

## SPECIFIC CONDITIONS OF RESOLUTION 2102/2019, OF 16 DECEMBER

### COMPETITIONS FOR THE HIRING OF ASSISTANT PROFESSORS IN THE SERRA HÜNTER PROGRAMME

#### 1. General regulations

1.1. This competition is the second stage in the process of recruiting teaching and research staff within the Serra Hünter Programme, in accordance with the Government of Catalonia's decision of 16 May 2017, which approves the Serra Hünter Programme for the period 2016-2020 and its characteristics, and the agreement between the Administration of the Government of Catalonia, through the Ministry of Business and Knowledge, and Catalan public universities on the development of the Serra Hünter Programme for contracted teaching staff in the period 2016-2020.

1.2. This competition is governed by the provisions of Organic Law 6/2001, of 21 December; Organic Law 4/2007, of 12 April, on Universities, which amends Organic Law 6/2001 on Universities; Law 1/2003, of 19 February, on universities in Catalonia; Law 29/2010, of 3 August, on the use of electronic media in the public sector in Catalonia; Law 19/2014, of 29 December, on transparency, access to public information and good governance; Spanish Law 19/2013, of 9 December, on transparency, access to public information and good governance; Spanish Law 39/2015, of 1 October, on the Common Administrative Procedures of the Public Administrations; Royal Legislative Decree 5/2015, of 30 October, which approves the recast text of the Law on the Basic Statute of Public Employees; Decree 128/2010, of 14 September, on accreditation of language proficiency for teaching staff employed by universities in the Catalan university system; and the Statutes of the Universitat Politècnica de Catalunya.

1.3. The employment contracts will be contractual rather than statutory, for a fixed term and full-time.

1.4. The initial term of the contracts is two years, which can be extended up to a maximum of five. In any event, in accordance with the provisions of Article 50 of Law 6/2001, the total term of successive contracts for assistant professors with or without PhDs, at the same university or different ones, may not exceed eight years. Periods of temporary disability, maternity, adoption or fostering during the term of the contract are not counted.

1.5. The contracts are listed in the resolution on the call.

1.6. Holidays periods such as the month of August and periods in which the University is closed, as published in the University's e-services portal, are not counted in this call.

<https://seuelectronica.upc.edu/ca>

1.7. In accordance with the provisions of Article 45 of Law 39/2015, of 1 October, on the Common Administrative Procedures of the Public Administrations, the interested parties are considered to have been notified in a timely fashion and the periods for claims and appeals begin with the publication of the resolutions and communications concerning the competition on the noticeboard for teaching and research staff competitions on the UPC web page <https://concursospdj.upc.edu>, in the section Convocatòria de concursos > Concursos Serra Hünter > Resolution 2102/2019.

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

## **2. Requirements**

Persons who are interested in participating in the call must fulfil the general and specific requirements when the period for submitting applications ends and must continue to meet them until the moment they sign the contract. Applicants must be able to prove that they fulfil the requirements at any stage in the selection process.

### **2.1. General requirements**

- a. The selection process is open to candidates of any nationality.
- b. Candidates must have the functional capacity needed to perform university teaching staff duties.
- c. Candidates must not have been barred from serving public administrations or the constitutional or statutory bodies of the autonomous communities as a result of disciplinary action, or disqualified absolutely or extraordinarily from carrying out public functions in a legal ruling, from accessing the statutory staff body or scale, or from carrying out functions similar to those they carried out as contractual staff, if they have been barred. Candidates who are nationals of other countries must not have been barred from public service or subjected to disciplinary proceedings that prevent them from accessing public employment under the same terms in their own country.
- d. Candidates must not be subject to restrictions because of incompatibility, in accordance with the provisions of 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 has not been recognised in Spain, it must have been homologated to an official Spanish degree before the signing of the contract.
- b. To have been issued a favourable report by the Catalan University Quality Assurance Agency for accessing the category of assistant professor or the National Agency for Quality Assessment and Accreditation for accessing the category of assistant professor or equivalent.
- c. Not to have had an assistant professor contract that precludes the signing of the initial two-year contract, as stated in Section 1.4.

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 to participate in the call must be addressed to the rector of the Universitat Politècnica de Catalunya.

The period for submitting applications begins on 8 January 2020 and ends on 7 February 2020.

3.2 Applications must be submitted using the standard form that is available in the e-services portal <https://seuelectronica.upc.edu/ca>.

