

CALL FOR APPLICATIONS FOR TENURE-ELIGIBLE LECTURER POSITIONS UNDER THE SERRA HÚNTER PROGRAMME

1. General regulations

1.1. This call for applications corresponds to the selection of contract teaching and research staff under the Serra Húnter Programme.

1.2. This call for applications shall be governed in its entirety by the provisions made in Organic Law 6/2001, of 21 December; Law 1/2003 of 19 February, on the universities of Catalonia; the Statutes of the University of Barcelona; any applicable specific agreements, and in particular the collaboration agreement signed on 1 August 2017 between the Government of Catalonia, through the Catalan Ministry of Economy and Knowledge, and the public universities of Catalonia on the execution of the Jaume Serra Húnter Programme for the recruitment of contracted teaching staff over the period 2016-2020 and the designation of positions offered in 2016 and 2017; Addendum of 1 April 2018; and the Agreement with the Board of CIC of 10 April 2018, on the recruitment of teaching and research staff in Catalan public universities during the 2018 academic year and any other applicable legislation.

1.3 Contracts formalized with successful candidates shall be for temporary full-time contract positions.

1.4. For the purpose of this call for applications, neither the month of August nor those periods of inactivity announced by the Office of the General Manager are included in any calculation of periods of working days.

1.5. The University may, at any time, amend any factual or numerical errors identified in the procedure or reported by third parties.

1.6. Publication in the DOGC – or, if stated in the call for applications, notification via the UB's E-Office – shall be considered sufficient notification of interested parties, in accordance with articles 45 and 46 of Law 39/2015, of 1 October, on common administrative procedure in public administrations. Additional notification may be given at https://www.ub.edu/web/ub/ca/universitat/treballa_a_la_ub/personal_academic/contractat-temporal/index.html, or on other UB noticeboards.

2. Requirements

This call for applications is open to candidates of any nationality. In order to be admitted, candidates must meet the following requirements by the time the period for applications closes:

2.1. General requirements:

- a) Candidates must not have been disqualified in a disciplinary ruling from the exercise of public or constitutional functions or be permanently or temporarily barred through a legal ruling from the exercise of public function, civil service employment or, in the case of university-contracted staff, the exercise of functions similar to those corresponding to the position from which they have been barred. Non-Spanish nationals must not have been barred or otherwise removed from the exercise of public function, or disqualified in a disciplinary ruling or equivalent procedure from accessing positions of public function. This must be confirmed in a sworn statement submitted with the application.
- b) Candidates must not be subject to legal grounds for incapacity, according to current legislation.
- *c)* Candidates must not suffer from any disease or physical/mental limitation that prevents them from undertaking the activities corresponding to the positions offered.
- *d)* Non-EU nationals and candidates who do not fall within the scope of international treaties operated by the European Union and ratified by Spain must hold a valid work and residency permit by the time the corresponding contracts are due to be signed. Certificates submitted by candidates that have not been issued by Spanish education authorities must have been officially recognized as equivalent to those issued in Spain or recognized by Spanish authorities, according to current regulations.



- **2.2.** Specific requirements:
 - a) Candidates must hold a doctoral degree.

If, when the contract is signed, the winning candidate holds a doctoral degree issued by a university outside Spain, the qualification must have been duly homologated or recognized as equivalent to the corresponding official Spanish doctoral degree, in accordance with the applicable legislation.

- b) Candidates must have received the positive assessment report issued by the Catalan University Quality Assurance Agency (AQU) for access to the position of tenure-eligible lecturer or the report issued by the National Agency for Quality Assessment and Accreditation (ANECA) for access to the position of assistant lecturer. This requirement is satisfied if candidates have previously held the position of or accreditation of the requirements for the position of full university professor or tenured university lecturer.
- c) Candidates must provide evidence of Catalan language skills (spoken and written) skills, in accordance with the provisions in Decree 128/2010, of 14 September, through the official Catalan proficiency certificate or equivalent according to the current legislation, or through the certificate of Catalan language proficiency for public teaching positions issued by the University of Barcelona for this purpose.

