Universitat de Lleida

Procedure: **IDENTIFY NEEDS AND SELECT ACADEMIC STAFF**	**PG 13**
Responsible unit: **TEACHING QUALITY AND PLANNING**	
Approved by: **Josep M. Miret Biosca** **Vice-rector of Teaching**	
Location: https://cv.udl.cat/portal/site/uop **Printed copies are not guaranteed to be valid**	

HISTORY OF EDITIONS			
No. version	**Date Elaboration**	**Date Approval**	**Summary of reasons for change**
1.0	April 09	April 09	Initial edition
2.0	June 10	June 10	Incorporation of evaluation results AQU Catalunya
2.1	June 12	June 12	Minor changes internal review
2.2	October 13	October 13	Update procedures
2.3	March 2018	Electronics	Minor changes internal review
3.0	February 2020	Electronics	Responsible vice-rector update, changes in operational content and format update.

INDEX

1. OBJECT 3

2. SCOPE OF APPLICATION 3

3. SCOPE OF DISSEMINATION 3

4. RELATED PROCESSES 3

5. RELATED MANAGEMENT SYSTEMS 3

6. DEFINITIONS 3

7. REFERENCES / REGULATIONS 4

8. OPERATIONAL CONTENT 5

8.1 DESCRIPTION OF THE ACTIVITY 5

8.2 ACTIVITY FLOW 8

9. PARTICIPATION OF INTEREST GROUPS 11

10. RECORDS / ARCHIVE 11

PREPARATION / REVIEW

Josep M. Miret Biosca. Vice-rector of Teaching
Stella M. Miret Alberich. Center Quality Manager (QPD)

1. OBJECT

The purpose of this procedure is to establish how the University of Lleida identifies the needs and selects academic staff, in accordance with the personnel policy.

2. SCOPE OF APPLICATION

This procedure applies to the academic staff of the UdL.

3. SCOPE OF DISSEMINATION

This procedure must be brought to the attention of the Personnel unit, the Academic Personnel Board, the Company Committee of the labour PDI, the deanships and center managements and the department managements.

4. RELATED PROCESSES

This procedure is part of the process: Facilitate and manage human resources (A21).

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 research activities.

7. REFERENCES / REGULATIONS

- Royal Decree 415/2015, of May 29, by what is modified on Royal Decree 1312/2007, of October 5, by which national accreditation is established for access to university teaching bodies.
- Decree 404/2006, of 24 October, which regulates the functions of teaching staff hired by the public universities of the university system of Catalonia.
- Statutes of the University of Lleida.
- UdL Academic Personnel Policy Document

(Approved by the Governing Council on 31.10.2012. Version revised and approved by the Governing Council on 24.10.2017)

- Regulations for the provision and recruitment of associate professors (approved by the Governing Council on February 22, 2017
- Regulations for the provision and recruitment of reading teachers (approved by the Governing Council of February 22, 2017)
- Regulations for the selection and recruitment of doctoral contract teaching staff (approved by the Governing Council of February 22, 2017)
- Regulations for competitions for access to university teaching bodies at the University of Lleida (approved by the Governing Council of February 22, 2017)
- **UdL-GSS concert**: Concert in the field of teaching, care and research between the University of Lleida and Health Services Management
- Agreement no. 208/2009 of the Governing Council of 24 July 2009, which approves the modification of the language accreditation regulations in the selection and access processes for teaching and research staff (PDI) of the UdL.

8. OPERATIONAL CONTENT

8.1 DESCRIPTION OF THE ACTIVITY

It is up to the Governing Council to establish the criteria and rules for the selection, hiring and promotion of staff, in accordance with current legislation. It does this through the academic staff policy (PPA).

1. Detect the needs of the POI

The departments propose the multi-year planning of the academic staff, in accordance with the teaching and research needs and the teaching policy criteria established by the Governing Council.

The centers collaborate in the preparation of the proposal for human resources necessary to carry out their functions. Based on the annual monitoring of official qualifications, the needs derived from the development of each center's training programs are detected (procedure PG03 Review and improve training programs).

