



RESOLUTION OF THE GOVERNING COUNCIL APPROVING THE REGULATIONS ON THE RECRUITMENT, HIRING AND RENEWAL OF NON-PERMANENT FACULTY IN AN EMPLOYMENT RELATIONSHIP FUNDED BY THE DEPARTMENTS BUDGETS

The article 102.2 of the University Statute states that *"The recruitment of teaching and research staff shall be carried out by means of public competitive processes which will be announced in due time and resolved by the Vice-Rector for Teaching Staff on the proposal of the respective Department. The selection will be carried out with respect for the constitutional principles of equality, merit and ability"*.

The purpose of this Regulation is to provide a procedural and action framework for the hiring of non-permanent faculty in an employment relationship with the University and charged to the budget of the Departments.

Article 1. Applicable regulations.

Competitive processes shall be governed by the regulations in force and, in particular, by the following ones:

1. Organic Law 6/2001 of 21 December 2001 on Universities.
2. Law 14/2011, of 1 June, on Science, Technology and Innovation.
3. The Statutes of Universidad Carlos III de Madrid.
4. Decree 153/2002, of 12 September, on the regime of teaching and research staff employed by the public universities of Madrid and their remuneration system.
5. First Collective Agreement for Research and Teaching Personnel in an employment relationship with the Public Universities of the Madrid Regional Community
6. The present regulation and those contained in the terms and conditions of the calls for applications.

Chapter I.- Evaluation Committees.

Article 2. Applicable principles and practices.

1. All the Committees regulated in these rules shall comply with the principle of a balanced presence of women and men, except for substantial and objective reasons, duly motivated.
2. The members of the Committees mentioned in these regulations shall act in accordance with the values laid down in the European Code of Conduct for the Recruitment of Researchers and will receive the information necessary for this purpose.
3. The Commissions shall have the obligation to resolve the matters entrusted to them.



4. The Committees shall be assisted by the administrative services of the University.

5. The relative six-year term is the quotient between the sexennia recognised up to the penultimate year prior to the year of appointment and the sexennia possible. Its maximum value is one. The possible sexennia are the whole part of the sixth part of the difference between the penultimate year prior to the year of appointment and the year following that in which the doctoral degree was obtained. For the purposes of calculation, only the number of six-year periods included in the payroll on 31 December prior to the appointment shall be used. In the calculation of relative six-year periods, the provisions of the measures to support research for effective equality between women and men at Universidad Carlos III de Madrid, approved by the Governing Council at its meeting of 12 July 2007, shall be considered.

Article 3. Departments' Hiring Committees.

3.1. Composition.

Every two years, each Department will set up a Recruitment Committee, in accordance with the provisions of Article 102bis of the University Statutes. These Commissions shall be chaired by the Heads of each Department, or the person they delegate, and shall also be made up of four persons who may be Full Professors, Associate Professors or Senior Assistant Professors. All the members of this Committee shall have at least two recognized six-year periods of research, being the last one active, or one recognized six-year period of research and one relative six-year period equal to one. This Committee will be appointed by the Department Council.

3.2. Functions.

1. The Recruitment Committee shall agree, when being constituted, the criteria to be used:

- for the assessment of the merits of each type of position.
- for the hiring proposals.
- for the renewal of contracts.
- for inclusion in specific recruitment programmes and their respective mid-term evaluations.

These criteria shall be agreed with the Selection Committees and will be applicable during the period of action of the Committee. The Recruitment Committee shall inform the Departmental Board of these criteria.

2. The Hiring Committees will be responsible for submitting the following proposals to the respective Selection Committees in regard to non-permanent positions of faculty in an employment relationship financed with the budgets allocated to the Departments:

- assessment of merits in public competitive processes.
- contracting of teaching and research staff.
- renewal of teaching and research staff contracts.
- incorporation into specific recruitment programmes.
- any other entrusted by its Department Board.

Article 4. Selection Committees.



