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| Procedure: DEFINING THE ACADEMIC PERSONNEL POLICY | PG 11 |
| Responsible unit: TEACHING QUALITY AND PLANNING | |
| Approved by: Josep M. Miret Biosca Vice-rector of Teaching | |
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| HISTORY OF EDITIONS | | | |
|----------------------------|-----------------------------|--------------------------|---|
| No. version | Date Elaboration | Date Approval | Summary of reasons for change |
| 1.0 | April 2009 | April 2009 | Initial edition |
| 2.0 | June 2010 | June 2010 | Incorporation of evaluation results AQU Catalunya |
| 2.1 | June 2012 | June 2012 | Minor changes internal review |
| 2.2 | October 2013 | October 2013 | Update procedures |
| 2.3 | May 2016 | May 2016 | Minor changes internal review |
| 2.4 | March 2018 | electronics | Review and update procedure |
| 3.0 | February 2020 | electronics | Responsible vice-rector update, changes in operational content and format update. |

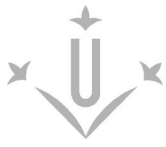


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PREPARATION / REVIEW

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1. OBJECT

The purpose of this procedure is to establish how the University of Lleida prepares, reviews and executes the academic staff policy (PPA).

2. SCOPE OF APPLICATION

This procedure applies to the academic staff of the University of Lleida.

3. SCOPE OF DISSEMINATION

This procedure must be brought to the attention of the Academic Personnel Board and the Company Committee of the Labor PDI.

4. RELATED PROCESSES

This procedure is part of the Establish strategy and budget process (A11).

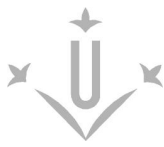
5. RELATED MANAGEMENT SYSTEMS

This procedure is included in the scope of the UdL's Internal Quality Assurance System.

6. DEFINITIONS

Academic staff: University teaching staff and contracted staff carrying out teaching and/or research activities.

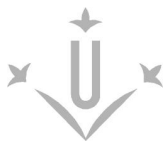
Personnel policy: Set of guidelines that mark the intentions and orientation of an organization with reference to the management, selection, promotion and training of personnel.



7. REFERENCES / REGULATIONS

- [Royal Decree 415/2015, of May 29, amending Royal Decree 1312/2007, of October 5, establishing national accreditation for access to university teaching staff.](#)
- [Royal Decree-Law 10/2015, of 11 September, on internal promotion of the official PDI.](#)
- [Royal decree 898/1985, of April 30, on the regime of university professors.](#)
- [Statutes of the University of Lleida¹.](#)
- [UdL Academic Personnel Policy Document](#)
(Approved by the Governing Council on 31.10.2012. version revised and approved by the Governing Council 24.10.2017)
- [Teaching evaluation manual for teachers](#)
(Approved by the Governing Council in the session of 02.10.2013, certified by AQU Catalunya on 15.10.2014. Amended by agreement 284/2019 of the Governing Council of 11-12-2019, certified by AQU Catalunya on 11.6.2019)
[\(approved by the Governing Council on October 25, 2016 and certified by AQU Catalunya on November 25, 2016\)](#)
- [Regulations on terminations, permits, licenses and service fees for academic staff](#)
(Approved by consell of Government in the session of 12.12.2012. Approved by the agreement 26/2019 of the Governing Council 28.2.2019)
- [Regulation of sabbatical periods for the permanent teaching staff of the UdL:](#)
(Approved by the Governing Council in the session of 25.11.2015. Modify by agreement 214/2019 of the Governing Council of 23.10.2019)
- [Regulations for Emeritus Professors of the UdL.](#)
(Approved by agreement 97/2008 by the Governing Council of 27. 5.2008. Modify by the agreement 206/2018 Council of Government of 19.07.2017)
- [Procedure for the change of assignment to areas of knowledge of the teaching staff of the UdL.](#) (Approved by the Governing Council on November 30, 2011)
- [Distribution criteria for the points corresponding to the additional management supplement:](#) approved by the Governing Council of February 27, 2007, agreement 43/2007.

