
**TERMS AND CONDITIONS OF THE COMPETITIVE SELECTION PROCESS TO
CONTRACT TEACHING AND RESEARCH STAFF THROUGH THE SERRA HÚNTER
PROGRAMME (Associate Professor)**

I. General provisions

One. Legal framework.

- 1.1. The legal framework for this selection process is in accordance with Law 1/2003, of 19 February, on Universities of Catalonia (LUC); the seventeenth additional provision of Law 5/2012, of 20 March, on fiscal, financial and administrative measures and on the creation of a tax on stays in tourist establishments; Law 3/2016, of 15 December, which extends, effective as of 1 January 2016, the Serra Húnter Programme, modified by Article 233 of Law 5/2017, of 28 March and by article 95 of Law 2/2021, of 29 December, on fiscal, financial and administrative measures and of the public sector which extends the Plan until 31 December 2023; and Organic Law 6/2001, of 21 December, on Universities (LOU).
- 1.2. Considering the Agreement of the Government of Catalonia of 16 May 2017, approving the Serra Húnter Plan for the period 2016-2017, and specifying its characteristics, and the Agreement of the Government of the Government of Catalonia of 9 December 2020, extending the validity of the Serra Húnter Plan 2016-2020 and its characteristics until 2021; the Agreement between the administration of the Government of Catalonia, through the Department of Research and Universities, and the Catalan public universities for the development of the Jaume Serra Húnter Plan for contracted teaching staff for the year 2021; the Agreement of the Board of the Inter-University Council of 27 May 2022 on the recruitment of teaching and research staff at Catalan public universities during the year 2022, amending the agreement of the Board of the CIC of 16 December 2021.
- 1.3. The employment contracts included in this call for applications do not affect compliance with the budgetary stability objectives for universities and other limits established in Organic Law 2/2012, of 27 April, on Budgetary Stability and Financial Sustainability and which comply with the provisions of Article 20 of Law 22/2021, of 28 December, on the General State Budget for the year 2022.
- 1.4. Given that this contracting complies with the provisions of the eighth additional provision of Law 1/2021, of 29 December, on the budget of the Government of Catalonia for 2022.
- 1.5. Considering the Regulations for the selection of permanent and temporary teaching staff at the University of Girona, approved by the Governing Council in session 5/06 of 25 May 2006, modified in certain precepts relating to the accreditation of the University's own language and other official languages, and given the proposals agreed by the corresponding Departmental Councils.
- 1.6. Given the approval by Agreement of the Governing Council in session 3/2022 of of March 31, which approves the public employment offer of 23 teaching and research staff positions for the year 2022, among which there are 2 teaching position whith the Associate teaching job category within the Serra Hunter Plan. Published in the DOGC number 8654 of April 26, 2022.
- 1.7. Given the approval by Agreement of the Governing Council in session 5/2022 of 26 May 2022, the proposal for Teaching and Research Staff contracts within the framework of the Serra Húnter Plan, and the approval of the corresponding selection commissions by the Delegate Personnel Commission in session 2/2023 of 8 February and the approval of the bases that will govern the call for access to the aforementioned contracts, which is published on the electronic notice board of the University of Girona's electronic headquarters, as well as on the Work at the UdG website
- 1.8. For the purposes of the respective competitions, August is a holiday month except for the submission of applications corresponding to the procedure.

Two. Competitive selection process and selection committees

- 2.1. The purpose of this call for applications is to award permanent contracts Associate Professor detailed in **annex C** of these terms and conditions.
- 2.2. The candidate profile in **annex C** is for the purposes of this call and selection process, and does not imply any type of exclusivity, especially in terms of the proposed candidate's teaching assignments.
- 2.3. The contracting procedure consists of a separate competitive selection process and a carefully chosen selection committee for each contract. The composition of the committee is detailed in **annex C** of these terms and conditions.

Three. Requirements to participate in the competitive selection processes.

