

Procedure: EVALUATE ACADEMIC STAFF MANAGEMENT ACTIVITY	PG 19
Responsible unit: TEACHING QUALITY AND PLANNING	
Approved by: Francesc Giné de Sola 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	May 2009	May 2009	Initial edition
2.0	June 2010	June 2010	Incorporation of evaluation results AQU Catalunya
2.1	October 2012	October 2012	Minor changes internal review
2.2	October 2013	October 2013	Update procedure
2.3	March 2018	Electronic signature	Regulation and procedure update
2.4	February 2020	Electronic signature	Responsible vice-rector update, changes in operational content and format update.
2.5	June 2022	Electronic signature	Minor changes internal review



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PREPARATION / REVIEW

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1. OBJECT

The purpose of this procedure is to establish the mechanism through which the management evaluation of the teaching and research staff of the University of Lleida (UdL).

2. SCOPE OF APPLICATION

This procedure applies to teaching and research staff who participate in the management merit assessment process in order to obtain the additional management supplement.

3. SCOPE OF DISSEMINATION

This procedure must be brought to the attention of the Personnel Unit, the vice-rectorate responsible for teaching and the teaching and research staff (PDI) of the UdL.

4. RELATED PROCESSES

This procedure is part of the Facilitate and administer human team process (A21).

5. RELATED MANAGEMENT SYSTEMS

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

6. DEFINITIONS

Additional remuneration for management merits: They consist of an additional supplement for the recognition of management merits during the exercise of certain academic positions.

Faculty candidate: The teaching staff who meet the requirements established by the call.



7. REFERENCES/REGULATIONS

- [Organic Law 4/2007](#), of April 12, by which it is modified the Law organic 6/2001, of December 21, of universities.
- [Law 1/2003](#), of February 19, of universities in Catalonia.¹
- [Law 39/2015](#), of October 1, of the Common Administrative Procedure of Public Administrations.
- [Law 40/2015](#), of October 1, of the Legal Regime of the Public Sector.
- [Law 26/2010](#), of August 3, of Legal Regime and Procedure of the Public Administrations of Catalonia.
- [Regulations for the use of electronic media in the area of the UdL](#)²
- [Decree 405/2006](#), of 24 October, which establishes the additional remuneration of teaching and research staff, civil servants and contractors of the public universities of Catalonia.
- [Agreement no. 43/2007](#) of the Governing Council, of February 27, 2007, which approves the distribution criteria for the points corresponding to the additional management supplement.

8. OPERATIONAL CONTENT

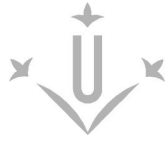
8.1 DESCRIPTION OF THE ACTIVITY

1. Approve the call

The Governing Council approves the call, once AQU Catalunya has published the Resolution by which publicity is given to the procedure and the certification of the assessment of the individual teaching and management merits of the official and contracted PDI of the Catalan public universities, earned up to December 31, for the allocation of additional remuneration.

¹Article 72 of the Law 1/2003, of February 19, of universities in Catalonia.

² Approved by the Governing Council on November 24, 2010



2. Inform the teachers

The Personnel Unit communicates to all teaching staff the information about the call: the objective, the procedure and the deadlines for this evaluation.

3. Request the evaluation

Candidate professors interested in participating in the call submit a request addressed to the rector, through the UdL's Electronic Headquarters in accordance with the procedures established in Law 39/2015, of October 1, of Common Administrative Procedure of Public Administrations and Law 40/2015, of October 1, on the Legal Regime of the Public Sector, as well as in Catalan legislation, Law 26/2010 and Law 29/2010 in the matter of 'electronic administration, as long as they do not contradict the basic legislation of the State.

4. Check periods

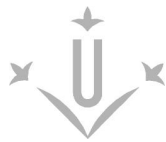
The Personnel Unit checks the management periods in the academic positions. In addition, it provides telephone and personal assistance for all incidents or difficulties expressed by the teaching staff during the application submission period.

5. Solve

The Academic Personnel Committee (CPA) verifies the type of tasks carried out, assigns the corresponding points and resolves provisionally, taking into account the points distribution criteria corresponding to the additional management supplement. The Personnel Unit notifies interested parties of the results of the evaluation. All the documentation generated during the assessment forms part of the teaching staff's file.

6. Notify

The Vice-rector responsible for teaching informs the University's Governing Council of the results of the evaluation.