¹Cf. art. 47.u Statutes of the UdL.



8. OPERATIONAL CONTENT

8.1 DESCRIPTION OF THE ACTIVITY

Corresponds to the Governing Council,² at the proposal of the Board of Directors, plan the policy of teaching and research personnel (PDI), with the prior report of the departments and, where appropriate, of the centers, once the representative bodies of the PDI have been heard.

1. Prepare the Academic Personnel Policy proposal (PPA)

The Commission for the Development of the Academic Personnel Policy (CEPPA) draws up the guidelines on which the actions regarding academic personnel must be inspired and reflects them in a document that accommodates and recognizes practically all of the activities that the academic staff can develop.

2. Disseminate the document and collect proposals

During the drafting phases of the document proposal, it is disseminated and periods are opened for the collection of opinions and amendments.

3. Review the amendments

The Commission of Elaboration of the Academic Personnel Policy reviews and debates amendments.

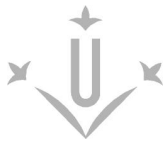
4. Approve the PPA

The Governing Council debates the amendments and, where appropriate, approves the document and the implementation schedule.

5. Ratify the PPA

The Senate, where appropriate, ratifies the Academic Personnel Policy.

²Cf. article 132.1 Statutes of the UdL.



6. Implement the Academic Personnel Policy (PPA) and the Plan dedication academic of the Faculty (PDA).

The vice-rectorate responsible for teaching, which chairs the commissions related to the PPA, is in charge of ensuring the implementation and compliance of the PPA and the PDA.

7. Collect accounts and publish information

The vice-rectorate responsible for teaching presents the results of the application of the PPA to the academic managers of centers and departments.

8. Follow up

The Follow-up Commission is created Academic Dedication Plan for Teachers, which is responsible for monitoring this and proposing amendments to improve the document to the Governing Council.

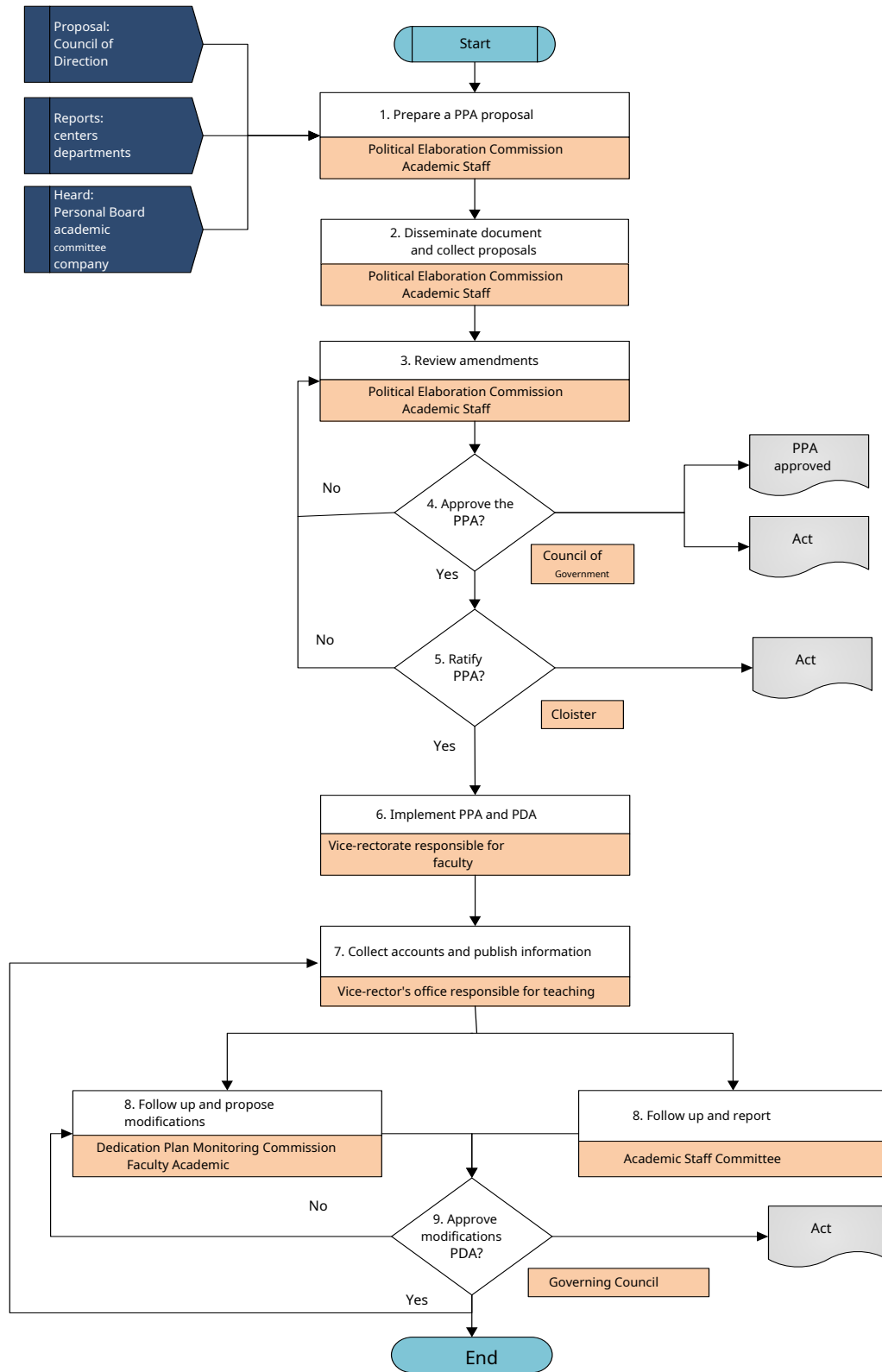
The Academic Personnel Committee is responsible for monitoring the implementation of Academic Dedication Plan for the Teaching Staff (PDA) and to inform and make proposals to the Governing Council.