3.3 Applications may be submitted to the University's General Registry (Vèrtex Building, Plaça Eusebi Güell, 6, 08034 Barcelona), to the public registries of the UPC, which can be consulted at <https://www.upc.edu/patrimoni/ca/registres-publics>, or by any of the means established in Article 16.4 of Law 39/2015, of 1 October, on the Common Administrative Procedures of the Public Administrations.

In these cases, the standard form that is available on the teaching and research staff competitions website (<https://concursospdj.upc.edu> > Convocatòria de concursos > Concursos Serra Hünter > Resolution 2102/2019) must be filled in and printed.

3.4 In addition to the standard application form, candidates must provide the following documents:

- a. A photocopy of the candidate's Spanish national identity document, passport or ID card.
- b. Doctoral degree certificate or provisional doctoral degree certificate.
- c. A photocopy of the documents that prove that the candidate has been issued a favourable report by the Catalan University Quality Assurance Agency for accessing the category of assistant professor or the National Agency for Quality Assessment and Accreditation for accessing the category of assistant professor or equivalent.
- d. Full curriculum vitae, in any format.
- e. A document specifying the applicant's five most valuable academic contributions (articles, books, patents, etc.).
- f. A brief description of the applicant's teaching career (maximum 1 page).
- g. 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 no longer than six pages.
- h. Candidates who state in their application that they are opting for the preferential academic disaffiliation merit foreseen in Section 6.2 must fill in and attached Appendix I of these conditions.

**Standard forms for sections e), f) and g), as well as Appendix I, mentioned in section h), are available on the web page for the call.**

(Given the composition of the committees, the documents mentioned in sections d), e), f) and g) should at least be in English.)

3.5 Failure to submit the documents mentioned before the application deadline leads to the candidate's exclusion from the competition, except in the case of the document mentioned in Section h), which is only required of candidates who opted for the preferential merit in their applications. In this case, failure to submit the document implies withdrawal from the preferential merit.

3.6 The required documents must be submitted before the application deadline. To submit them, candidates may choose one of the following options:

Option 1. Attach the documents to the electronic application form as appendices in the UPC's e-services portal.

Option 2. Attach the documents to an e-mail to [concursos.pdi.apo@upc.edu](mailto:concursos.pdi.apo@upc.edu), with the subject "documentació" followed by the reference code for the competition "(UPC-LE--)".

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

4.1. The provisional list of admitted and excluded candidates, which includes reasons for the exclusions, is published 10 working days after the application deadline.

4.2. Applicants may submit a claim to the rector in order to amend any defects or errors in their application that have led to their exclusion within 10 days from the day after the publication of the provisional list of admitted and excluded candidates. This claim must be submitted by any of the means foreseen for applications in Section 3. Provisionally excluded 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.

4.3. Once the deadline for submitting such a claim has passed, the definitive list of admitted and excluded candidates is published within 10 working days.

4.4. Appeals against the resolution, which exhausts the right of appeal through administrative channels, may be filed with the ordinary courts of Barcelona within two months from the day after the notification of this resolution, in accordance with the provisions of Article 8 of Law 29/1998, of 13 July, which regulates the ordinary courts, without prejudice to the right to optionally file an appeal for reversal before appealing to the ordinary courts with the rector of the UPC, within one month from the day after this notification is received or, if appropriate, from the day after its publication, in accordance with articles 123 and 124 of Law 39/2015, of 1 October, on the Common Administrative Procedures of the Public Administrations.

#### **5. Selection committee**

5.1 The selection committee for each post is indicated in the appendix to the resolution on the call.

5.2. The rules of procedure for selection committees must 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. Committee members are subject to the rules governing abstention and disqualification set out in articles 23 and 24 of Law 40/2015, of 26 November, on the legal system governing the public sector. If any of the grounds for abstention apply, the party concerned shall abstain from acting on the committee and indicate the reason for abstaining.

5.4. The members of the selection committee are obliged to safeguard the secrecy and confidentiality of the issues to which they are privy and of personal or other information that refers to identified or identifiable individuals.

5.5. The selection committee will publish its communications on the teaching and research staff competitions noticeboard on the UPC web page <https://concursospdi.upc.edu>, in the section Convocatòria de concursos > Concursos Serra Hünter > Resolution 2102/2019, in accordance with Section 1.7.