In exceptional circumstances, candidates who cannot submit with their application an official certificate pertaining to their level of Catalan language competence, and candidates from outside Spain who cannot provide official certification of their level of Spanish, may state in their application form their commitment to obtaining accreditation of this requisite within two years of their access to UB.

Candidates who cannot provide official certification of the required level of Catalan language competence will be given the opportunity to obtain certification within the application period by special arrangement with the University of Barcelona Language Services.

3. Applications

3.1. Applications must be addressed to the Rector of the University of Barcelona, using the form available on the University of Barcelona website at https://www.ub.edu/web/ub/ca/universitat/treballa_a_la_ub/personal_academic/contractat-temporal/index.html, and submitted to any of the general registry offices at the corresponding faculty or school and to the Academic Staff unit of the Area for Human Resources.

Applications must be presented within twenty working days from the day after publication of this call for applications in the Official Bulletin of the Government of Catalonia (DOGC). They must be submitted to the General Registry Office, Pavelló Rosa, Recinte de la Maternitat (Travessera de les Corts, 131-159, 08028 Barcelona) or to the other general registry offices included in the document *List and opening hours of the University of Barcelona's general registry offices* on the web page: http://www.ub.edu/registre/ca/horari.html.

Applications may also be submitted by any of the means established in Law 39/2015, of 1 October, on common administrative procedure in public administrations, and via Spanish diplomatic missions or consular offices in countries other than Spain.

3.2. Full information on the application form can be found via the University of Barcelona's E-Office and on the UB website:

https://www.ub.edu/web/ub/ca/universitat/treballa_a_la_ub/personal_academic/contractat-temporal/index.html.

3.3 Together with the application form, candidates should submit:

- a. Photocopy of DNI/passport or NIE/identity card.
- b. Photocopy of the doctoral degree certificate, or confirmation of the request for its issue.



c. Photocopy of the positive assessment report issued by the Catalan University Quality Assurance Agency (AQU) or the report issued by the National Agency for Quality Assessment and Accreditation (ANECA) for access to the position of assistant lecturer.

d. Certificate of Level C in Catalan issued by the Catalan Government or an equivalent certificate, or statement of the commitment to obtain this certificate, as described in Section c of paragraph 2.2.

Candidates who fail to submit the required documents by the stated deadline will be excluded from the selection process, notwithstanding the special provisions made in chapter 3.5.

3.4 The Selection Committee assesses candidates on the basis of the alleged merits. To that effect, before the application period closes, candidates should also submit the following documents to <u>personal.academic.concursos@ub.edu</u> in PDF format:

- a. Full curriculum vitae, in standard format.
- b. A list of the candidate's five most significant academic achievements (articles, books, patents, etc.), using the template provided at:
- c. https://www.ub.edu/web/ub/ca/universitat/treballa_a_la_ub/personal_academic/contractat-temporal/index.html
- d. A brief description of the candidate's teaching experience (no more than one page), using the template provided at: https://www.ub.edu/web/ub/ca/universitat/treballa a la ub/personal academic/contractat-temporal/index.html
- e. A general description of the candidate's teaching and research interests, indicating their relevance to the area covered by the contract of employment for the next five years. This document should be no more than six pages in length and must be completed using the template provided at: https://www.ub.edu/web/ub/ca/universitat/treballa_a_la_ub/personal_academic/contractat-temporal/index.html
- f. If applicable, accreditation of international post-doctoral experience or placements at leading universities or research centres in any country, excluding the University of Barcelona.

By submitting the documents stipulated above, candidates declare that all of the information provided is truthful to the best of their knowledge. The University of Barcelona may, however, request copies and/or originals of documents attesting to any of the merits stated in the application.

Candidates may also choose to submit hard copies of their documentation to the General Registry. In this case, the documents sent in PDF format must be printed out for submission.

3.5. Candidates who have submitted an application and the accompanying documentation to the Management Team of the Serra Húnter Programme during the international shortlisting period must state on the registration form if they believe that the documentation detailed in paragraphs 3.3 and 3.4 has already been submitted. In these cases, candidates expressly authorize the University of Barcelona to obtain their documentation directly from the management team of the Serra Húnter Plan.

