

HR EXCELLENCE - UC3M'S ACTION PLAN 2019

No	Proposed ACTIONS	GAP Principle(s)	Initial Timing	Current Timing	Responsible Unit	Indicator(s) / Target(s)	Current Status	Remarks I
E1	Code of Good Practices in Research	1, 2, 3, 7, 8, 23, 31	Q2 2018	Q4 2017	Vice-President for Scientific Policy Research Service General Secretariat Human Resources Service & Organisation	CODE OF GOOD PRACTICES IN RESEARCH approved by Governing Council on December 14th, 2017 Submitted to Research Committee on December 12th, 2017 Training action for Faculty: "Sources of funding for research activities" June 2018	COMPLETED	https://www.uc3m.es/ss/Satellite/LogoHRS4R/en/TextoMixta/1371234170165/Ethical_Aspects
E2	Protocol for requesting Report to UC3M Research Ethics Committee	1, 2	Q4 2016	Q3 2017	Vice-President for Scientific Policy Research Service	PROTOCOL FOR REQUESTING REPORT TO UC3M RESEARCH ETHICS COMMITTEE approved by Ethics Committee on September 15th, 2017 - Number of files processed: 6	COMPLETED	https://www.uc3m.es/ss/Satellite/LogoHRS4R/en/TextoMixta/1371234170165/Ethical_Aspects
E3	Operating Regulations for UC3M Ethics Committee in Research	1, 2, 3	Q1 2018	Q2 2017	Vice-President for Scientific Policy Research Service General Secretariat Human Resources Service & Organisation	OPERATING REGULATIONS FOR UC3M ETHICS COMMITTEE IN RESEARCH, approved by Governing Council on April 27th, 2017 - Dissemination to the University Community: email sent by Library Service on May 17th, 2017 - Training action for Faculty: "Sources of funding for research activities" June 2018	COMPLETED	https://www.uc3m.es/ss/Satellite/LogoHRS4R/en/TextoMixta/1371234170165/Ethical_Aspects
E4	Hosting Protocol for Visiting Researchers	4	Q1 2017	Q4 2018	Vice-President for International Relations and Cooperation International Relations Service Research Service Human Resources Service & Organisation	HOSTING PROTOCOL FOR VISITING RESEARCHERS approved by Faculty Committee on October 17th, 2018 - Number of queries answered: 15 researchers / 200 emails / 15 calls - Number of invitation letters issued: 7 - Number of registered visitors: 15	COMPLETED	https://www.uc3m.es/ss/Satellite/LogoHRS4R/en/TextoMixta/1371234170165/Ethical_Aspects
E5	Hosting Protocol for Faculty	4	Q4 2017	Q4 2018	Vice-President for Faculty Human Resources Service & Organisation International Relations Service Research Service	HOSTING PROTOCOL FOR FACULTY approved by Faculty Committee on January 19th, 2019	COMPLETED	https://www.uc3m.es/ss/Satellite/LogoHRS4R/en/TextoMixta/1371234170339/Recruitment
E6	Open Access Institutional Policy	8, 31	Q1 2017	Q3 2018	Vice-President for Strategy and Digital Education Library Research Service	ACTION PLAN SUBMITTED: reported to Research Committee on September 24th, 2018 - Creation of UC3M Working Group on Open Science UniOS: November 20th, 2018 - Number of research groups will join Full Open Science: maximum 10 - Number of citizen participation initiatives in research projects: 2 - Number of training actions on Open Science (R1-R4): 1 - Number of Open Access datasets published by UC3M teams: 176	IN PROGRESS	https://www.uc3m.es/library/how-publish/open-access-publishing
E7	Laying the foundations for incentives for Faculty members for 2018 and 2020	11	Q4 2016	Q2 2017	Vice-President for Faculty Human Resources Service & Organisation Support for teaching and degree administration Center Postgraduate Studies & Doctoral School Research Service Library	REGULATION OF INCOME SUPPLEMENT FOR FACULTY approved by Governing Council on June 14th, 2017 - Number of recognized supplements: Research 351 (29.13%), Publications 389 (32.28%) and Teaching 360 (21.83%) - Number of publications assessed: Articles in journals 3,406, Chapters in books 512 and Monographs 166	COMPLETED	https://www.uc3m.es/ss/Satellite/RHPdi/es/Detalle/Ficha_C/1371248563661/1371245521965/Complemento_Retributivo_UC3M
E8	UC3M II Gender Equality Plan	10, 24, 27	Q4 2016	Q4 2017	Vice-President for Students, Social Responsibility and Equality Equality Unit	UC3M II GENDER EQUALITY PLAN approved by Governing Council on November 30th, 2017 - Training sessions on equal treatment and opportunities for women and men, and Gender Violence: 4 - Increase in Gender Research (Pilar Azcarate Call May 22nd, 2017): 25%. - Information campaigns to prevent and eliminate sexual harassment and harassment based on sex: Gender Violence Days (November 20th-24th, 2018); Courses-workshops against sexual harassment and harassment based on sex (3); - Protocol for prevention and action against sexual harassment and harassment based on sex: approved in May 2018 - Training sessions by the LGTBI area of the Regional Government on Law 3/2016 (3)	COMPLETED	https://www.uc3m.es/ss/Satellite/LogoHRS4R/en/TextoMixta/1371234170165/Ethical_Aspects