4.1. Composition of the Selection Committees for full-time faculty.

1. The processes of selection, hiring and renewal of full-time teaching and research staff shall be carried out by the Selection Committees, one for each of the following fields:

- a) Legal Sciences (International Public Law, Ecclesiastical Law and Philosophy of Law, Criminal Law, Procedural Law and History Law, Private Law, Public State Law, Social and Private International Law).
- b) Social Sciences (Social Analysis, Social Sciences, Economics, Business Administration, Statistics).
- c) Information and Communication Technologies (Computer Science and Engineering, Systems Engineering and Automation, Telematic Engineering, Mathematics, Electronic Technology, Signal Theory and Communications).
- d) Industrial, Aerospace and Biomedical Engineering (Bioengineering and Aerospace Engineering, Materials Science and Engineering and Chemical Engineering, Physics, Electrical Engineering, Mechanical Engineering, Thermal and Fluids Engineering, Continuum Mechanics and Structural Analysis).
- e) Librarianship, Communication and Humanities (Library and Information Science, Humanities: Philosophy, Language and Literature Theory, Humanities: History, Geography and Art, Journalism and Communication and Media Studies).

2. The composition of the Basic Selection Committee for each field will be the following three members appointed by the Governing Council, proposed by the Rector, for a two-years period:

- a) President and his/her deputy.
- b) Secretary and his/her deputy, who will draw up the minutes of the deliberations and evaluations.
- c) Member and his/her deputy. Both must belong to a University other than Universidad Carlos III de Madrid and will have international experience accredited by means of stays of more than one year in foreign Universities or Research Centres of recognised prestige.

3. The Selection Committees will be formed by the three members of the Basic Committee of the corresponding field, and also include:

- a) The Head of the Department, or person delegated by him/her, of the position to be discussed, who will act as a member.
- b) A person appointed at the proposal of the workers' representatives, in accordance with the stipulations of the collective bargaining agreement in force, who shall act as a member.

4. The persons who form part of this Selection Committee will be Full Professors, Associate Professors or Senior Assistant Professors. All the members of this Committee shall have at least two recognized six-year periods of research, being the last one active, or one recognized six-year period of research and one relative six-year period equal to one. The persons proposed by the employees' representatives may also be professors who meet two of the automatic qualification criteria (a, b, c and e) specified in article 3.3 of the Governing Council agreement of 24 November 2016, approving the procedure and criteria for the allocation of permanent teaching positions.



5. The Committee must act with a minimum of three members and shall reach their agreements by majority vote and, in the event of a tie, the President shall cast the deciding vote.

4.2. Composition of the Selection Committees for Part-time Instructors positions.

1. The Selection Committees for Part-time Instructors positions will be made up of the following five members:

- a) President and his/her deputy. He/she will be Full Professors, Associate Professors or Senior Assistant Professors with at least three positive evaluations of teaching merits (five-year periods) and an active six-years research period appointed by the Vice Rectorate for teaching staff.
- b) Member 1 and his/her deputy. This will be the Director of the Department of the position to be discussed or the person delegated by him/her.
- c) Member 2 and his/her deputy. This will be a Full Professors, Associate Professors or Senior Assistant Professor from another Department in the same field as the position, with at least three positive evaluations of teaching merits (five-year periods) and an active six-years research period appointed by the Vice Rectorate for teaching staff. with competence for teaching staff.
- d) Member 3 and his/her deputy. This will be a person proposed by the workers' representatives in accordance with the stipulations of the collective bargain in force.
- e) Secretary and his/her deputy. This will be a member of the Department's Recruitment Committee.

2. The Committee will have a minimum of three members and shall reach its decisions by majority vote. In the event of a tie, the Chairman shall cast the deciding vote.

4.3. Functions of the Selection Committees.

1. The Selection Committees will be responsible for making the following proposals in competitive processes for posts of non-permanent faculty in an employment relationship with the University and financed by the budget allocated to the Departments:

- a. Allocation of positions.
- b. Hiring of teaching and research staff (only in the case of full-time faculty).
- c. Renewal of teaching and research staff contracts.
- d. Incorporation into specific recruitment programmes.
- e. Those entrusted to it by the Governing Council.

2. The proposals of the Selection Committees will be made on the basis of the proposals submitted by the Recruitment Committees of the Departments.