Updated documents should be submitted according to the conditions stated in paragraphs 3.3 and 3.4.

4. Admission of candidates

4.1. Once the application period has closed, and within a period of one month, the Vice-Rector for Teaching and Research Staff, acting with the authorization of the Rector, will issue a ruling approving the provisional list of candidates admitted to and excluded from the selection process, together with the grounds for exclusion in each case. This ruling will be announced via the UB's E-Office. Additional notification may be given at https://www.ub.edu/web/ub/ca/universitat/treballa_a_la_ub/personal_academic/contractat-temporal/index.html, or on other UB noticeboards.

4.2. Candidates who wish to rectify an error or omission that led to their exclusion or who need to submit outstanding documentation should notify the Rector in writing and submit all supporting documentation to the UB's General Registry within ten working days from the day after the provisional ruling on admission is announced.



In all cases, only certified requirements and merits obtained by the deadline for applications shall be assessed.

4.3. Candidates who are unable to amend or rectify the error or omission or submit the outstanding documentation within this period will be permanently excluded from the call for applications.

4.4. Appeals will be resolved within twenty days once the appeals period has closed. Once any appeals have been resolved, the Vice-Rector for Teaching and Research Staff, acting with the authorization of the Rector, issues a final ruling approving the list of admissions and exclusions, stating any appeals received. This ruling announced UB's E-Office. Additional notification will be via the mav be given at https://www.ub.edu/web/ub/ca/universitat/treballa a la ub/personal academic/contractat-temporal/index.html, or on other UB noticeboards.

4.5. Candidates admitted to the contest who renounce their participation at any time during the selection process will have to inform the Rector by means of a signed letter.

5. Selection committee

5.1. Selection committees are formed in accordance with the conditions laid down in the applicable Serra Húnter Programme collaboration agreements, signed between the Catalan Ministry of Economy and Knowledge and the public universities of Catalonia.

5.2. The composition of the Selection Committee is detailed in the appendix to the resolution of the call for applications.

5.3. Regarding issues not stated in the call for applications, the internal rules and regulations governing the actions of the Committee are subject to the provisions of Law 26/2010, of 3 August, on the legal framework and administrative procedure of public administration in Catalonia.

5.4. Selection Committee members are subject to the criteria on abstention and recusal set out in articles 23 and 24 of Law 40/2015, of 1 October, on the legal framework of the Spanish public sector. Prospective members who are affected by any of these criteria must abstain from serving on the Selection Committee and state the reasons for their withdrawal.

5.5. Selection Committee members must treat as confidential all information to which they have access in the exercise of their functions, including personal data and any other information specifically pertaining to identified or identifiable natural persons.

5.6. The Selection Committee uses the UB's E-Office to communicate its announcements and may make additional use of the web page <u>https://www.ub.edu/web/ub/ca/universitat/treballa a la ub/personal academic/contractat-temporal/index.html</u> or other UB pages. The Committee's announcements will be made public by the Service for Academic Staff.

Communications of the Selection Committee will be published with the signature of the Secretary, mentioning that they have been agreed by the Committee, and will include the corresponding procedure for appeal in each case.

5.7. For the purposes of general communication and specific notifications, the Selection Committee shall be based at the University of Barcelona's Academic Staff Service (Pavelló Rosa, Travessera de les Corts, 131-159, 08028, Barcelona).

6. Selection process

6.1 The Secretary will agree with the president and the other Committee members, or their substitute parts if applicable, the date of constitution of the Selection Committee. Once the date has been set, it will be announced via the UB's E-Office, with the signature of the Secretary, and may make additional use of the web page <u>https://www.ub.edu/web/ub/ca/universitat/treballa_a_la_ub/personal_academic/contractat-temporal/index.html</u>, or on other UB noticeboards.



6.2. The Selection Committee will be digitally formed within three months of publication of the call for applications. For the valid telematic constitution of the Committee, attendance of all the titular members, or substitutes in case of impossibility of the holders duly accredited and accepted by the Vice-Rector for Teaching and Research staff by delegation of the Rector, is required.