2. Define the Academic Personnel Policy (PG 11)

It is up to the Governing Council, at the proposal of the Management Council, to plan the teaching and research staff policy, with the prior report of the departments and, where appropriate, of the centres, once the PDI representative bodies have been heard.

3. Present the proposal for promotions, stabilizations and new places

It is up to the vice-rector responsible for teaching to make the proposal for promotion, stabilization or new creation.

4. Approve the proposal

It is up to the Academic Personnel Committee to approve, where appropriate, the proposal for promotion, stabilization or new creation.

5. Inform the Governing Council

It is the responsibility of the vice-rector responsible for teaching to inform the Governing Council.

6. Prepare the call proposal

The departments, with the approval of the vice-rector's office responsible for teaching, draw up the call proposal.

7. Approve the call

The Governing Council approves, where appropriate, the calls for selection of PDI.

8. Process the selection process

The Personnel Unit is responsible for carrying out the necessary procedures, in accordance with the applicable legislation, for the selection of POIs, including the publication of the call.

9. Resolve complaints

In the event of complaints, the Complaints Commission decides on the legality of the procedure.[1]The Rector decides taking into account the agreement of the Claims Commission.

10. Appoint or sign contracts

Once the relevant court has resolved by proposing the candidates who have passed the selection process, it is up to the Rector to appoint the staff who have passed the access to university teaching bodies, or to sign the corresponding contract in the case of other academic staff.

11. Join the workplace

The academic staff joins the workplace and assumes the functions that belong to it.

[1]Cf. art. 116.2 Statutes of the UdL.