3. In accordance with the established criteria, the Selection Committees shall assess and modify, if appropriate, the proposals submitted by the Departments and will propose them to the Vice Rectorate for teaching staff. If they consider it necessary, the Selection Committees may request external reports from experts of recognised prestige.



Chapter II.- Claims Commission.

Article 5. Claims Commission.

5.1. Composition.

The Claims Commission will be made up of the Chairpersons of the Selection Committees for full-time faculty.

5.2. Duties.

The Claims Commission shall perform the following functions:

1. Assist the Rector in the resolution of appeals.
2. Assist the Vice Rectorate for teaching staff when there are discrepancies in the definition of criteria between the Recruitment Committee and the Selection Committee.

5.3. Functioning.

1. The Complaints Committee will act chaired by the member appointed by the Rector and shall be made up of at least three of its members.
2. When exercising the functions mentioned in section 2 above, the Chairman of the Selection Committee for full-time faculty in the specific field of discussion shall have neither voice nor vote in the decision, nor his/her presence shall count as the operational quorum provided for in the previous section.

Chapter III. Procedure for the selection and awarding of posts.

Article 6. Competitive processes.

1. The Rector, at the proposal of the Departments, according to their teaching and research needs and in accordance with the available budget, will call the competitive processes for teaching and research staff with temporary employment contracts. The selection shall take place by means of a public competition, with its respective necessary dissemination.
2. The selection process shall guarantee access to positions in accordance with the constitutional principles of equality, merit and ability and those established in the Code of Conduct for the Recruitment of Researchers.
3. Considering the collective interested in taking part in these processes, their access and availability of the necessary electronic media, in accordance with the provisions of art. 14.3 of Law 39/2015, of October 1st, on the Common Administrative Procedure of Public Administrations, it will be compulsory to interact with the University by electronic means for the selection procedures referred to in these regulations.
4. The Departments can request the calling of competitive processes for faculty with temporary employment contracts twice a year. The proposals raised by the Departments will always be subject to budgetary availability.



5. The terms and conditions of the calls for applications shall necessarily contain the following information:

5.1. The Department of assignment and the language of the teaching. For Part-time Instructors, it will also be specified the campus of the teaching and the teaching to be given, and the teaching's timetable may also be included. In exceptional cases that the name of the Department does not state the area of the position, the Vice Rectorate for teaching staff may authorise the call for applications to a position of a specific area profile.

5.2. The criteria to be considered for the awarding of the post, in accordance with the provisions of Annex I of these regulations.

5.3. The place and deadline for the submission of applications, which will be ten working days from the date of publication of the call for applications in the Official Electronic Bulletin of the University by the Vice Rectorate for teaching staff.

5.4. The electronic application form and the requested documentation.

6. In order to be able to participate in these competitive processes, it must be met the requirements set in each call for applications, in accordance with the type of position, among others:

6.1. Applicants for Assistant Professors positions shall be in possession of the corresponding positive assessment by the competent body.

6.2. Applicants for PhD Candidate positions will be admitted to a PhD programme of Universidad Carlos III de Madrid and will not be in possession of a doctorate degree.

6.3. Applicants for Part-time Instructors positions shall be graduates or bachelors/engineers who can accredit at least three years of professional activity outside the university academic field as a specialist of recognised competence related to the teaching subject to be taught.

Article 7. Selection procedure.

1. Once the deadline for submission of applications expires, the Vice Rectorate for teaching staff will publish the provisional list of applicants admitted and not admitted to the competition, as well as the reasons for exclusion, setting a ten calendar days redress period. Once expired this redress process, this Vice-Rectorate will publish the definitive list of those admitted and not admitted to the competition.

2. The Head of the Departments shall convene the Department Recruitment Committee to draw up the awardee's proposal. It must be made within a maximum period of ten calendar days following the publication of the definitive list of admitted.

3. In accordance with the established criteria, the Hiring Committee will send the proposal for each of the positions assigned to its Department to the corresponding Selection Committees. This proposal shall contain at least a number of candidates twice the number of vacancies, or as many applicants who meet the requirements if its number is less than twice the number of vacancies.