If the Committee cannot be formed within the stated period, the President may request an extension of one month, stating the reasons for the delay. A final decision will be taken by the Vice-Rector for Teaching and Research Staff, acting with the authorization of the Rector.

6.3. In the charter of constitution, the Committee must agree the specific criteria and their weighting (assessment scales) of application in the first phase and in the second phase of the competition. The scales and their weighting shall be established in accordance with the general criteria mentioned in this call.

The minimum pass score must be stated in the assessment scales for each phase, notwithstanding the provisions in the base.6.7.1 regarding the "short list".

6.4. The Secretary of the Selection Committee must send the Academic Staff Service the charter of constitution of the Committee, and also the agreed assessment scale, so that they can be published. Both documents must be signed by the Secretary. In addition, it will be accompanied by an email sent by the rest of the constituent members stating their consent and approval.

The assessment scale will be made public as stipulated in paragraph 5.6.

6.5. Once the Selection Committee has been validly constituted and the assessment scale published, the Committee receives all the documents provided by the admitted candidates.

6.6. Candidates are assessed according to the scale established and announced by the Selection Committee, in compliance with internationally recognized criteria for the evaluation of high-level academic activity, and on the basis of their professional achievements, with particular importance given to:

- High-impact scientific and technical publications
- Award of competitive research funding
- Quality and accreditation of the candidate's teaching activities
- Involvement in knowledge transfer activities
- Intellectual property rights and patents registered by the candidate
- Leadership skills
- Involvement in mobility programmes, international profile, and
- Other notable academic and professional achievements.
- In accordance with Article 153 of the Statutes of the University of Barcelona, the Selection Committee
 must take into account the specific skills in the knowledge area and the teaching and research abilities
 of each candidate and the degree to which these skills and abilities match the University's teaching
 and research priorities.

Particular credit will be given to those candidates who can provide evidence of periods of at least two years, completed after their initial academic training (bachelor's degree and master's degree or equivalent), during which they undertook doctoral studies, academic work at higher education level, research and development activities and/or professional work relevant to the profile of the position offered in this call for applications. Candidates must not have maintained an academic relationship with the University of Barcelona during any such period. Credit will be awarded automatically to those candidates whose doctoral studies were completed in their entirety at another university, which issued the doctoral qualification.

For access to the positions announced in the present call, only stays over a period of three months are computable for the purpose of proving this requirement.

6.7. The selection procedure consists of two phases.

6.7.1. The **first phase** consists of the study and appraisal of the specific merits presented by each candidate in the documents submitted with the application following the criteria and scale established and



announced in advance. This phase is eliminatory in accordance with the minimum pass score. Candidates are not required to attend. The Committee will meet via videoconference.

Given the specific nature of the knowledge area and objectives covered by the Serra Húnter Programme, the Secretary may ask candidates to provide translations of their documentation into English or other languages if the academic field is related to other foreign languages.

Within twenty calendar days of the constitution of the Selection Committee, each member will submit to the Secretary a shortlist of candidates who have passed the first phase of selection, in order of merit, together with individual assessments of each candidate's merits, following the criteria and scale announced in advance. The prioritized proposal and the individual reports will be signed and transmitted by e-mail to the Secretary, who will attach them to the resolution of the competition.

The Committee will decide how many candidates pass the first phase on the basis of the proposals made by each member and will issue a report.

Notwithstanding the minimum score established in the scale agreed upon by the Committee, a short list may be proposed when the number of candidates is too large to carry out the second phase test in a reasonable time. This short list will only be used when there are more than four candidates and there must be no less than two omitted, except when the Committee unanimously justifies, in a fully reasoned manner and with detailed arguments, that at most one candidate of those presented conforms to the profile of the position, and that the rest do not, specifying for each person the reasons that motivate this exclusion.

In the event that the Committee considers that no candidate has the appropriate merits, they propose to the Rector the non-provision of the position, also specifying their motives as explained in the preceding paragraph.

The Selection Committee Secretary must submit the minutes of the first phase of the competition to the Academic Staff Service, including all individual signed reports sent by email by the members of the Committee, as well as the joint report and the proposal for candidates to access the second phase of the competition, agreed by the Committee, and where the signature of the secretary will appear. The signed approval sent by email by the rest of the members of Committee included in the joint report and the publication proposal shall be attached to the resolution.