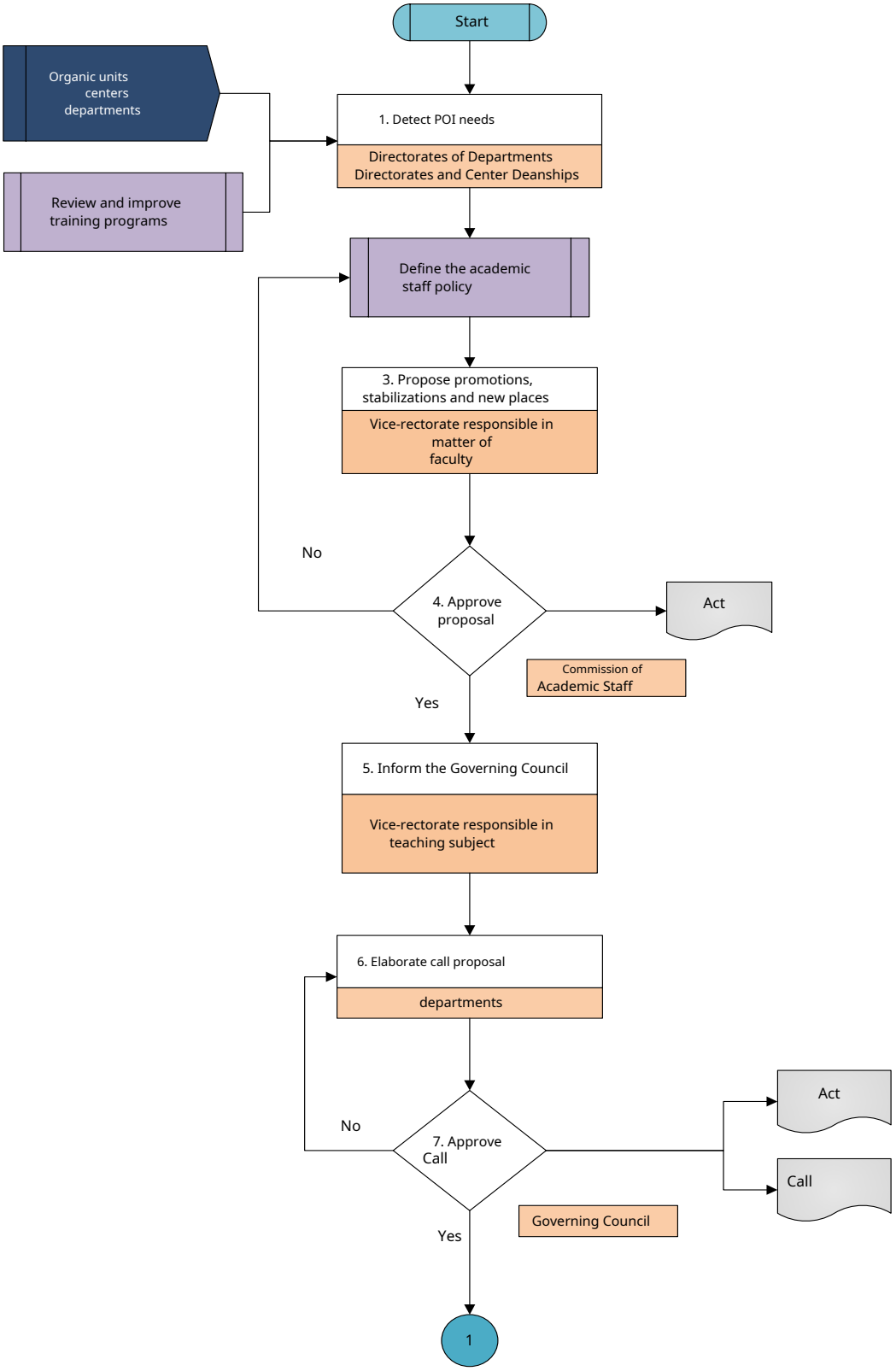
12. Follow up

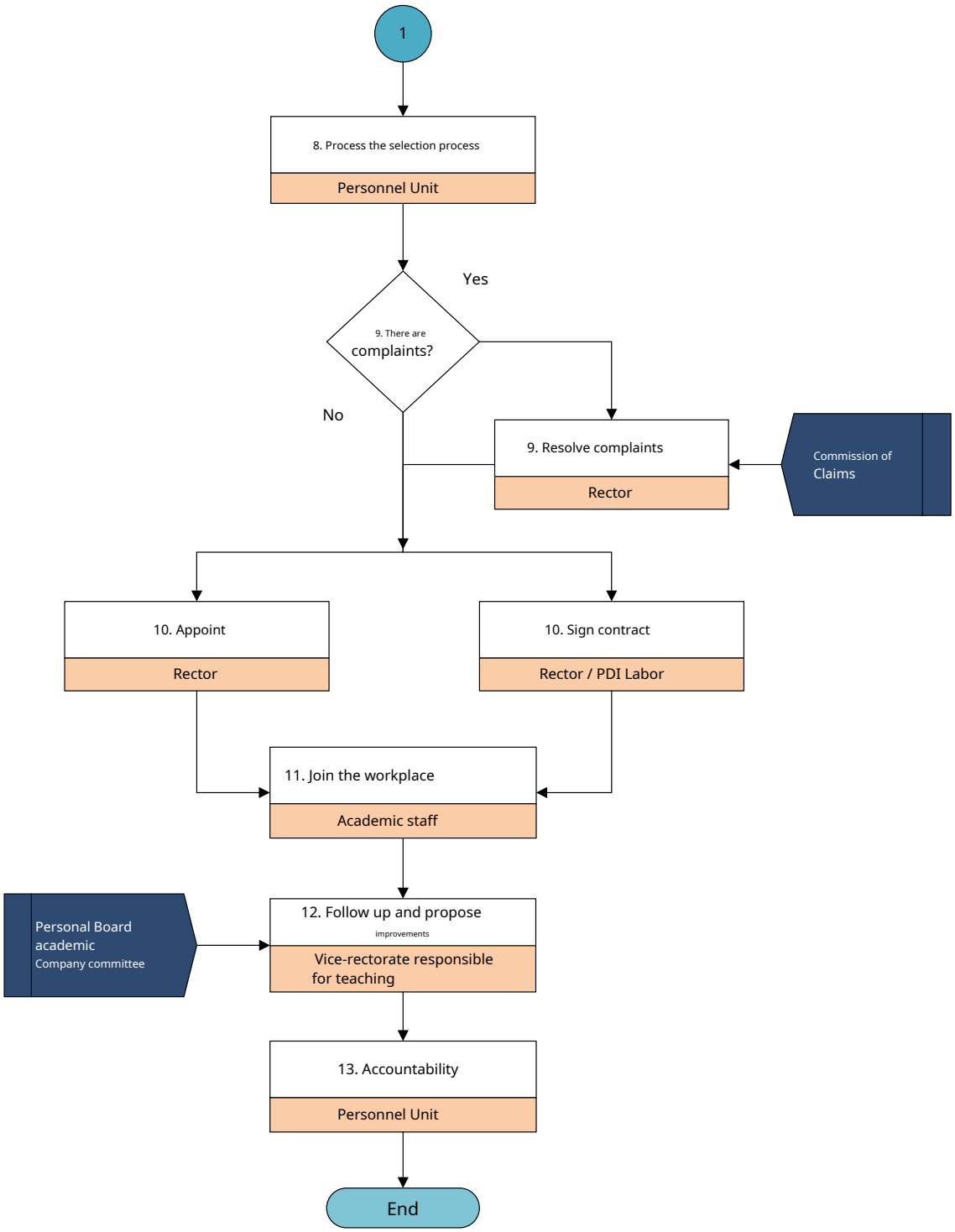
Throughout the procedure, the vice-rector's office responsible for teaching monitors and ensures compliance.