5.6. For the purposes of communications and other business, the selection committee is based at the Staff and Organisation Area – teaching and research staff competitions, Floor 3 of the Vèrtex Building, Plaça Eusebi Güell, 6, 08034 Barcelona. Its e-mail address is [concursos.pdi.apo@upc.edu](mailto:concursos.pdi.apo@upc.edu).

## 6. Selection process

In accordance with Article 205.1 of the Statutes of the Universitat Politècnica de Catalunya, the selection committee's appraisal is based on the principles of public disclosure, equality, ability and merit. The University guarantees equal opportunities for people with disabilities and takes the necessary measures to adapt to their specific needs in order to guarantee equal access, in accordance with applicable legislation.

The committee chair must convene the member of the UPC's teaching and research staff appointed by the University's trade union body to all meetings. This member, who must belong to a category that is equal, equivalent or higher in rank than the post offered in the competition, participates in the process in an advisory, non-voting capacity.

### 6.1. Constitution of the selection committee

The selection committee is constituted after the date on which the definitive list of admitted and excluded candidates is published and within three months from the start of the application period.

If the committee has not been set up 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 constitution of the selection committee will be published on the UPC website, in accordance with Section 1.7.

The selection committee will be constituted online and all members or their corresponding substitutes must be present.

Once the committee has been constituted, at least three members must participate for it to be able to act legitimately. If there are fewer than three members, the committee is dismissed and a new committee is appointed in accordance with the established procedure.

### 6.2. Assessment criteria

When the committee is constituted, it must decide the specific criteria for assessing candidates and how these criteria are weighted. The assessment of candidates will rest on international criteria for assessing high-level academic activity and will consider candidates' careers, particularly the importance and impact of their scientific and technical publications and any competitive research projects they have been awarded; the quality of their teaching and any distinctions received in that regard; knowledge transfer activity, intellectual property rights and registered patents; their leadership qualities; their international mobility and visibility; and any other notable academic and professional achievements.

In any event, special consideration is given to the merit of academic disaffiliation under the terms foreseen in Governing Council Decision CG/2019/07/41, of 11 December 2019. This merit must be binary; it cannot be assessed in part and its weight must be equal to or greater than any of the other specific assessment criteria agreed by the committee.

These criteria must be used in the first stage of the competition and in the second test.

The assessment criteria are published as outlined in Section 1.7.

## 6.2 Stages in the competition

First (disqualifying) stage:

6.2.1. The first stage is carried out online and eliminates all candidates who do not pass the stage. It involves analysing and assessing the specific merits of candidates.

6.2.2. Once the specific assessment criteria have been published, candidates' documents are submitted to the committee.

6.2.3. Within 20 working days from the date on which the assessment criteria are published, selection committee members make a preliminary appraisal of candidates' documents in keeping with the previously agreed assessment criteria. This appraisal helps the committee to define its intent.

6.2.4. In view of the members' proposals, the committee will, within 10 working days from the end of the period for submitting the individual reports, agree on the report for each of the candidates and establish the number of candidates who have passed the stage. 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 unfilled.

6.2.5. The result of the first stage is published in accordance with Section 1.7.

Second (disqualifying) stage:

6.2.6 The second stage consists of an on-site, disqualifying and public test in which the suitability of candidate for the post is assessed.

6.2.7 When the results of the first stage are published, or within a maximum of 10 days from their publication, the committee will publish the calendar for the second stage at least three weeks in advance. This calendar states the place, date and time of the test for each candidate who has passed the first stage.



The calendar for the second stage is published in accordance with Section 1.7.

6.2.8 Before the selection test, the committee may request that documents certifying the merits mentioned in the candidate's CV be submitted in electronic format.

6.2.9 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 at all they will be considered absent and excluded from the selection process, except in demonstrable cases of force majeure, which will be reviewed by the committee. In any event, the test may only be delayed if this does not interfere with the conclusion of the process in the period foreseen.

6.2.10 The test begins with a brief personal presentation and a seminar on a topic of the candidate's choosing, lasting an hour and a half at most.

The committee will then ask any questions that it deems appropriate on the merits presented in the candidate's curriculum vitae, the seminar given 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.

The committee will draw up the joint report on each of the candidates and agree on the candidates who have passed the selection test.

## **7. Hiring proposal**

7.1. When the selection tests have been completed, the committee will draw up a prioritised list of candidates who have passed the selection process and propose that the highest-ranked candidate be hired. It may not propose hiring a greater number of candidates than the number of contracts offered.

