



**Universitat
de Lleida**

OTM-R Policy

Selection and recruitment of R1 and R2 with funding from R&D&I projects, grants or agreements.



The University of Lleida is firmly committed to the principles of open, transparent and merit-based selection and recruitment. Thus, the Statutes of the UdL state that the recruitment of staff is in accordance with the principles of equality, merit and ability for access to public employment and in accordance with the terms set out in the applicable regulations, which is fully in line with the OTM-R principles (Open, Transparent and Merit-based recruitment processes).

Some of these accesses to the research career at the UdL are regulated by state or regional regulations (especially those related to R3 and R4) and can be revised on the UdL website a la web UdL.

Regarding the recruitment of researchers under R&D&I projects, grants or tech-transfer agreements, the UdL has implemented actions over the last few years to align all selection and recruitment procedures with European policies and at the same time, adapt them to state regulation changes.

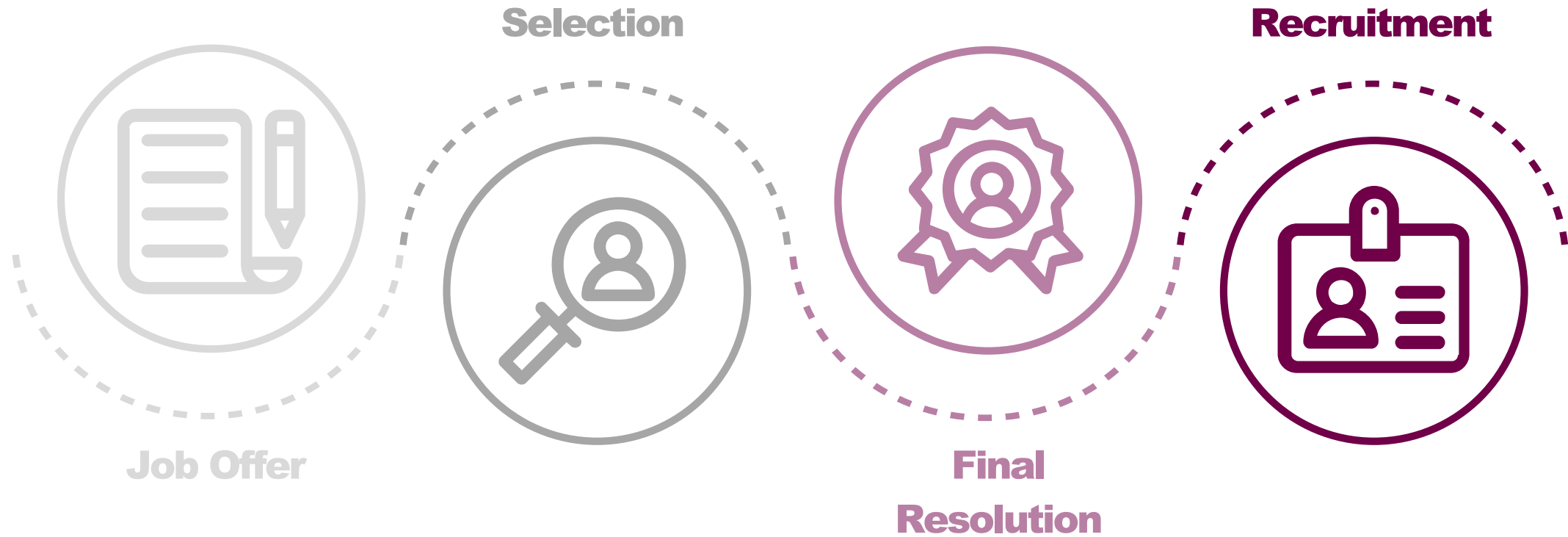
Thus, the purpose of this document is to compile the UdL policy on the selection and recruitment of researchers financed through R&D&I projects, grants and tech-transfer agreements. These guidelines are applicable to all selection and recruitment procedures for Predoctoral Researchers (R1) and Postdoctoral Researchers (R2) under projects, grants, agreements or other sources of funding.

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01

JOB OFFER

The teaching and research staff (PDI) of the UdL responsible for a project, grant or agreement, which has the necessary funding for hiring and is interested in hiring research staff, **must fill in and sign electronically the application form to initiate the procedure for recruiting researchers, choosing the type of contract.**

The form is available on the website of the **R+D+I Support Unit.**



The **offer** must include the following **information** :

- a) Compulsory information.
- b) Additional information that the candidate can complete, if desired.
- c) Other information to be included in the offer, but which may be available in hyperlinks.

a) **Compulsory information included**

Profile, name and number of vacancies offered for the job position

Unit publishing the offer (faculty, department and research group, if applicable).