- 3.1. To participate in the competitive selection process of this call, applicants must verify compliance with each of the following requirements:

3.1.a General:

- a.1. Not have any illness or physical and/or psychological limitations that would be incompatible with the development of teaching functions.
- a.2. Not be excluded from civil service in any public administration for disciplinary reasons or as the result of being barred, in a non-appealable sentence, from holding a civil service or any other public administration position.
- a.3. Not have any incompatibility, in accordance with Law 53/1984, of 26 December, on the incompatibilities of public administration personnel.

3.1.b Specific:

Associate professor

- a.4. Hold a doctoral degree.
If the degree has not been issued by a Spanish university or recognised in Spain, it must be officially recognised before the contract can be signed.
 - a.5. Hold an associate professor accreditation issued by the Catalan University Quality Assurance Agency or be accredited as an assistant professor (*contratado doctor*) by the National Agency for Quality Assessment and Accreditation of Spain.
 - a.6. Accredited at least two years of pre- or post-doctoral teaching or research experience or technology or knowledge transfer experience during which the candidate was not associated with the university organising the competitive selection process. This requirement can be met by having completed doctoral studies and been awarded a doctoral degree at another university.
- 3.2. To participate in the selective call for the contract in question, applicants must meet both the general and the specific requirements by the last day to submit applications. In addition, at any moment of the process, the requirements are subject to certifiable accreditation before the proper administrative bodies: the selection committee, the rector and the Human Resources Service.
 - 3.3. Applicants must have or acquire a level of Catalan ensuring the teaching staff's competence to participate, adequately and properly, in the communicative situations required in academic tasks, and to guarantee students' linguistic rights guaranteed, as per Decree 128/2010 of 14 September on the accreditation of linguistic knowledge of the faculty members of the university system of Catalonia. Selected candidates may accredit their knowledge of Catalan before signing the contract or postpone accreditation for two years.

- 3.4. Non-EU foreign citizens and any other applicants not included in the scope of international treaties established by the EU and ratified by Spain must obtain work and residency permits before the corresponding contracts become official.

Four. Application process

- 4.1. To participate in this call for applications, and in the competitive selection process for the position in question, interested parties should register at the following link: (<https://apps.udg.edu/ConcursosPDI/>) where the corresponding application form will be generated and, once completed, can be submitted. The documents listed in Annex B to these terms and conditions should be uploaded at the same link.

The email address provided in the application will be used to communicate with the interested parties.

- 4.2. If you wish to compete for more than one position, you must submit a separate application for each one. You will not, however need to upload the documents in Annex B more than once.

Given the composition of the selection committees, it is recommended that the documentation be in English.

Five. Application deadline and submission locations

The deadline for submitting applications and any attached documents will be twenty working days following the day of the publication of this call in the DOGC.

Six. Admission of candidates

- 6.1. Within 10 days of the application deadline, the Human Resources Service will publish the rector's resolution approving the provisional list of admitted candidates together with the list of unsuccessful candidates and, where appropriate, the grounds rejecting the latter, on the [bulletin board of the Electronic Office of the University of Girona](#).
- 6.2. Appeals against the list of admitted and rejected candidates may be made within 5 working days of the date of its publication. Appeals must be lodged at the following link: <https://apps.udg.edu/ConcursosPDI/>
- 6.3. Once the appeals have been considered, the final list of admitted and rejected candidates will be published at the web address indicated above. Administrative appeals may be lodged against this resolution under the terms provided for in Article 112 of the Law 39/2015, of 1 October, on Common Administrative Procedures of Public Administrations.
- 6.4. Resolutions approving the definitive lists exhaust all administrative appeals.
- 6.5. Once the definitive list of successful and unsuccessful candidates has been published, the Human Resources Service will send all the documents relevant to the competitive selection process to the president of the corresponding selection committee.