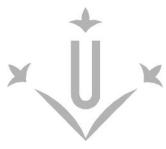
9. Approve the modifications of PDA

The Commission of Academic Dedication Plan for Teachers proposes to the Governing Council the approval of the modifications of PDA. The Council debates them and, if necessary, approves them, having heard the Academic Personnel Committee.



8.2ACTIVITY FLOW

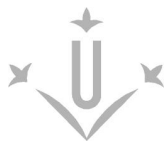




8.3 RESPONSIBILITIES

- **Governing Council:** It is the responsibility of the Governing Council to develop a teaching policy in accordance with the statutory provisions and to prepare a plan for personnel needs.³
- **Cloister:** It is up to him to ratify the Academic Personnel Policy (PPA).
- **Vice-rectorate responsible for teaching:** It chairs the commissions related to teaching policy. Ensures that the PPA and Academic Commitment Plan (PDA) are implemented and adhered to.
- **Commission for Elaboration of the Academic Personnel Policy:** It is created to prepare a document that includes the policies and guidelines of the UdL in terms of academic staff.
- **Follow-up Commission of Academic Dedication Plan for Teachers:** It is in charge of monitoring the PDA and proposes to the Governing Council the modifications or improvements that result from this monitoring.
- **Academic Personnel Committee:** It is the commission that monitors the implementation of PDA and informs the Governing Council.

³Cf. art. 47.u Statutes of the UdL.



9. PARTICIPATION OF INTEREST GROUPS

Both the composition of the Commission for the Elaboration of the Teaching Policy and the Monitoring Commission of the Academic Dedication Plan for Teachers and the Academic Personnel Committee, are made up of students, administration and service staff and a representation of academic staff from the various areas of the UdL.

In the Governing Council, which is accountable and on which the approval of policy depends, there is also representation of students, teaching staff and administrative and service staff.

10. RECORDS / ARCHIVE

| Document | Responsible / custodian |
|-----------------------------------|---|
| PPA | Vice-rectorate responsible for teaching |
| Proceedings Council of Government | General Secretary |
| Cloister Acts | General Secretary |