4. The Selection Committees will evaluate the proposals submitted by the Recruitment Committees of the Departments in accordance with the established criteria within a maximum period of five calendar days and will propose to the Vice Rectorate for teaching staff the awarding of the positions, which in no case may the number of vacancies exceed the number of vacancies offered.
5. In the event that the Selection Committee does not agree with the proposal of the Hiring Committee of a Department, the Selection Committee shall communicate the reasons for the disagreement to the Hiring Committee and shall request a new proposal, which must be submitted within a maximum period of three working days. Once this period has elapsed, the Selection Committee shall propose to the Vice Rectorate for teaching staff the allocation of places for recruitment, which may not, exceed the number of places advertised, without exceptions. The period for the Selection Committee to make its proposal in this case shall be eight days.
6. The Selection Committee shall send the score's list of every candidate to the Vice Rectorate for teaching staff.
7. Each applicant will be provided his/her score and, as far as possible, a personalised assessment.
8. The Vice Rectorate for teaching staff shall resolve on the proposal for the allocation of places.
9. Admitted applicants who appear on the Selection Committee's list as substitutes will be placed on a waiting list for each position, by order of preference, to award the place in the event of possible vacancies or to cover teaching needs that may arise during the academic year.

Article 8. Assessment criteria.

1. The evaluation criteria for the positions shall be agreed between the Recruitment Committee and the Selection Committee. In the event of discrepancies, the Claims Commission shall assist the Vice Rectorate for teaching staff in their resolution.
2. The scores obtained by the candidates in each of the sections will be standardised according to the maximum score achieved in the corresponding section. Therefore, both the score achieved in each of the sections, as well as the overall one, must be considered solely and exclusively as a relative measure established with respect to the rest of the candidates presented in the same competition. For the same reason, this score cannot be extrapolated or compared with the one obtained in other/s competitive processes to which each candidate may apply, without exceptions.
3. In the application of the evaluation criteria, the provisions of the Measures to support research for effective equality between men and women at Universidad Carlos III de Madrid, approved by the Governing Council in session of July 12th, 2007, shall be considered.

Article 9. Adjudication and appeals.

1. The awardees shall be published and communicated to the interested parties as set out in the call for applications.



2. The competitive processes may be resolved with void positions when, under justified reasons of the respective Selection Committee, the candidates do not meet the minimum requirements.
3. The decisions on the awarding of positions do not exhaust administrative channels and an appeal to the Rector may be lodged against them.
4. The Rector shall resolve any appeals lodged, assisted by the Appeals Committee.

Chapter IV. Recruitment of Visiting Professors.

Article 10. Selection procedure.

1. The Hiring Committees of the Departments may present a proposal for the hiring of Visiting Professors along with a report on the teaching and research activity and merits of the proposed candidates. Contracts may be made as long as the Department has budget availability. The contract may be signed with professors or researchers who carry out or have carried out their activity in universities and research centres. This proposal shall also include the duration of the contract.
2. The Selection Committee shall evaluate the proposals for the hiring of Visiting Professors for one academic year contracts or longer, and shall raise them to the Vice Rectorate for teaching staff for their hiring, if appropriate.
3. In the event that the Selection Committee disagrees with the proposal of the Hiring Committee of a Department, the Selection Committee shall communicate the reasons to it.
4. The persons to be hired under this modality must meet at least the criteria set by the Department (excluding the corresponding accreditations) for the position of Assistant Professors.
5. Once the duration of the contract has expired, it may be renewed as long as the Department's internal criteria for such renewal are met.
6. The Departments may publish offers of incorporation as Visiting Professors in their department, offering the chance of receiving declarations of interest through their department's webpages. These offers shall include at least the salary range, the evaluation criteria, the composition of the Selection Committee and the conditions of the position. These offers may be permanent, without a deadline to apply, or with a specific one and an approximate date of incorporation of the awardees. The Vice Rectorate for teaching staff shall establish the minimum conditions that must be included in these offers published by the Departments.
7. The Departments may make offers of employment to professors and researchers of recognised prestige from other universities and research centres, both Spanish and foreign, which must be endorsed by the Recruitment Committee and by the Vice Rectorate for teaching staff.

