



HR EXCELLENCE IN RESEARCH

# HRS4R

Action Plan 20-22

Vice-Rectorate for Faculty

15th September 2021

**uc3m** | Universidad **Carlos III** de Madrid

## Area 1: Ethical and professional issues

| Num. of Principle (C&C) | Type of Action   | Responsible                       | Units involved  | Deadline <sup>1</sup> | Indicator   |
|-------------------------|--|-----------------------------------|---|-----------------------|---|
| 1,2,3,7,8               | <b>Basic data protection guide</b>   | Vice-Rectorate for Science Policy | <b>Research Service</b> , Data Protection Officer, Vice-Rectorate for Science Policy.                 | Q1 2021               | Approval and dissemination<br>No. of consultations of the Guide<br>No. of incidents related to data protection  |
| 7                       | <b>Adaptation of the new Data Protection regulation in all University processes</b> , compliance with the GDPR in the processing of researchers' personal data.              | General Secretary                 | <b>Data Protection Officer</b> , General Secretariat, Legal Service.                                  | Q3 2021               | Registration of processing of personal data related to research in the UC3M Register of Processing Activities.<br>Num. of consultations made to the DPD |
| 24, 34                  | <b>e-Government Regulation</b>   | General Secretary                 | <b>General Secretary</b> , Legal Service .  | Q3 2021               | Approval and dissemination  |
| 1, 2, 34                | Creation of a <b>suggestion channel</b> for UC3M staff ( <i>Directive (EU) 2019/1937 of 23 October 2019 on the protection of persons who report breaches of Union law</i> ). | General Secretary                 | <b>General Secretary</b> , Management, Vice-Rectorate for Science Policy, Vice-Rectorate for Faculty. | Q4 2021               | Number of suggestions received  |

<sup>1</sup> Refers to the approval and dissemination of the proposed Action. The implementation of the Action will take place from this point onwards.

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| 10, 27 | <b>Actions to increase the visibility and recognition of women in research</b> , in companies, startups and entrepreneurs in the UC3M environment. | Vice-Rector's Office for Science Policy<br>Vice-Rector's Office for Students and Equality | <b>Vice-Rector's Office for Research</b><br>Vice-Rector's Office for Communication and Culture, Vice-Rector's Office for Science Policy, Vice President's Office for Students and Equality | Q3 2021 | Approval and dissemination<br>No. of female researchers in events<br>No. of female speakers<br>No. of dissemination activities   |
| 8, 31  | Diagnosis and dissemination of <b>knowledge and attitude about Open Science</b> among our researchers ( <i>Open Science Survey</i> ).              | Vice-Rectorate for Science Policy   | <b>Research Service</b> , UniOS  | Q4 2021 | Approval and dissemination<br>No. of researchers who complete the survey<br>Comparison with YUFE universities  |
| 13, 15 | <b>Proyect UniversiDATA</b> Transparency with open data  | Vice-Rectorate for Science Policy   | <b>Working team de Open Data UC3M</b><br>General Secretary   | Q2 2021 | Approval and dissemination.<br>No. of Datasets published (annual)<br>Improvement of UC3M's position in university transparency rankings.<br>News, media impact on UC3M transparency.<br>No. of UC3M staff participating in UniversiDATA studies. |
| 13, 15 | <b>New UC3M Transparency Portal</b>  | General Secretary   | <b>General Secretary</b> , Vice-Rectorate for Communication and Culture, Vice-Rectorate for Strategy and Digital Education, Institutional Communication Service and Legal Service.         | Q1 2021 | No. of requests for access to information received.<br>Institutional position of UC3M in the transparency ranking of the UUPPs published by the Fundación Compromiso y Transparencia (Commitment and Transparency Foundation).                   |

## Area 2: Recruitment

| Num. of Principle (C&C) | Type of Action   | Responsible   | Units involved   | Deadline   | Indicator   |
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| All principles involved | Implementation of the Human Resources <b>Strategy</b> for teaching and research staff at UC3M          | Vice-Rectorate for Faculty                                      | <b>Human Resources and Organisation Service</b> , Vice-Rectorate for Faculty.  | Q2 2021    | GC approval and dissemination<br>No. of visits to the website<br>Digital signage, social networks   |
| 12, 13, 14, 15          | <b>OTM-R UC3M</b> Policy   | Vice-Rectorate for Faculty                                      | <b>Human Resources and Organisation Service</b> , Vice-Rectorate for Faculty.  | Q2 2021    | GC approval and dissemination<br>New OTM-R UC3M website   |
| 14, 16, 21              | Establish <b>assessment criteria</b> for the selection, recruitment and renewal of non-tenured faculty | Vice-Rectorate for Faculty                                      | <b>Human Resources and Organisation Service</b> , Selection Committees, Departments, Vice-Rector's Office for Faculty.   | Q1 2021    | Approval and dissemination<br>Publication of criteria on the Employment website   |
| 16, 25                  | Development of <b>Talent Attraction Programmes</b> at UC3M   | Vice-Rectorate for Science Policy<br>Vice-Rectorate for Faculty | <b>Human Resources and Organisation Service</b><br>Research Service  | Q1-Q4 2021 | Approval and dissemination<br>Num. of participants in the calls for proposals   |
| 18, 29                  | Support for the <b>internationalisation of the Faculty</b>   | Vice-Rectorate for Internationalisation and European University | <b>Vice-Rector's Office for Internationalisation and European University</b> , Vice-Rector's Office for Faculty, International Relations and Cooperation Service | Q1-Q4 2021 | No. of proposals submitted, No. of coordinated proposals submitted, and No. awarded, ppto managed.<br>No. of visitors received, quantifiable results of the visit (courses given, publications, work directed, etc.).<br>No. of outgoing and incoming staff mobilities carried out.<br>Dissemination of new mobility formats and on the web, social |

