.3. In accordance with the provisions of Article 59.6 of Law 30/1992, of 26 November, on the legal system governing public administrations and common administrative procedures, the publication of the resolution on the UPC website will be considered sufficient notification to candidates, and thereafter the periods established for appealing against the resolution shall begin.

4.4. The administration of the University may rectify at any time, ex officio or on application, any material errors or errors of fact that may occur in the procedure.

4.5. The resolutions approving the definitive lists will exhaust administrative remedies.

## **5. Selection committee**

5.1 The selection committee for each post will be indicated in the resolution.

5.2. The rules of procedure for selection committees comply with the provisions of Law 26/2010, of 3 August, on the legal and procedural system for the public administrations of Catalonia.

5.3. For the purposes of notifications and other business, selection committees are based at the Professional Development Service, which is located on floor 3 of the Vèrtex Building, Plaça Eusebi Güell, 6, 08034 Barcelona.

## **6. Selection process**

In accordance with Article 205.1 of the Statutes of the Universitat Politècnica de Catalunya, the appraisal of the selection committee is based on the principles of public disclosure, equality, merit and ability.

6.1. When the definitive lists of admitted and rejected candidates are published, the members of the selection committee will receive all of the documents submitted by the candidates admitted.

The selection committee will be established within a maximum period of three months from the date of publication of the call. If the committee has not been established within this period, an extension of one month may be requested from the rector, with reasons being given for the request.



The date set for the establishment of the selection committee will be published on the UPC website.

## 6.2 Stages in the competition

First stage:

6.2.1. Within 20 calendar days of the date on which the selection committee is formally established, each member of the committee will send the secretary an appraisal of the merits of each candidate, in view of international criteria for assessing high-level academic activity, and of the candidate's professional background. The members will pay special attention to the following merits: the importance and impact of any scientific and technical publications and competitive research projects; the quality of and recognition for teaching activity; knowledge transfer activities, intellectual property rights and patents filed; leadership ability; the candidate's international mobility and visibility; and any other notable academic and professional achievements. The members will also list the candidates who should pass the first stage, in order of preference.

6.2.2 In view of the proposals of its members, the committee will reach an agreement on the number of candidates who have passed this stage, taking into account the total number of candidates and their academic merits. If the committee decides that none of the candidates have the appropriate merits, a proposal will be made to the rector that the competition be rendered void and the post remain vacant.

6.2.3. Once this first stage is over, the resolution on the candidates who have passed will be published and the second and final stage will commence.

Second stage:

6.2.4 Within 10 days from the date of publication of the results of the first stage, the committee will publish the schedule for the second stage at least three weeks before it begins. This recruitment notice shall specify the place, date and time at which the selection test for candidates will be carried out. Before the selection test, the committee may request documents, preferably in electronic format, certifying the merits mentioned in the candidate's curriculum vitae.

6.2.5 Candidates who fail to show up at the set time are called for a second time 15 minutes later. If they fail to show up then they will be considered absent and excluded from the selection process.

6.2.6. The selection test shall be public. It begins with a brief personal presentation lasting an hour and a half at most, followed by a seminar on a topic of the candidate's choosing. The committee will then ask any questions that it deems appropriate on the merits presented in the curriculum vitae, the seminar given or any other aspect related to the contract offered and the activities that successful candidates will be expected to carry out. In view of the characteristics of the Serra Hünter Programme, the test may be conducted in



English.

## 7. Recruitment proposal

7.1. When the selection tests have been completed, the committee will draw up a prioritised list of candidates and propose that the highest-ranked candidate be hired.

This list will be published on the UPC website.

If none of the candidates are chosen, the competition is declared void.

7.2 Candidates may appeal against the selection committee's proposal within 10 working days from the date of publication. The Universitat Politècnica de Catalunya's appeals committee must issue a ruling on the matter before the contract can be resolved.

## 8. Award of contracts

The selection committee shall present the proposal mentioned in the previous section to the rector, who shall issue a ruling that the contract be awarded to the candidate in question, who must then formalise the contract in accordance with the provisions of Section 9.