7. Submit allegations

The teaching staff, if this is the case, submits allegations to the results before the CPA, within the deadline set in the call. The CPA resolves and communicates the result to the interested party.

8. File an appeal

The teaching staff who do not comply with the CPA assessment can file an appeal before the Governing Council, so that their assessment is reviewed.

9. Solve the resources

The Governing Council resolves the appeals that have been submitted and the results are notified to the interested parties.

10. Report the results

The Vice-rector responsible for teaching informs the Governing Council of the University of the overall results of the evaluation call.

11. Certify the results

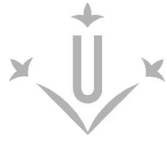
The Vice-Rector's Office responsible for teaching, on behalf of the rector, sends the results of the call to AQU Catalunya, which is the body that certifies the results of the evaluation of Catalan public universities.

12. Approve the additional management sections

Once the results have been certified, and only in the case of evaluation for obtaining the teaching supplement, the Governing Council will approve the additional management sections.

13. Communicate the results to the Social Council

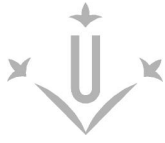
The General Secretariat communicates the results to the Social Council of the University and the Department responsible for universities. This communication



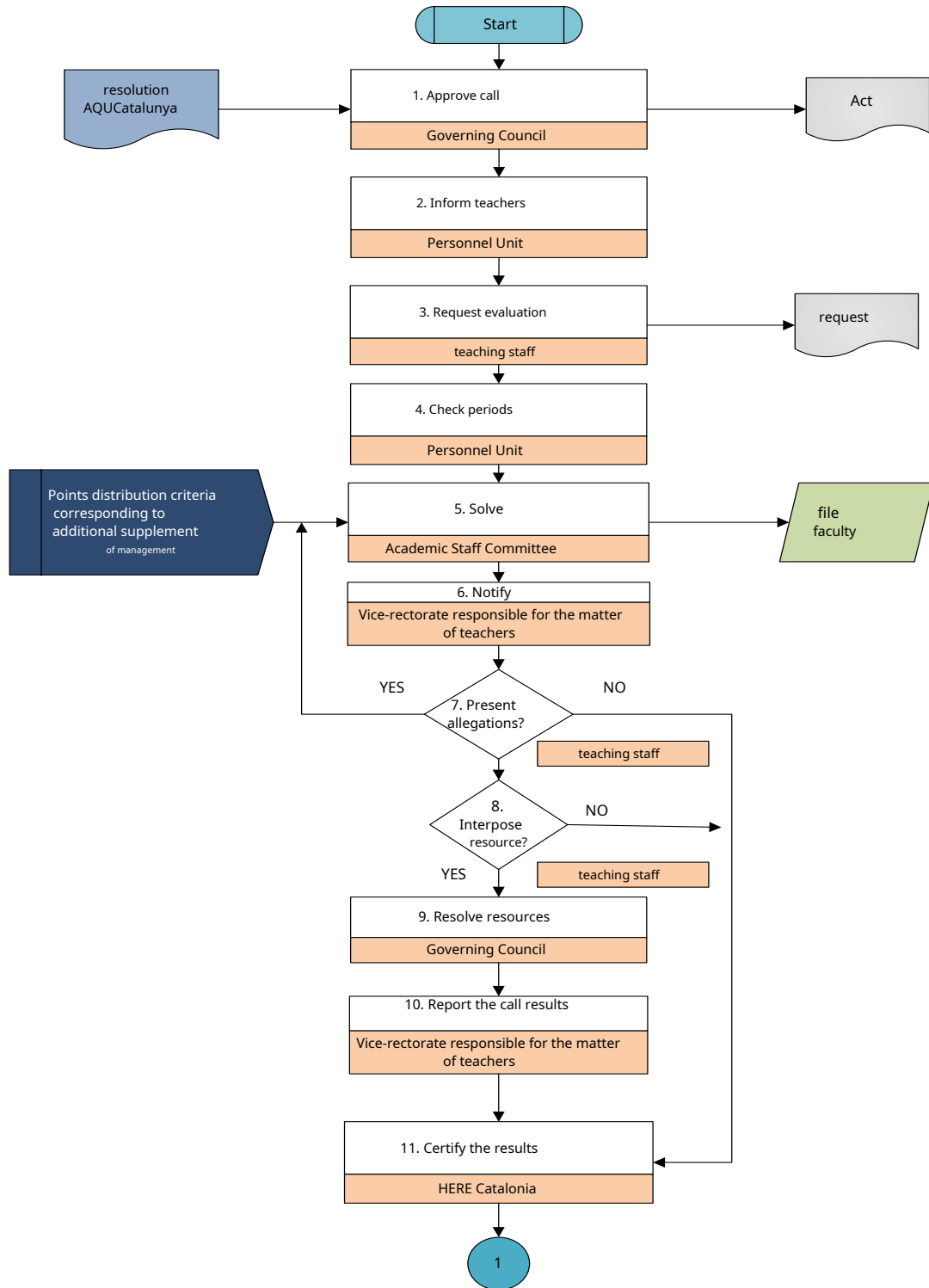
includes the list of teachers with a favourable evaluation so that they approve the allocation of the corresponding budget items.