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|            |   |   |  |         | networks. No. of programmes offered.  |
| 12, 13, 18 | <b>Internationalisation UC3M through the Welcome Portal</b> | Vice-Rectorate for Internationalisation and European University | <b>Vice-Rector's Office for Internationalisation and European University,</b> Vice-Rector's Office for Faculty, International Relations and Cooperation Service, Human Resources and Organisation Service, Library | Q3 2021 | Approval and Dissemination<br>No. of visits to the Portal<br>Dissemination activities<br>Services offered |
| 13, 15     | Employment Portal, <b>improving e-recruitment services</b>  | Vice-Rectorate for Faculty                                      | <b>Human Resources and Organisation Service,</b> Communication Service   | Q2 2022 | Number of people using the services<br>Services offered<br>Number of contracts processed                  |
| 19         | Regulation on the <b>use of English</b> in proceedings      | Vice-Rectorate for Internationalisation and European University | <b>International Relations Service and cooperation,</b> General Secretary  | Q1 2022 | Approval and dissemination  |

### Area 3: Working Conditions

| Num. of Principle (C&C) | Type of Action  | Responsible                            | Units involved  | Deadline | Indicator   |
|-------------------------|---|--|---|----------|---|
| 22, 28                  | Designing a Faculty <b>Career Path</b> Diagram  | Vice-Rectorate for Faculty             | <b>Human Resources and Organisation Service</b> , Faculty Vice-Rectorate  | Q1 2022  | Elaboration, publication and dissemination<br>No. of enquiries.   |
| 24                      | Digitisation of the <b>electronic recruitment procedure and extensions</b> of the Laboral Faculty | Vice-Rectorate for Faculty, management | <b>Human Resources and Organisation Service</b> , IT Service, e-Administration Committee, Vice-Rectorate for Faculty. | Q2 2021  | Approval and dissemination<br>No. of Faculty that have signed contracts via e-Office<br>No. of extensions carried out |
| 24, 29                  | Medical <b>insurance cover</b> for researchers' stays worldwide                                   | Vice-Rectorate for Faculty, management | <b>Human Resources and Organisation Service</b>   | Q4 2021  | No. of applicants   |

### Area 4: Training and career development

| Num. of Principle (C&C) | Type of Action  | Responsible   | Units involved                                  | Deadline | Indicator  |
|-------------------------|---|---|---|----------|--|
| 1, 13, 14, 27, 38, 39   | <b>HR Logo Dissemination Programme</b> (Best Practices in Research, Ethics, Mentoring, Women and Science, Diversity, Equity and Inclusion, OTM-R Hiring Policies) | Vice-Rectorate for Faculty                                      | <b>Human Resources and Organisation Service</b> | Q2 2021  | No. of participants<br>Seminar Report<br>Results of satisfaction surveys |
| 31, 38                  | <b>Programa formativo Open Science Open Science</b> virtual – Cafés UC3M2OS: <b>UC3M ticket to Open Science</b>   | Vice-Rectorate for Science Policy<br>Vice-Rectorate for Faculty | <b>Human Resources and Organisation Service</b> | Q2 2021  | Faculty attending.<br>No. of faculty attending 3 seminars                |