Chapter V. Contract renewals.

Article 11. Renewal procedure.



1. The Hiring Committees of the Departments may propose the renewal of teaching and research staff contracts. The Selection Committee shall evaluate the proposals of the Departments and raise the respective proposals for renewal to the Vice Rectorate for teaching staff.
2. In the event that the Selection Committee does not agree with the proposal of the Hiring Committee of a Department, the Selection Committee shall communicate the reasons for the disagreement to it.
3. The criteria for the renewal of positions shall be agreed between the Hiring Committee and the Selection Committee and incorporate the provisions of Annex II of these regulations. In the event of discrepancies, the Vice Rectorate for teaching staff, assisted by the Claims Commission, shall resolve the matter.

Chapter VI. Specific Programmes.

Article 12. Participation in specific programmes.

1. The University may offer specific recruitment programmes. These programmes must be approved by the competent bodies and do not form part of these regulations. To the extent of the voluntary nature to take these programmes and their specific requirements, the Recruitment Committees shall establish their internal criteria for the development of their proposals, which must be agreed with the Selection Committees. In the event of discrepancies between the two Committees, the Claims Commission shall resolve them.
2. The Plan for the Recruitment of Faculty holding a PhD is considered a specific programme (approved at the session of the Governing Council on June 25th, 2013).

Additional provision.

The offered positions may be declared vacant for duly justified reasons of reorganisation of the teaching of the Departments, provided that these take place prior to the assessment of merits by the hiring commissions of the Departments, and are published immediately on the website of the call for applications.

Final provision.

These regulations shall be applicable to processes starting September 1st, 2018.

Repealing provision.

The Regulations on the selection, hiring and renewal of non-permanent teaching and research staff in an employment relationship approved by the Governing Council on 25 April 2013 are hereby repealed.



ANNEX I. Evaluation of applications and assessment criteria

1. The Recruitment Committee will assess the applications received in two stages:
 - a) The first one will consist of the evaluation of the merits accredited by the candidates in accordance with the evaluation criteria with up to 100 points.
 - b) In the second phase, an interview may be held with candidates with scores equal to or higher than 90% of the maximum score assigned, with a maximum additional value of 10 points.
2. The assessment criteria may include a minimum score to be eligible. Candidates who do not meet this minimum will be considered ineligible and will not be evaluated in full. The score obtained in each section by successful candidates will be standardised in regard to the maximum scored achieved in the respective section.
3. For the recruitment of Assistant Professors, shall be considered preferential merits at least a continuous three-months stay in foreign universities or research centres of recognised prestige, and being accredited to take part in competitive processes for access to university teaching bodies. If more than six years have elapsed since obtaining the title of Doctor, the score obtained in their merits will be multiplied by a factor equal to the inverse of the difference between the number of years elapsed since obtaining the first title of Doctor and 5.
4. The Departments may consider in the assessment criteria the quality of the training of candidates according to their university of origin, based on objective data that must be included in the assessment criteria.
5. In all kinds of recruitment, the accreditation of level of English C1 (or equivalent) or higher will be a preferential merit. It will be equivalent to have made continuous stays of more than one year in English-speaking countries.
6. It will only be considered as a merit official university teaching if the results of student satisfaction are provided (for each group taught with survey, satisfaction value and degree average) and an average value higher than 0.7. If the application is from candidates who previously had a position at Universidad Carlos III de Madrid, the administrative services will provide the results of the student surveys to the Recruitment and Selection Committee. The average of the teaching surveys (x) will be calculated as the arithmetic mean of the ratio of the teaching surveys (a) of the groups taught (n) with respect to the average of the teaching survey of the group's degree (b).

$$x = \frac{1}{n} \sum_{i=1}^n \frac{a_i}{b_i}$$

7. The weighting of the merits mentioned in point 1.a) by type of competition will be as follows:

Assistant Professors:

- The evaluation of (1.) Research merits will be 60%.
The evaluation of (2.) Teaching merits will be 20%.
The evaluation of (3.) Training will be 10%.



The evaluation of (4.) Professional experience and other merits will be 10%.

