

OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT AND PROMOTION POLICY AT THE UNIVERSITY OF GIRONA

The Governing Council of the UdG approved it on December 13, 2021, in ordinary session number. 10/2021.

The University of Girona's open, transparent and merit-based selection and recruitment policy formalizes the synthesis of principles to be followed in terms of staff selection for recruitment throughout the institution.

The University of Girona considers that good practice in the processes of selection and promotion of its staff is the essential tool to guarantee excellence in its activities and environment to ensure the progress of the institution.

On July 27, 2018, the University of Girona adhered to the *European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*. The selection of teaching and research staff in Open, Transparent and Merit-based Recruitment (OTM-R) is one of the main pillars of both the Charter and the Code, and one of the highest priorities of the European Research Area, of which our institution is a part.

Thus, the principles allow

- guarantees of compliance with the legislation in force at any moment in the matter of access to public sector employment observing the principles of concurrence, publicity and merits, in agreement with the Royal Decree 5/2015, of 30 of October, approving the revised text of the *Basic Statute for Public Employees* and Law 14/2011, of 1 June, on *Science, Technology and Innovation*, and at the same time,
- compliance with the *Code of Conduct for the Recruitment of Researchers*, as reflected in the commitment to the *Human Resources Strategy for Research* (HRS4R) of the University of Girona.

In conclusion, the principles defined in this document establish and guarantee that the selection procedures allow access to the University of Girona for the best candidate for each job, guaranteeing equal opportunities.

Article 1. Scope of application

The selection and promotion policy aims to ensure that the best candidate for the job is selected, with the full guarantee of equal opportunities and access.

The basic principles, defined in Article 2, apply to all the processes of selection and promotion of people at the University of Girona.

The procedure, contained in Article 3 of this policy, applies to the selection and promotion processes of teaching and research staff, within the framework of the career model established by current law, and of research staff, and also of the administration staff and research support services, selected in procurement procedures for funding, including research projects, agreements or contracts.

Article 2. Basic principles

a) Publicity

To guarantee the selection process is publicised, allowing information of the offers to be diffused through the most effective means according to the international standards and in accordance with the legal provision. This is to promote a double objective; to reach all those people who may want to apply as candidates for the vacancies announced, and to achieve maximum participation, in order to create a really competitive and high-quality selection process.

b) Free competition and equality

Participation in the selection process only requires compliance with the general and specific requirements set out in current legislation for each of the contractual categories.

Respect at all times equal opportunities without discrimination on the grounds of gender, sex, or sexual orientation; age; ethnic, national or social origin; language; disability; political opinions, or social and economic condition.

c) Transparency in the management of the process and the operation of the selection committees

Ensure that all the important events in the selection process, as well as the evaluation criteria, are advertised and known in advance by job seekers; and that all decisions taken by the members of the selection committee are documented and reported for the purposes of possible reviews and complaints.

d) Merit and ability

The nomination must be made according to specific selection processes, with explicit and published evaluation criteria, which determine the choice of the best candidate.

In this sense, the selection committees must implement the mechanisms for verifying these merits and abilities through trustworthy criteria.

The selection processes and levels of qualification required must be appropriate for the specific functions of the job offered.

e) Effectiveness and efficiency in the execution of the selection process

Establish selection processes that can be processed with maximum efficiency and administrative simplicity within the current legal framework.

Avoid administrative obstacles, taking care that the documentary requirements (qualifications, translations, number of copies, etc.) are the minimum necessary.

Article 3. Procedure

The University of Girona guarantees that the personnel selection and hiring processes are in accordance with the basic principles defined in the previous section.

The processes consist of three main phases: 1) offer and application phase, 2) evaluation and selection phase, and 3) resolution, publication and appointment phase. Each of these phases must be completed in accordance with current legislation.

1) Offer and application phase

Advertising the job offers

The announcement for job vacancies will be made public, in accordance with the provisions of the previous article 2, and will also be as clear and concise as possible, however, they must include:

- Job characteristics.
- Description of the specific tasks and functions, and if applicable, the teaching and research activities to be carried out.
- Requirements and, where appropriate, minimum language skills and/or requirements.
- Procedure, requirements and deadlines for the submission of applications, as well as deadlines and procedures for complaints and appeals.
- Contact details for inquiries about the procedure.
- Selection criteria.

- Composition of the evaluation committee.
- Mention of the UdG's OTM-R policy, the data protection and transparency policy, and the UdG's Equality Plan.

The University of Girona will never establish any specific requirements regarding the nationality or place of residence of the applicants. However, the eligibility of non-EU citizens will be subject to the laws on foreigners in force at the time of the announcement.

All the places offered will be published through the official and public electronic channels in accordance with the current corresponding legislation, and in accordance with the practices established by the University of Girona.

All announcements for the recruitment of research talent - including the access of teachers with research capacity, grants for the recruitment of researchers in training, recruitment of post-doctoral researchers, as well as calls for agreements, projects and/or research contracts - will be announced on EURAXESS and other specialized channels.

Simplification of the administration involved in the admission of applications

Electronic administration tools will be used with the aim of making it as easy as possible for the aspirants to comply with the administrative burden, which in any case will be reduced to what is strictly necessary.

Original copies of academic qualifications and degrees will only be required prior to the appointment or formalization of the contract.

This will avoid discriminating against candidates due to their geographical location and/or financial resources.

Notice of receipt and communication with applicants

All the procedures or acts that derive from the different phases of the selection process will be announced publicly through the official electronic channels for this purpose in accordance with the current legislation and the good practices established by the University of Girona.

Where the applicants have provided a valid e-mail address, this will be used for the notification, if applicable, of the procedures or acts corresponding to the phases of the selection process.

2) Evaluation and selection phase

Composition of selection committees

The composition of each committee will be adapted according to the category of the position offered. This committee will be made up of at least three experts who meet the requirements

established by current legislation. In order to guarantee objectivity, the committees must include members from outside the UdG, where appropriate.

Gender awareness and diversity are key throughout the selection process. In particular, a balance will be sought between men and women when appointing members of the evaluation and selection committees.

The members of the committee must have the necessary experience, qualifications and skills to effectively evaluate the candidates. In addition, they must act independently and express any conflict of interest.

Actions of the selection committees

Announcements must include the evaluation criteria and all that is appropriate regarding these and their application. The Committee shall act in accordance with the provisions of these rules and in accordance with the applicable regulations.

The decisions of the members of the committee must be impartial and based on proven facts and not on personal or subjective preferences.

Candidates will be assessed on the basis of their academic and professional curriculum. Candidates will also be able to be assessed by ability in the elaboration of academic projects and/or through interviews. To prevent the face-to-face interview from being an impediment for some of the candidates, if possible, the interviews will be virtual so that they can be conducted remotely.

3) Resolution, publication and appointment phase

Resolution and publication

The University of Girona will inform and notify interested parties of the result of the selection process through official and public electronic channels in accordance with current legislation and in accordance with good practices established by the University of Girona, and in all cases will communicate this to the candidates via e-mail or equivalent electronic means.

Access to the selection committee's evaluation of the applicant will be through electronic means, guaranteeing confidentiality, without the need to previously request access from the University of Girona.

Claims and appeals

The University of Girona has a rigorous and transparent system of complaints for candidates. The appropriate resolutions will inform of any appeals or claims against them.

Article 4. Publicise the OTM-R policy of the University of Girona

The OTM-R policy of the University of Girona is published in an easily accessible place on the institutional website in English, Catalan and Spanish.

Contact information

For any question related to the OTM-R policy of the University of Girona, you can contact the UdG Human Resources Service (cap.rh@udg.edu).