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| 1, 2, 3, 4, 5, 7, 31, 38 | <b>Research and teaching best practices training programme</b>         | Vice-Rectorate for Faculty   | <b>Human Resources and Organisation Service</b><br>Research Service<br>Library | Q2 2021 | No. of training actions offered.<br>No. of participants<br>Web analytics satisfaction surveys. No. of sessions, session duration, bounce rate, etc. |
| 10, 24, 27, 38           | <b>Diversity, Equity and Inclusion Training Programme</b>              | Vice-Rectorate for Faculty   | <b>Human Resources and Organisation Service</b>                                | Q2 2021 | No. of training actions offered.<br>No. of participants<br>Web analytics satisfaction surveys. No. of sessions, session duration, bounce rate, etc. |
| 38, 39                   | <b>Training Programme on SDGs (Sustainable Development Goals)</b>      | Vice-Rector's Office for Institutional Relations and Sustainable Development | <b>Human Resources and Organisation Service</b>                                | Q2 2021 | No. of training actions offered.<br>No. of participants<br>Web analytics satisfaction surveys. No. of sessions, session duration, bounce rate, etc. |
| 19                       | <b>C1 and C2 English Language Accreditation Programme</b>              | Vice-Rectorate for Faculty   | <b>Human Resources and Organisation Service</b>                                | Q2 2021 | Number of accreditations carried out  |
| 28, 36, 37, 38, 40       | <b>Development of a UC3M Mentoring Pilot programme for the Faculty</b> | Vice-Rectorate for Faculty   | <b>Human Resources and Organisation Service</b>                                | Q3 2021 | Approval and web dissemination<br>No. of participants: mentors and mentees<br>Programme evaluation reports  |

## Descripción de las acciones

| Action   | Description   |
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| Basic Guide to Data Protection   | Production and dissemination among researchers of a basic, concrete and agile guide that will enable them to make decisions in their research projects and activities while respecting Data Protection.   |
| Adaptation of the new Data Protection regulation in all University processes, GDPR compliance in the processing of researchers' personal data. | Data protection is at a turning point, with constant challenges that make it necessary to listen carefully to the needs that arise. <i>This is why the European Union has promoted Regulation 2016/679 on the protection of individuals with regard to the processing and free movement of personal data.</i> The need to comply with this current regulation has made it necessary to promote the application of the instructions established in the regulation in all University processes, including the field of research.  |
| e-Government Regulation  | Following the entry into force of <i>Law 39/2015 on common administrative procedure</i> , which represents a step forward in the digital transformation of the Administration and the rapid technological progress of companies, and of <i>Royal Decree 203/2021 of 30 March, which approves the Regulation on the action and operation of the public sector by electronic means</i> , a regulation is needed, a specific framework at UC3M for the development of its administrative activity through electronic means.  |
| Creation of a suggestion channel for UC3M employees  | <i>Directive (EU) 2019/1937 of 23 October 2019 on the protection of persons who report breaches of Union law (the "Whistleblower Directive")</i> is to be transposed by 17 December 2021 in order to ensure legal certainty and security for individuals and will be channelled through a suggestion channel for UC3M employees.  |
| Actions to increase the visibility and recognition of women in research, in companies, start-ups and entrepreneurs in the UC3M environment.    | Good practices in Research involve developing actions to increase the visibility and recognition of women in research, in companies, start-ups and as entrepreneurs in the UC3M environment. Equality is one of the fundamental challenges of the UC3M Strategy.  |
| Diagnosis and dissemination of knowledge and attitude about Open Science among our researchers ( <i>Open Science Survey</i> ).                 | In the framework of the YUFERING project, where UC3M coordinates WP5 on Open Science, an Open Science analysis will be carried out among the YUFE alliance institutions, including an online survey of YUFE researchers (including all R1-R4 categories) to diagnose their understanding, practice, knowledge, skills and motivation to implement Open Science taking into account the specificities of the individual researchers' research discipline, → The aim of this survey is to identify the current level of implementation and barriers to the implementation of open science at the individual researcher level. A calendar with information regarding Open Science event reminders will also be designed. |
| UniversiDATA Project. Transparency with open data.   | Among UC3M's strategic objectives is transparency with Open Data. Since 2021, UC3M has joined the <a href="#">UniversiDATA</a> project, which is a collaborative project, oriented and driven by Spanish public universities, with the aim of promoting the publication and reuse of open data from these universities to facilitate and enhance its use and value, both by the   |