Seven. Selection committee organisation and function

- 7.1. The composition of the Selection Committees for each recruitment is detailed in **Annex C** of these terms and conditions, which were approved by the Delegate Personnel Commission in session 2/2023 of 8 February 2023.
- 7.2. The selection committee will be named within three months of the call's publication. If it has not been possible to set up the committee in this time, a one-month extension may be granted, if considered reasonable. At the time of its formation, the selection committee, under the

direction of the president, should decide on specific assessment criteria and will publish them through the University's Human Resources Service on the [bulletin board of the Electronic Office of the University of Girona](#).

- 7.3. The date the selection committee is established will be posted on the [Working at the UdG](#) web page 15 calendar days in advance of its incorporation.
- 7.4. As established by clause six of the 2016-2020 Jaume Serra Húnter Programme agreement, as soon as the specific evaluation criteria are established, the Human Resources Service will publish them on the [Working at the UdG](#) web page.
- 7.5. The committee's internal operating procedures will be adjusted in accordance with Law 26/2010 of 3 August on the legal framework of public administrations and common administrative procedures in Catalonia.
- 7.6. For communication and other purposes, the selection committee is located at the University of Girona, *Plaça St. Domènec, 3, 17004, Girona*.

II. Selection process

Eight. Organisation of the competition

- 8.1. The selection process consists of two stages. The first, virtual and eliminatory in nature, is aimed at assessing the qualifications of the candidates based on the documents they submitted with their applications and in accordance with the following criteria:
 - 8.1. a. Assessment of high-level, international academic activity.
 - 8.1. b. Professional career, especially considering the significance and impact of scientific and technical publications, and competitive research projects undertaken.
 - 8.1. c. The quality and recognition of teaching.
 - 8.1. d. Knowledge transfer activities, intellectual property rights and registered patents.
 - 8.1. e. Leadership skills.
 - 8.1. f. Internacional mobility and visibility.
 - 8.1. g. Other outstanding academic and professional achievements.
- 8.2. In this first stage, each of the committee members will take into consideration the specific criteria before issuing an individual assessment of the candidates, indicating which ones are sufficiently qualified to proceed to the second stage. The deadline for submitting the assessment to the selection committee secretary is 20 calendar days after the committee is named. Once the individual reports are written, the committee members will have 10 calendar days to issue a joint report for each candidate and, where appropriate, make a short-list of those who have passed the first phase and move on to the second.
- 8.3. The short-list must only be used when the number of candidates is too large for them to be examined in person within a reasonable time. It should therefore only be used when there are more than four candidates. In addition, there should be no fewer than two candidates per contract offered, except where the committee unanimously justifies, in a well-reasoned decision and with detailed arguments, that only one of the candidates fits the position profile and that the rest do not, specifying candidate by candidate the reasons why they were rejected.
- 8.4. In accordance with the reports of its members, the committee will approve the list of candidates who pass this first stage. If none of the candidates is qualified, it will propose the suspension of

the competitive selection process and that the position remain vacant. The committee does not need to meet face to face; all pertinent agreements can be reached through electronic communications.

- 8.5. At the end of this first stage, the selection committee will post the list of successful candidates and begin the second stage of the process to fill the contracted position.
- 8.6. Within 10 days of publishing the results of the first phase, and at least 3 weeks before the second phase begins, the committee will publish the calendar for this next phase. The calendar will indicate the place, day and time for the second phase of the selection process, which can be carried out via videoconference. In this case, information will be provided about the day, the time, and the channel to be used and how to access it, as provided for in *Instruction no. 5/2020 concerning the implementation, by electronic means, of the second phase of the competitive selection procedures to contract teaching and research staff in the Serra Hùnter programme*. Before the start of the selection process, the committee may ask candidates to submit documents, preferably in electronic format, to certify the qualifications included in their *curriculum vitae*. Candidates who are not present at the appointed time will be given a second opportunity 15 minutes later. If still not present, they will be considered absent and will be excluded from the selection process.
- 8.7. In the second stage, which is open to the public, the candidates make a brief personal presentation and then give a seminar on a topic they consider appropriate (90 minutes maximum). After the seminar, the committee will ask candidates about the qualifications listed in their *curriculum vitae*, the seminar just given, or any other topic related to the contract offered and the work to be done in the position. Given the nature of the Serra Hùnter Programme, this part may be conducted in English.