13. Collect accounts and publish information

To guarantee the transparency of personnel selection in public administrations, it is expected that the information will be made public throughout the procedure. The Personnel Unit publishes the information on the UdL's transparency portal, on the website of the personnel unit, on the bulletin board of the UdL's electronic headquarters, and in addition in the Official Journal of the Generalitat of Catalonia and/or in the Official State Gazette when the procedure requires it.

8.2ACTIVITY FLOW




1
8. Process the selection process
Personnel Unit
Yes
9. There are complaints?
No
9. Resolve complaints
Rector
Commission of Claims
10. Appoint
Rector
10. Sign contract
Rector / PDI Labor
11. Join the workplace
Academic staff
Personal Board academic
Company committee
12. Follow up and propose
improvements
Vice-rectorate responsible for teaching
13. Accountability
Personnel Unit
End

Responsibilities

- **Governing Council:** Develops the teaching policy and prepares the planning of personnel needs.[2]

- **Rectory:** Proposes to the Governing Council the approval or modification of the list of jobs (RLT) of the PDI, after hearing the Academic Staff Board and the Academic Staff Business Committee.

- **Vice-rectorate responsible for teaching:** Academic staff matters are within their competence.

- **Academic Staff Committee:** It informs the Governing Council on matters related to teaching staff and monitors the teaching staff selection procedures.

- **Claims Commission:** Competent body to learn about challenges to teacher selection processes.[3]

- **Directorships and Deanships of centers:** They collaborate in the preparation of the proposal for human resources necessary to carry out their functions.[4]

- **Department addresses:** They participate in the process of selection and promotion of the staff assigned to the department.[5]They propose the planning of the academic staff, in accordance with the needs and criteria of teaching policy.

- **Academic Staff Board:** It is responsible for representing the official PDI in the labour and union aspect.

[2]Cf. art. 47.u Statutes of the UdL.
[3]Cf. art. 116.2 Statutes of the UdL.
[4]Cf. art. 21 Statutes of the UdL.
[5]Cf. art. 12 Statutes of the UdL.

- **Company Committee of the Labor PDI:** It is responsible for representing the labour PDI in the labor and union aspect.

- **Personal Service:** It is in charge of all the management of the PDI (employee affairs, personnel selection processes, provision and promotion of jobs, and preparation and control of the workforce).

9. PARTICIPATION OF INTEREST GROUPS

The Academic Personnel Committee has representation from students, PAS and academic staff which guarantees the inclusion of the different categories, including academic staff in training, and the various fields of knowledge.

The Academic Staff Board and the Company Committee guarantee the participation in the procedure of representatives of the interests of all academic staff.

10. RECORDS / ARCHIVE

Document	**Responsible / custodian**
Proceedings Council of Government	General Secretary
Relationship of jobs (RLT-PDI)	Personnel Service
Calls	Personnel Service