Project, grant or research agreement that will **finance the contract**

Professional category

Description of **tasks to be carried out** by the candidate

The **type of working** day (full or part-time - number of hours of contract)

Language in which the work will be carried out

Expected starting date

Requirements for candidates **and selection criteria**

Working conditions: contractual modality, annual gross salary range according to category, expected duration in months, place of work, special conditions of the place of work, provided that the labour contracting regulations allow it.

Indications on the **procedure for submitting the application**, which will be done preferably through the electronic registry of the University of Lleida.

The deadline for submitting applications will be 20 working days from the publication of the offer, or it will be indicated whether the offer will be open until a suitable candidate is found.

Contact details of the researcher responsible for the offer (or whoever he/she delegates) for clarification of doubts about the offer (e-mail and/or telephone).

b) **Additional information that the candidate can complete, if desired**

Justification **of interruptions in their professional careers.**

Relevance **to disadvantaged groups**

c) **Other information to be included in the offer, but which may be available in hyperlinks**

Assessment criteria on qualifications and experience, scale to be followed for the prioritisation of applicants.

Composition of the selection committee, even if it is non-nominal.

Link to **labour rights**.

Professional development opportunities in the institution.

Information about the selection process.

Express reference to this **document**.

Opportunities for professional development within the institution.

Express reference **to personal data protection**.

Mechanisms established for **appealing the decision on the selection of the applicant**.

Preferably, and as long as the terms of the contract allow it, the offers should be published on the **Euraxess Jobs** portal.

To publish the offer on this portal, a **form** must be sent by e-mail to the **R&D&I Support Unit**, which must be included:

1. Texts in English describing the subject matter of the contract.
2. Tasks to carry out.
3. Qualifications and merits of applicants.

Submit the application to the electronic registry

Candidates interested in participating in the selection process must **submit the application** form and the documentation indicated in the terms and conditions of the call for applications to the UdL electronic registry.



02

SELECTION

Review of applications

- 1** At the end of the deadline for the submission of applications, **the staff of the Grants Management Unit reviews the fulfilment of the requirements and the documentation provided** and subsequently publishes the **provisional list of persons admitted and excluded**, indicating the reasons for exclusion.
- 2** **Excluded candidates** have a period of **3 working days**, starting from the day after the publication of the provisional decision of admitted and excluded candidates, **to correct the defects in the application**.
- 3** At the end of this period, **the applications and documents provided are reviewed**, and a **definitive list is drawn up of those admitted and those excluded**, indicating the reasons for exclusion.

The **provisional and definitive lists of those admitted and excluded** are published on the [UdL's electronic bulletin board](#).

Selection Committee



The proposal for the selection of the candidate will be made by a committee made up of three members.



It will be chaired by the person in charge of the vice-chancellor's office with responsibility for research.



The other two members of the teaching and research staff (PDI) must be doctors and civil servants or contracted staff, provided that they have more professional experience than the profile of the position offered.



The committee will be appointed by the corresponding vice-rector on the basis of two shortlists presented by the person responsible for the project.



One of these PDI will be a member of the research group in which the candidate will join and will be the secretary.

Selection of candidates



The members of the selection committee must be adequately trained and the principle of gender equality must be respected in the composition of the tribunals, with at least one third of the committee being composed of the least represented gender.



The committee may interview the candidates if it considers it necessary and may appoint an assessor to collaborate in the selection process. This advisor will have the right to see but not to vote.



During the assessment, subjective parameters must also be considered, as a potentially valuable contribution to the professional development of candidates, especially in the case of research staff, towards a multidimensional professional career, such as career interruptions or chronological variations in curricula vitae, etc.



The Commission will issue the minutes of the Selection Committee, which will contain the justification of the points awarded to each candidate, in accordance with the general evaluation criteria established in the call for applications, and the proposal of the selected candidate to fill the position offered.

03

FINAL RESOLUTION

The vice-rector in charge of research

He/she will issue and sign the resolution of the selection process in accordance with the proposal of the Selection Committee.

Gestió d'Ajuts staff

- The resolution of the competition will be published in the electronic Seu and on the Research and Transfer website.
- Draw up the application for the formalisation of the contract and send it, together with the resolution and the necessary documentation to process the contract, to the Personnel Unit.
- It will archive the documentation of the call for applications.

04

RECRUITMENT



Processing of the contract

The people assigned to the
Personnel Unit will process the
recruitment of research personnel.



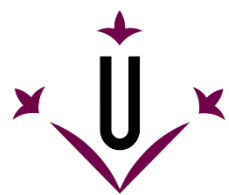
Contact with the selected person

The Personnel Service of the University of Lleida will contact the selected person and will specify the necessary documents to be presented in order to formalise the contract.

No They cannot be contracted

1. Those persons who **do not present the necessary documentation**, except in cases of force majeure, which must be duly verified by the convening authority.
2. Those persons who **do not meet the necessary requirements**

Their **actions will be annulled**, without prejudice to the liability they may have incurred in the event of.



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HR EXCELLENCE IN RESEARCH