PhD Candidates:

The evaluation of (1.) Research merits will be 15%.

The evaluation of (2.) Teaching merits will be 10%.

The evaluation of (3.) Training will be 70%.

The evaluation of (4.) Professional experience and other merits will be 5%.

Part-time Instructors:

The weight of the sum of the (1.) Research merits and (3) Training will be 20%.

The weight of the sum of (2.) Teaching merits and (4.) Professional experience and other merits will be 80%.

The assessment criteria for all categories are:

1. RESEARCH MERITS

1.1. Research activity

- A. Stays abroad
- B. Awards and grants.
- C. Participation in competitive research projects.
- D. Transfer of research results where appropriate.
- E. Participation in non-competitive projects.

1.2. Publications

- A. Articles (international and national journals, with impact index, without index).
- B. Books.
- C. Book chapters.
- D. Communications in conference proceedings.
- E. Translations.
- F. Editing/coordination of books.
- G. Patents and intellectual property.
- H. Creative works of an artistic nature.

1.3. Dissemination of research results at conferences, symposiums or seminars

- A. Delivering lectures and papers (international, national events).
- B. Presentation of communications (international, national events).
- C. Organisation of events (international, national).

2. TEACHING MERITS

2.1. Teaching experience



Candidates' teaching experience in (national or foreign institutions) will be considered:

- A. Official university degrees (PhD, master's degree, undergraduate, or equivalent).
- B. University qualifications (master's, postgraduate, lifelong learning, courses).
- C. Other types of teaching.

2.2. University teaching outcomes

- A. Results of teaching evaluation surveys.
- B. Teaching in English.
- C. Reports on teaching.
- D. Preparation of teaching publications.
- E. Other teaching merits.

3. PROFESSIONAL EXPERIENCE AND OTHER MERITS

- 3.1. Academic degrees.
- 3.2. Academic qualifications.
- 3.3. Academic record.
- 3.4. Other merits.

4. PROFESSIONAL EXPERIENCE AND OTHER MERITS

- 4.1. Non-teaching professional experience
 - A. Years of experience and temporary dedication.
 - B. Category in the post.
 - C. Awards or distinctions.
- 4.2. English.
- 4.3. Other merits



ANNEX II. Criteria for the renewal of contracts

1. The renewal of contracts for Assistant Professors and Visiting Professors may be carried out if they have a positive report from the Department, an average in the teaching surveys not less than 0.9 during the last three academic years and provided that they have not failed to fulfil their teaching duties (submission of minutes, tutorials, participation in Final Degree and Master's Thesis evaluation boards, ...). In the event that the teaching surveys have an average value of less than 0.9 during the last academic year, the renewal of the lecturer will be conditional on his/her participation in a training activity of at least six hours.

2. The renewal of contracts for PhD Candidates may be carried out subject to a positive report from the Department and the tutor of the doctoral thesis. In the event that the teaching surveys have an average value of less than 0.9 during the last academic year, he/she must participate in a training activity of at least six hours in the didactic axis.

3. The renewal of Part-time Instructors' contracts may be carried out if they meet, at that time, the necessary requirements, a positive report from the Department, an average in the teaching surveys of no less than 0.9 during the last three academic years and if they have not failed to fulfil their teaching duties (submission of minutes, tutorials, participation in Final Degree and Master's Thesis evaluation boards, ...). In the event that the teaching surveys have an average value of less than 0.9 during the last academic year, the renewal of the lecturer will be conditional on his/her participation in a training activity of at least six hours.

4. The Selection Committees shall have technical discretion in the application of the provisions of points 1, 2 and 3 when anomalies in the teaching career are detected or when extraordinary circumstances exist.

5. The administrative services shall provide the results of the surveys on student satisfaction of the lecturers to be renewed to the Recruitment and Selection Committees.

6. The average of the teaching surveys (x) will be calculated as the arithmetic mean of the ratio of the teaching surveys (a) of the groups taught (n) with respect to the average of the teaching survey of the group's degree (b).

$$x = \frac{1}{n} \sum_{i=1}^n \frac{a_i}{b_i}$$