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|   | publishers (the universities themselves) and by the so-called "infomediaries" (consumers and reusers of data), as well as by society in general..   |
| New UC3M Transparency Portal  | The new model of the UC3M Transparency Portal was created with the aim of offering greater transparency in UC3M data as well as ensuring compliance with <i>Law 10/2019, of 10 April, on Transparency and Participation of the Community of Madrid</i> . In addition to the data offered, the new portal includes a procedure for exercising the right of access to public information.   |
| Adoption of the Human Resources Strategy for the faculty at UC3M                              | Design and elaboration of a new Human Resources Strategy for the Faculty of the Universidad Carlos III de Madrid that is oriented towards fulfilling the mission of the university, that is, to contribute to the improvement of society with quality teaching centred on the student and advanced research in accordance with demanding international criteria. The strategy also aims to increase the visibility and impact of knowledge, making it accessible and open, while boosting the transfer of results to society. |
| UC3M OTM-R Policy   | Design and development of the OTM-R ( <b>Open, Transparent and Merit-based Recruitment</b> ) policy that governs all Faculty selection processes.   |
| Establish evaluation criteria for the selection, hiring and renewal of non-permanent faculty. | In the interests of greater transparency and on the basis of the OTM-R UC3M policy, the guarantees of the recruitment process and in compliance with the <i>regulations approved by the Governing Council on 19 March 2018 "The Recruitment Committees will agree on the criteria for the assessment of merits. These criteria must be agreed with the Selection Committees"</i> .  |
| Development of Talent Attraction Programmes at UC3M   | The Carlos III University of Madrid has been developing various specific programmes to attract talent in order to attract the best professors and researchers, to facilitate the development of the capacity and potential incorporated and to produce results, as well as to stimulate and maintain teaching and research excellence.  |
| Support for the internationalisation of the faculty   | Programme containing a set of transversal actions that support the faculty in the development of an international and intercultural dimension, with the aim of improving the quality of research and teaching.  |
| Internationalisation UC3M through the Welcome Portal  | Establish a single point of entry to welcome lecturers and visitors. The internationalisation part will identify the processes that are activated to receive international visitors, as well as relevant information for their stay and general information about the University.   |
| Employment Portal, improving e-recruitment services   | The employment portal must provide information on all relevant aspects for those interested in being recruited by the university. In addition, the university's existing e-recruitment strategy will be reinforced in line with the OTM-R <i>Report</i> of July 2015.   |

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| Regulations on the use of English in proceedings  | As stated in the <i>OTM-R Report (July, 2015)</i> all information must be published in two languages, national and English. This regulation will specify the typology of documentation to be in both languages, as well as the style of language use.   |
| Designing a Faculty Career Diagram at UC3M  | Within the Career Plan implementation project, the design of a career diagram will be based on the four profiles established in EFRC ( <i>European Framework for Research Careers</i> ), the entry points in each of the profiles will be defined, as well as the requirements needed to move to the next profile, in accordance with national legislation.   |
| Digitisation of the electronic recruitment procedure and extensions of the Labour Faculty               | The aim of the project is to proceed to the electronic signature of the extensions and contracts of the Labour Faculty, thus avoiding the displacement of the interested parties to the office of the service to carry out the procedure, improving the conciliation and the conditions of the workers and advancing in the digital strategy of the Human Resources service.  |
| Medical insurance cover for researchers' stays worldwide  | Medical coverage plan for the University's Faculty, providing coverage during the time they are on research stays in other countries of the world.  |
| HR Logo Dissemination Programme   | The Human Resources Strategy for the Faculty at UC3M places special emphasis on the progress and development of its teaching and research staff, at whatever stage they are at. These training courses contribute to this end and among its objectives is to make the deployment of the action plan visible through workshops aimed at the UC3M research community; to share the good practices generated in UC3M by organising working sessions at regional level to highlight the progress made and to lead international seminars to share practices and raise proposals from the experiences of other European leaders. |
| Open Science Training Programme<br>Open Science virtual – Cafés<br>UC3M2OS: UC3M ticket to Open Science | A series of training activities on Open Science. Open Science Cafés is a training action on Open Science, addressed to all the Faculty.<br><br>UC3M Ticket to Open Science is a transversal PhD training action on Open Science aimed primarily at Early Career Researchers.  |
| Training Programme on Good Practices in Research and Teachi   | Set of training actions, within the Faculty Training Plan, with special emphasis on those related to: Copyright, intellectual property, research ethics, project funding mechanisms and equality policies.  |
| Diversity, Equity and Inclusion Training Programme  | Set of training actions, within the Faculty Training Plan, with special emphasis on those related to Diversity, Equity and Inclusion.   |

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| <p>Training Programme on Sustainable Development Goals</p>             | <p>A set of training actions that contribute to raising the awareness of the university community on issues related to the Sustainable Development Goals. Universidad Carlos III de Madrid frames this task within the framework of the 2030 Agenda, and aims to contribute to the definition of the role of Spanish universities in its implementation. In particular, to integrate the SDGs into university policies and make them cross-cutting in the different areas of action, also committing to raising awareness in the university community that achieving them is everyone's responsibility. It is worth highlighting the collaboration with YERUN and YUFE in offering interactive spaces for relations between the different university communities.</p> |
| <p>C1 and C2 English language accreditation programme</p>              | <p>A set of training actions, within the Faculty Training Plan, aimed at obtaining accreditation of the C1 and C2 level of English.</p>   |
| <p>Development of a UC3M Mentoring Pilot Programme for the Faculty</p> | <p>The aim of this mentoring programme is to develop the first Faculty Mentoring pilot project at UC3M, to form a team of early stage researchers in any field of knowledge who are interested in their career options beyond the traditional academic career, with highly qualified mentors working in professional environments outside academia.</p>   |