No	Proposed ACTIONS	GAP Principle(s)	Initial Timing	Current Timing	Responsible Unit	Indicator(s) / Target(s)	Current Status	Remarks I
R1	Updating of UC3M Recruitment Regulation for non-tenured Faculty	12, 14, 16, 18	Q1 2017	Q1 2018	Vice-President for Faculty Human Resources Service & Organisation	RECRUITMENT REGULATION FOR NON-TENURED FACULTY approved on Governing Council on March 19th, 2018 - Presentation in Faculty Committee on September 28th, 2018 and subsequent presentations in different meetings with members of Selection Committees. Implemented since the second term of academic year 2018/2019 - Selection Committees sessions (the week of December 17th, 2018) - Requested evaluation criteria to the Departments - Contracts Renewal, according to the criteria of assessment surveys for Faculty	COMPLETED	https://www.uc3m.es/ss/Satellite/RHPdi/es/Detalle/Ficha_C/1371249629998/1371245521965/PDI_CONTRATADO_NO_PERMANENTE
R2	UC3M Recruitment Guidelines on Post-doctoral Researchers, for UC3M Departments, adapted to Spanish regulation (certifications)	21	Q1 2017	Q4 2016	Vice-President for Faculty Human Resources Service & Organisation	REGULATION FOR RECRUITMENT OF UC3M SPECIFIC ASSISTANTS PROFESSORS approved on Governing Council on November 24th, 2018	COMPLETED	https://e-archivo.uc3m.es/handle/10016/23919
R3	Training the Selection Committee members, committing to compliance with the principles contained in the C&C	12	Q1 2017	Q4 2018	Vice-President for Faculty Human Resources Service & Organisation	ACTION INCLUDED IN UC3M FRAMEWORK PLAN FOR FOR FACULTY TRAINING published on November 29th, 2017 - Launch of the Video "Recruitment of Researchers in the European Area" December 14th, 2018	IN PROGRESS	https://www.uc3m.es/ss/Satellite/LogoHRS4R/en/Extomixta/1371234170339/Recruitment
R4	Developing new Employee Portal	13, 15	Q2 2017	Q4 2018	Vice-President for Faculty Human Resources Service & Organisation Institutional Communication Service Library	INCLUDED IN THE PROJECT TO IMPROVE THE SITES OF UC3M HR SERVICE: - Launch of Faculty Intranet on May 23th, 2018 - Launch of the Corporate Portal of the HR service on October 30th, 2018 - Launch of the Employee and Talent Attraction Portal of UC3M in May 2019	IN PROGRESS	https://www.uc3m.es/ss/Satellite/RH/en/PortadaMiniSite/1371247228243/HumanResourcesandOrganisation
R5	UC3M Regulation on the use of English for all processes	19	Q4 2016	Q4 2020	Vice-President for International Relations and Cooperation International Relations Service	PROPOSED ACTIONS (2019 - 2022) 1- Launch of a University Services Survey: in July 2019 2- Report of the General Secretariat: Use of English in the Spanish Public University 3- Definition of the Regulation of the Use of English in UC3M documentation: in December 2020	EXTENDED	
W1	UC3M Career Plan for Faculty	22	Q1 2018	Q4 2020	Vice-President for Faculty Human Resources Service & Organisation	Action subject to the stable framework of the Permanent Faculty. The number of permanent Faculty positions advertised in the "public employment offers" of 2017 and 2018, have respectively been, 48 and 56. In addition to 39 positions at the "stabilisation public employment offer"	EXTENDED	https://www.uc3m.es/ss/Satellite/LogoHRS4R/en/Extomixta/1371234170455/Work_conditions
W2	UC3M Researcher Portal: Co-authorship Map	32	Q1 2017	Q4 2016	Vice-President for Scientific Policy Research Service Library	LAUNCH OF RESEARCH PORTAL approved at the Research Committee on November 8th, 2016 - Notification email to the Faculty on November 28th, 2016 - Correction of incidents detected on March 31st, 2017 - Number of visits: more than 1 million consultations in 2017 and more than 2 million until Sept 2018 - Number of incidents reported: the Research portal is updated periodically, removing the Faculty that is no longer at UC3M and correcting the errors detected by the research community.	COMPLETED	https://researchportal.uc3m.es/
W3	International Health Insurance for Faculty	24,29	Q2 2017	Q4 2020	General Management Human Resources Service & Organisation	Pending of approval. Study of budget proposals.	EXTENDED	
T1	UC3M Training Plan for Faculty, within the four career stages	38, 39	Q4 2017	Q4 2017	Vice-President for Faculty Human Resources Service & Organisation Research Service Library Language Activity & Resource Centers	UC3M FRAMEWORK PLAN FOR FOR FACULTY TRAINING published on November 29th, 2017 - Expansion of the educational offer related to didactics by 37% - 20% of Faculty participation in at least one training offer - Level of satisfaction with the training actions of 7.3	COMPLETED	https://www.uc3m.es/ss/Satellite/LogoHRS4R/es/Extomixta/1371234170658/Formacion