Nine. Proposed candidate selection.

- 9.1. At the completion of the second stage of the selection process, the committee will present a prioritised list of successful candidates and propose that the candidate in first place be given the contract.
This proposal will be posted on the University of Girona's [electronic bulletin board](#) and on the [Working at the UdG](#) web page.

If none of the candidates are qualified, the position will remain vacant.

- 9.2. The candidates may lodge appeals against the committee's proposal during the ten business days following its publication. These appeals should be resolved by the selection committee before the results of the competition become final.

Ten. Final selection

- 10.1. The selection committee will present the proposal mentioned in the previous provision to the rector, who will issue the corresponding resolution awarding the contract to the most qualified candidate. The candidate must formally accept the corresponding contract in accordance with what is established in provision eleven.
- 10.2. The rector's resolution ends the selection process and exhausts the right of appeal through administrative channels. However, applicants may lodge an administrative appeal against the resolution with the contentious administrative courts of Girona within two months of its publication.
- 10.3. Likewise, applicants may also appeal to the rector for a reversal of the resolution within one month of its publication. In this case, appeals through administrative channels may not be made until the appeal for reversal has been resolved one way or the other.

- 11.1. In order to make the corresponding contract official within six months of the day the resolution awarding the contract was published, the successful candidate must submit the following documents to the University registry:
 - 11.1.a. Original documents of the specific requirements established in provisions 3.b and 3.c: doctoral degree and research accreditation or advanced research accreditation.
 - 11.1.b. Justification of having complied with the requirement established in provision 3:
 - b.1. Knowledge of Catalan will be verified as established in Article 5 of Decree 128/2010, of 14 September, by the following means:
 - b.1.1 The competence level certificate in Catalan (level C) of the Government of Catalonia (the *Generalitat*), which establishes current regulations to assess and certify knowledge of Catalan.
 - b.1.2 Any qualification, diploma or certificate considered to be equivalent to the certificate of competence in Catalan issued by the *Generalitat*, in accordance with current regulations.
 - b.1.3 The certificates of Effective Operational Proficiency in Catalan, issued by the Pompeu Fabra University, and considered equivalent to or more advanced than the competence level certificate in Catalan issued by the *Generalitat*.
 - b.1.4 The competence level certificate for teaching and research staff issued by the University and available through:
 - specific training organised by the University; or
 - an evaluation conducted by the University.
 - b.2 Meeting the requirement through compulsory education, by submitting a degree certificate for regulated non-university education that is considered equivalent to effective operational proficiency in Catalan, in accordance with current legislation.
 - b.3 Participating in a previous selection process and obtaining a university teaching staff position that required proof of the same or a higher level of Catalan, and submitting a certificate verifying the required level.
 - b.4 If verification of knowledge of Catalan is not possible in any of the previous ways, successful candidates must justify compliance with this requirement established in provision 3.3 within two years of signing the contract through any of the verification measures established in point b.1.
- 11.2. With the exception of cases of *force majeure*, which will be duly checked by the organising university, if candidates do not submit the required documents before the deadline referred to in provision 11.1, or if they do not comply with a contract requirement, the decision to award the contract will be revoked. In addition, candidates may be prosecuted if they have provided falsified information. In those cases the contract will be awarded to the next candidate on the prioritised list proposed by the selection committee.
- 11.3. The contracts will establish the working conditions in the terms established in this call and in the pertinent legislation, as well as the following clauses, with which teaching staff contracted in the Serra Hùnter Programme must comply:
 - 11.3.1 The contracted person will be specifically assessed in accordance with his or her academic qualifications, in the terms and conditions established by the Jaume Serra Hùnter Programme.