Results will be announced via the UB's E-Office within ten calendar days, in accordance with paragraph 5.6. Additional notification may be given at <u>https://www.ub.edu/web/ub/ca/universitat/treballa_a_la_ub/personal_academic/contractat-temporal/index.html</u>, or on other UB noticeboards.

6.7.2. The **second phase** consists of a selection test to be taken by shortlisted candidates.

Within ten calendar days of the announcement of results for the first phase, the Committee will formally announce the call for the selection test, via the means established in paragraph 5.6, giving at least three weeks' notice. The date, time and venue for the test will be detailed in the announcement. The order of presentation of the candidates is that established by the Catalan Government.

In the call, the Committee may require applicants to provide the documentation certifying the merits mentioned in the curriculum, which will be submitted in electronic format, ideally.

Candidates who do not arrive at their allotted time will be called again fifteen minutes later. In case a candidate does not show up, it will be considered that they have withdrawn and, therefore, they will be excluded from the selection process, unless a major cause is appraised by the court and a new date may be indicated, which will be made public.

The test will be organized as a public session. Each candidate will give a brief personal presentation followed by a detailed talk on the subject of their choice related to the position awarded. The session should last no more than one hour and thirty minutes. The Committee will then ask the candidate any questions it deems appropriate. Questions may be related to merits indicated on the candidate's CV, the seminar, or any other matter related to the contract offered or the activity the successful candidate will carry out. In keeping with the specific characteristics of the area of knowledge and the objectives of the Serra Húnter



Programme, the test may be carried out in English. In this case, the court will include this requirement in the agreement making the specific criteria public, or in the call for the test.

7. Contract award proposal

7.1. Once the selection test has been completed, the Selection Committee will prepare a joint report on each candidate and draw up a shortlist of successful candidates in order of merit, issuing a proposal of employment to the highest-placed candidate. The referenced documents are signed by all members of the Committee.

If no candidate is considered to have met the requirements, no contract will be awarded and the position will no be filled.

The proposed shortlist of successful candidates in order of merit (including the score obtained) and the proposal of employment to the highest-placed candidate will be announced via the UB's E-Office, including the corresponding resources. Additional notification may be given at https://www.ub.edu/web/ub/ca/universitat/treballa_a_la_ub/personal_academic/contractat-temporal/index.html, or on other UB noticeboards.

7.2. The actions and rulings of the Selection Committee may be contested by standard administrative procedure for both the first and second phases of the contest. If an interested party wishes to do so, he/she may lodge an appeal with the Rector, within a period of one month from the day after the ruling in question is issued, under the terms established in articles 10.2 and 112 of Law 39/2015, of 1 October, on common administrative procedure in public administrations.

Once the appeal has been accepted, it is first made known to the other candidates by email, so that they may submit any responses they deem appropriate within 10 working days from the day of reception of the electronic notification. It is at the same time examined by the Selection Committee in order to issue a complementary report within the same 10 working days.

The University of Barcelona's Appeals Committee, examines the appeal and prepares a report-proposal for consideration by the Rector, who will issue a final ruling within a period of three months.

7.3. Anyone with legitimate interest can ask for a question or copy of the documentation of the contest at the Academic Staff Service of the University of Barcelona.

8. Resolution of the call for applications

The Selection Committee submits its proposal to the Rector, who announces the award of the position to the successful candidate. The corresponding contract must then be signed, as stipulated in chapter 9. The official resolution on the award of positions will be published in the Official Bulletin of the Government of Catalonia.