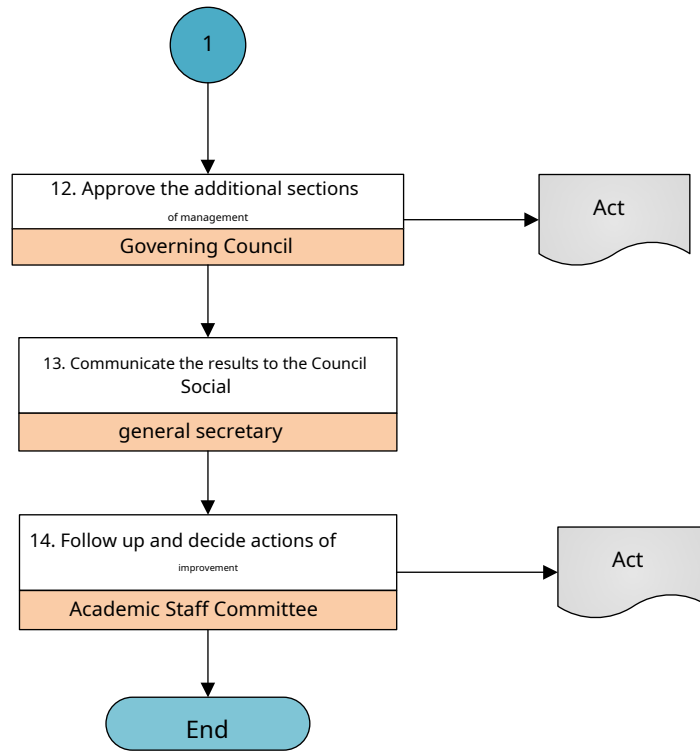
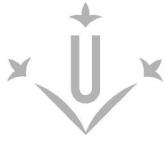
14. Follow up and decide on improvement actions

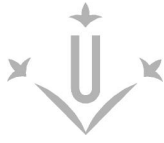
At the end of the procedure, and in accordance with the information and results obtained, the CPA discusses the proposals aimed at improving the procedure and the opportunity to introduce changes for the next call.



8.2ACTIVITY FLOW







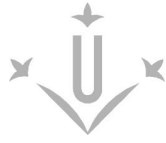
8.3 RESPONSIBILITIES

- **Vice-rectorate responsible for teaching:** It is up to him to sign the individual results of the management merit evaluation of the teaching staff and the communication of these results to the Social Council and the Department responsible for universities.
- **Agency for the Quality of the University System in Catalonia (AQU Catalunya):** It is up to AQU Catalunya to certify the management merit evaluation reports.
- **Governing Council:** It is up to him to approve the calls and their results.
- **Academic Personnel Commission (CPA):** It is the body responsible for evaluating the management merits of the UdL's PDI.
- **Staff Unit:** The Personnel unit is responsible for the management of teaching and research personnel (PDI). Manages the evaluation procedure of management merits.

9. PARTICIPATION OF INTEREST GROUPS

The Evaluation Commission of the University, which is in charge of applying the evaluation procedures for the academic staff of the UdL, has the participation of teachers, students and administration and services staff.

In this procedure accounts are held to the Social Council and the Department of Universities, who are responsible for approving the allocation of the corresponding budget items. The Social Council is the body for society's participation in the university.



10. RECORDS/ARCHIVE

Document	Responsible/custodian
Proceedings Evaluation Committee of the University	Vice-rectorate responsible for Quality
Proceedings Council of Government	General Secretary
Call	Personnel Unit
Requests	Personnel Unit
Teacher file	Personnel Unit