- 11.3.2 The contracted person will maintain an annually updated version of a maximum two-page summary of the most relevant aspects of his or her curriculum vitae, whose publication on the Serra Húnter Programme web page he or she will authorise.
- 11.3.3. The contracted person will sign all his or her academic and scientific work as a “Serra Húnter Professor” or a “Serra Húnter Fellow”, depending on the case.
- 11.3.4. If the person recruited should lose their affiliation with Programme, for whatever reason, that person may not sign as a “Serra Húnter Professor/Professora”, “Serra Húnter Fellow” or “Serra Húnter Profesor/Profesora”. Therefore, the above clauses will not be applicable.
- 11.3.5. The person recruited authorises the University to transfer their data to the Serra Húnter Programme, in accordance with the current regulations on the processing and protection of personal data.

III. Notification and publication of the proceedings

Twelve. Notification of results

- 12.1. With the publication of the results of the competitive process, as established in these provisions, the applicants are considered notified of the proceedings in accordance with Article 45.1 of Law 39/2015, of 1 October, on the legal framework of public administrations and common administrative procedures.

IV. Personal data protection

Thirteen. Treatment of personal data

- 13.1. The personal data provided by the candidates on their applications will be incorporated into a personnel Management file created, among other reasons, for the organisation and management of application calls for University positions. The data will not be shared with other public administrations except when there is specific legal authorisation to do so.
Entity responsible for processing: University of Girona
Purpose: registering people interested in working at the University, assessment of qualifications, organisation of the competitive process, decision-making and information.
Legal capacity: consent of the interested party (art. 6.1.a RGPD, General Data Protection Regulations) within the framework of the fulfilment of contractual obligations (pre-contractual relationship) (art. 6.1.b RGPD).
Recipients: identifying data will be published to report results and notify candidates in accordance with the terms of the call.
Rights of the interested parties: the rights of access, rectification, erasure, limitation and objection to processing and the right to request limitations to processing may be exercised in these cases by contacting the Human Resources Department or, generally, the General Secretary's Office of the University.
Additional and more detailed information on data protection can be obtained at www.udg.edu/ca/protecciodedades.

The candidates should register this documentation at the following link:
<https://apps.udg.edu/ConcursosPDI/>:

Associate professor

- 4.2.a. A copy of their national identity document or passport.
- 4.2.b. A copy of their doctoral degree certificate or a payment receipt for said certificate.
- 4.2.c. As per articles 47 and 49 of Law 1/2003 of 19 February on the Universities of Catalonia (LUC), applicants must also submit research accreditations, advanced research accreditations, favourable reports or any other accreditation issued by a quality assurance agency.
- 4.2.d. Document certifying non-association with the University of Girona (2 years of pre- or post-doctoral teaching or research activity during which the applicant was not associated with the university organising the competitive process). This requirement can be met by having completed doctoral studies and been awarded a doctorate at another university.
- 4.2.e. Document certifying sufficient knowledge of Catalan, the official language of the University of Girona.
- 4.2.f. Complete, free-format *curriculum vitae*.
- 4.2.g. A document specifying [the five most valuable academic contributions](#) made by the applicant (articles, books, patents, etc.), as per the model found at:
- 4.2.h. A brief description of the candidate's [teaching experience](#) (one page maximum), as per the model found at:
- 4.2.i. A concise declaration of the applicant's [teaching and research interests](#) for the next five years in relation to the area for which the contract is being offered (six pages maximum) as per the model found at:

Annex C

Contracts of Associate Professor Serra Hunter Program and selection committees. Formal Call 003/2022_SH_AG

Category: Associate Professor
Department: Business
Profile: Marketing and market research
Reference: UdG-AG-221-003

Comissió

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Substitute member	José Javier Cebollada Calvo	Universidad Pública de Navarra
Substitute member	María José Miquel Romero	Universitat de València

Category: Associate Professor
Department: History and history of art
Profile: Cultural heritage
Reference: UdG-AG-221-004

Comissió

President	Lucia Toniolo	Politecnico Milano
Secretary	Gerardo Boto Varela	Universitat de Girona
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