9. Formalization of the contract

9.1. The winning candidate must submit the following documentation to the UB's General Registry within two months of public announcement of the contract award proposal:

a) Official medical certificate accrediting the information stipulated in section c) of paragraph 2.1.

b) Declaration made by the candidate that they have not have been disqualified in a final ruling from the exercise of public functions or have been dismissed or sacked from a position in any public administration through a final disciplinary decision, and that they are not subject to legal grounds for incapacity, according to current legislation. Candidates from outside Spain must demonstrate in a sworn statement or declaration that they have not been suspended or sacked in a disciplinary procedure or received a criminal sentence that prevents them from entering public employment in their country of origin.



c) Declaration by the candidate that they are not in breach of regulations on incompatibilities in public sector employment or that they intend to exercise the option provided for in Article 10 of Law 53/1984, of 26 December, on conflicts of interest in the provision of services to the public administrations.

d) Original copy of the doctoral degree certificate, homologated or validated, as required, in accordance with the conditions stated in paragraph 2.2.a).

e) Valid work and residency permit by the time the corresponding contracts are due to be signed.

In the event that candidates can not present the documentation requested in sections d) and/or e), they may request an extension of up to four (4) months to present them.

9.2. If candidates are unable to submit the required documentation in the period established by the University, notwithstanding duly justified and verified instances of force majeure, or if they do not meet the stated requirements, the contract award will be revoked. A new proposal of admission will be issued following the shortlist created by the Committee, without prejudice to the responsibility they may have incurred in case of falsehood.

9.3. Contracts with the University of Barcelona must be signed within six (6) months of publication of the resolution of this call for applications, unless otherwise agreed between the two parties.

9.4. The conditions of contracts signed with winning candidates will comply with the terms established in this call for applications, with the relevant provisions made in law, and with the following specific clauses applicable to the Serra Húnter Programme:

9.4.1. The winning candidate will be evaluated specifically on the basis of their academic merits, under the terms established in the Serra Húnter Programme.

9.4.2. The contracted candidate will have to provide yearly a summary of up to two pages with the most relevant aspects of their curriculum, with the authorization for publication on the Serra Húnter website.

9.4.3. The contracted candidate must clearly sign all their published academic and scientific output as Professor/a Serra Húnter" (Catalan), "Serra Húnter Fellow" (English) or "Profesor/a Serra Húnter" (Spanish), as applicable.

9.4.4. If, for whatever reason, the winning candidate is no longer covered by the terms of the Serra Húnter Programme, these designations may not be used and the above clauses will no longer apply.

9.4.5. The contracted candidate authorizes the UB to transfer its data to the Serra Húnter Programme, in accordance with current regulations regarding the treatment and protection of personal data.

9.5. Contracts will be signed for an initial period of three years, which may be renewed for a further two years if the tenure-eligible lecturer receives a favourable assessment report, according to the terms and requirements established in the applicable regulations. Notwithstanding, the total combined period of employment as a tenure-eligible lecturer and assistant lecturer at the University of Barcelona or any other Spanish university may not exceed eight (8) years.

10. Appeals

10.1 Rulings issued by the Rector or the Vice-Rector for Teaching and Research Staff relating to the opening of the call for applications, the publication of applicable regulations and the publication of final lists of candidates admitted to the selection process are final and cannot be overturned by standard administrative procedure. If an interested party wishes to contest any such ruling, irrespective of the immediacy of its execution, they may choose to open contentious administrative proceedings through the Catalan High Court. Proceedings must be opened within two months from the day after the ruling in question is issued.

Interested parties may also choose to present an appeal of reversal directly to the body in question, in which case any appeal must be lodged within one month from the day after the ruling is issued. In this case, contentious administrative proceedings may not be opened until the appeal for reversal has been addressed



in an express or presumptive ruling, in accordance with the provisions of Article 123 et. seq. of Law 39/2015, of 1 October, on common administrative procedure in public administrations.

10.2 The actions and rulings of the Selection Committee may be contested by standard administrative procedure. If an interested party wishes to do so, they may lodge an appeal with the Rector, within a period of one month from the day after the ruling in question is issued, under the terms established in articles 112, 121 and 122 of Law 39/2015, of 1 October, on common administrative procedure in public administrations.

Following admission of the appeal to due process, the University of Barcelona's Appeals Committee produces a report-proposal on the procedural validity of the ruling, verifying due observance of the principles of equality, merit and teaching and research competence in consideration of candidate applications and confirming the suitability of the winning candidate for the profile of the position awarded. The Rector will issue a ruling on the appeal on the basis of the report-proposal received from the Appeals Committee.