The rector's decision, which ends the selection process, exhausts administrative remedies. Interested parties may lodge an application for judicial review with the administrative courts of Barcelona within two months of the day following its publication. They may also file an administrative appeal for review with the rector within one month, calculated from the day following the publication of the decision on the award of the contract. In this case the interested party may not file an application for judicial review until the administrative appeal for review has been determined or implicitly rejected.

## 9. Formalisation of the contract

9.1 In order for the contract to be formalised within a maximum of six months from the date of publication of the resolution on the award of the contracts, successful candidates must submit the following documents at the University's General Registry:

- a) A sworn statement to the effect that the candidate meets the requirement specified in paragraph c) of Section 2.1.
- b) An official medical certificate proving that the candidate meets the requirement specified in paragraph b) of Section 2.1.
- c) A personal statement to the effect that the candidate is not subject to the incompatibility restrictions foreseen in current legislation. Otherwise, the candidate may, during the period in which he or she is expected to take up the post, choose the option foreseen in Article 10 of Law 53/1984, of 26 December, on incompatibilities for staff working for public administrations.
- d) Original copies of the documents required in Section 2.2: Doctoral qualification and research certificates.
- e) Proof that the candidate meets the requirements of Section 2.3.

e.1 The means for certifying Catalan language proficiency foreseen in Decree 128/2010 of 14 September are as follows:



e.1.1 A Catalan sufficiency ('Level C') certificate issued by the Government of Catalonia, which is the body responsible for legislating on the assessment and certification of Catalan language skills.

e.1.2 Any of the qualifications, diplomas and certificates that are deemed to be equivalent to the Catalan sufficiency certificate issued by the Government of Catalonia, in accordance with prevailing legislation.

e.1.3 The Catalan sufficiency certificates issued by Pompeu Fabra University that are deemed equivalent to or of a higher level than the Catalan sufficiency certificate issued by the Government of Catalonia.

e.1.4 A certificate of a sufficient language level to teach issued by the University. This certificate can be obtained by:

- Taking and passing a specific language course or courses organised by the University, or
- Passing an assessment carried out by the University.

e.2 Candidates who obtained the language certificate in compulsory secondary education must submit a non-university formal educational qualification that is deemed to be equivalent to the Catalan sufficiency level, in accordance with prevailing legislation.

e.3 Candidates who have participated in and obtained a place in previous university teaching staff recruitment processes in which a Catalan test of an equivalent or higher level was required, by submitting a certificate that proves this fact.

e.4 If the candidate does not meet any of the aforementioned conditions, he or she must commit to meeting the Catalan language requirement set out in Section 2.3 within two years from signing the contract by providing any of the certificates outlined in Section e.1.

9.2 If candidates do not submit the necessary documents within the period established in Section 9.1 (except in cases of force majeure, which will be confirmed by the organising body) or they do not meet one of the conditions for the award of the contract, the award shall be revoked, without prejudice to any liability that the candidate may have incurred if false information has been provided. In such circumstances, the contract will be awarded to the next person on the selection committee's prioritised list of candidates.

9.3 The terms and conditions of employment shall be set out in the contracts in accordance with the terms established for this competition and the provisions of relevant legislation, and shall include the following additional clauses, which apply to teaching staff hired under the Serra Húnter Programme:

- Teaching staff shall be assessed specifically on their academic merits, as foreseen in the Jaume Serra Húnter Programme.



- Teaching staff shall maintain an annually updated summary of the most relevant aspects of their curriculum vitae (maximum two pages) and authorise its publication on the website of the Serra Húnter Programme.
- Teaching staff shall indicate their status as a 'Serra Húnter Fellow', 'Professor Serra Húnter' or 'Professor Serra Húnter', as appropriate, on all their academic and scientific output.

## **10. Return of documents**

Within three months from the award of the contract, candidates may recover any original documents that they have submitted. Once this period has elapsed, it shall be understood that the interested party has waived the right to recover the documents.