If none of the candidates are considered suitable, the proposal must declare the competition void.

The proposal is published in accordance with Section 1.7.

7.2 Candidates may lodge an appeal with the rector against the hiring proposal, and against the result of the first stage of the competition in the case of candidates who have not passed it, within 10 days from the date of publication of the hiring proposal.

Candidates may request access to the report on the competition at the selection committee's headquarters, as foreseen in Section 5.6.

In accordance with Article 78 of the University's Statutes, it corresponds to the Appeals Committee to assess claims against the committee's proposals and to ratify the resolution appealed against or not. Subsequently, the rector issues a resolution that is in keeping with the indications of the Appeals Committee, which may be in agreement with that which is stated in the resolution.

7.3. Once the period for appeals has ended, the rector will issue the definitive resolution on the awarding of the contract or contracts.

Appeals against the resolution, which exhausts the right of appeal through administrative channels, may be filed with the ordinary courts of Barcelona within two months from the day after the notification of this resolution, in accordance with the provisions of Article 8 of Law 29/1998, of 13 July, which regulates the ordinary courts,

without prejudice to the right to optionally file an appeal for reversal before appealing to the ordinary courts with the rector of the UPC, within one month from the day after this notification is received or, if appropriate, from the day after its publication, in accordance with articles 123 and 124 of Law 39/2015, of 1 October, on the Common Administrative Procedures of the Public Administrations.

## **8. Award of contracts**

Contracts must be awarded within a maximum of six months from the start of the application period. The committee may request the extension of this period for justifiable reasons.

## **9. Formalisation of the contract**

9.1 In order for the contract to be formalised, successful candidates must submit the documents required by the University's Personnel Service.

Once these documents have been submitted, the term of the contract will begin within six months from the publication of the resolution on the award of the contract, preferably at the start of an academic semester. If the parties agree, this period may be extended.

9.2 Candidates must prove that they meet the requirements for knowledge of the Catalan language outlined in Section 2.3.

• The means for certifying Catalan language proficiency, in accordance with Article 5 of Decree 128/2010, of 14 September, are as follows:

- 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.

- 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.

- 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.

- 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.

• 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.

• 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 the certificate that proves this fact.



- If candidates do not meet any of the aforementioned conditions, they 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 the first paragraph of Section 9.2.

9.3 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.

9.4 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 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 “Professor Serra Húnter”, “Serra Húnter Fellow” or “Profesor Serra Húnter”, as appropriate, on all their academic and scientific output.

If the contracted person loses, for whatever reason, their affiliation to the Programme, these clauses will not apply.

9.5. Non-EU nationals and persons who cannot be included in the framework of application of international treaties signed by the EU and ratified by Spain must have a work and residence permit before signing a contract.

## **10 Right of access to documents**

The documents provided by the participants in the competition is subject to Article 26 of Law 26/2010, of 3 August, on the legal and procedural system of the public administrations of Catalonia. The documents submitted must not include information that is unnecessary for the intended purpose or that requires special protection. In any case, access to information will only be granted if it does not conflict with the fundamental right to the protection of personal data.



**APPENDIX I - FORM FOR OPTING FOR THE PREFERENTIAL DISAFFILIATION MERIT**

**FULL NAME:**

**DNI/NIE:**

Having submitted an application for a Serra Hùnter post (code of the post in the competition) published in Resolution **2102/2019**, of 16 December, and in fulfilment of the provisions of Section 3.4 of the aforementioned resolution,

**I HEREBY STATE** that the means for my disaffiliation from the convening university is the following:  
(Fill in one of the options for certifying the disaffiliation.)

**Option A**

I carried out the entirety of my doctoral studies at another university, which awarded the doctoral degree.

Name of the university	Date of award

**Option B**

I was awarded a permanent or assistant professor contract at the UPC before 31 December 2014.

Yes  No

**Option C**

I carried out activities after my initial training (bachelor's or master's degree or equivalent) at a body external to the UPC.

Date of award (bachelor's or master's degree or equivalent)

Name of the external body	Nature of the activity(*)	Start	End	Supporting document

(\*) State one of the following in the column on the nature of the activity:

- University teaching
- Research, development and innovation
- Technology and knowledge transfer
- Professional activities that are relevant to the competition post

**Option D**

I have passed the UPC's stabilisation programme.

Call

**I HEREBY DECLARE** that the details I have provided are true.

Full name  
(signature and date)