



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 ¹	Indicator
1,2,3,7,8	Basic data protection guide	Vice-Rectorate for Science Policy	Research Service , Data Protection Officer, Vice-Rectorate for Science Policy.	Q1 2021	Approval and dissemination No. of consultations of the Guide No. of incidents related to data protection
7	Adaptation of the new Data Protection regulation in all University processes , compliance with the GDPR in the processing of researchers' personal data.	General Secretary	Data Protection Officer , General Secretariat, Legal Service.	Q3 2021	Registration of processing of personal data related to research in the UC3M Register of Processing Activities. Num. of consultations made to the DPD
24, 34	e-Government Regulation	General Secretary	General Secretary , Legal Service .	Q3 2021	Approval and dissemination
1, 2, 34	Creation of a suggestion channel 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	General Secretary , Management, Vice-Rectorate for Science Policy, Vice-Rectorate for Faculty.	Q4 2021	Number of suggestions received

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

10, 27	Actions to increase the visibility and recognition of women in research , in companies, startups and entrepreneurs in the UC3M environment.	Vice-Rector's Office for Science Policy Vice-Rector's Office for Students and Equality	Vice-Rector's Office for Research 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 No. of female researchers in events No. of female speakers No. of dissemination activities
8, 31	Diagnosis and dissemination of knowledge and attitude about Open Science among our researchers (<i>Open Science Survey</i>).	Vice-Rectorate for Science Policy	Research Service , UniOS	Q4 2021	Approval and dissemination No. of researchers who complete the survey Comparison with YUFE universities
13, 15	Proyect UniversiDATA Transparency with open data	Vice-Rectorate for Science Policy	Working team de Open Data UC3M General Secretary	Q2 2021	Approval and dissemination. No. of Datasets published (annual) Improvement of UC3M's position in university transparency rankings. News, media impact on UC3M transparency. No. of UC3M staff participating in UniversiDATA studies.
13, 15	New UC3M Transparency Portal	General Secretary	General Secretary , 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. 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
All principles involved	Implementation of the Human Resources Strategy for teaching and research staff at UC3M	Vice-Rectorate for Faculty	Human Resources and Organisation Service , Vice-Rectorate for Faculty.	Q2 2021	GC approval and dissemination No. of visits to the website Digital signage, social networks
12, 13, 14, 15	OTM-R UC3M Policy	Vice-Rectorate for Faculty	Human Resources and Organisation Service , Vice-Rectorate for Faculty.	Q2 2021	GC approval and dissemination New OTM-R UC3M website
14, 16, 21	Establish assessment criteria for the selection, recruitment and renewal of non-tenured faculty	Vice-Rectorate for Faculty	Human Resources and Organisation Service , Selection Committees, Departments, Vice-Rector's Office for Faculty.	Q1 2021	Approval and dissemination Publication of criteria on the Employment website
16, 25	Development of Talent Attraction Programmes at UC3M	Vice-Rectorate for Science Policy Vice-Rectorate for Faculty	Human Resources and Organisation Service Research Service	Q1-Q4 2021	Approval and dissemination Num. of participants in the calls for proposals
18, 29	Support for the internationalisation of the Faculty	Vice-Rectorate for Internationalisation and European University	Vice-Rector's Office for Internationalisation and European University , 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. No. of visitors received, quantifiable results of the visit (courses given, publications, work directed, etc.). No. of outgoing and incoming staff mobilities carried out. Dissemination of new mobility formats and on the web, social

					networks. No. of programmes offered.
12, 13, 18	Internationalisation UC3M through the Welcome Portal	Vice-Rectorate for Internationalisation and European University	Vice-Rector's Office for Internationalisation and European University, Vice-Rector's Office for Faculty, International Relations and Cooperation Service, Human Resources and Organisation Service, Library	Q3 2021	Approval and Dissemination No. of visits to the Portal Dissemination activities Services offered
13, 15	Employment Portal, improving e-recruitment services	Vice-Rectorate for Faculty	Human Resources and Organisation Service, Communication Service	Q2 2022	Number of people using the services Services offered Number of contracts processed
19	Regulation on the use of English in proceedings	Vice-Rectorate for Internationalisation and European University	International Relations Service and cooperation, 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 Career Path Diagram	Vice-Rectorate for Faculty	Human Resources and Organisation Service , Faculty Vice-Rectorate	Q1 2022	Elaboration, publication and dissemination No. of enquiries.
24	Digitisation of the electronic recruitment procedure and extensions of the Laboral Faculty	Vice-Rectorate for Faculty, management	Human Resources and Organisation Service , IT Service, e-Administration Committee, Vice-Rectorate for Faculty.	Q2 2021	Approval and dissemination No. of Faculty that have signed contracts via e-Office No. of extensions carried out
24, 29	Medical insurance cover for researchers' stays worldwide	Vice-Rectorate for Faculty, management	Human Resources and Organisation Service	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	HR Logo Dissemination Programme (Best Practices in Research, Ethics, Mentoring, Women and Science, Diversity, Equity and Inclusion, OTM-R Hiring Policies)	Vice-Rectorate for Faculty	Human Resources and Organisation Service	Q2 2021	No. of participants Seminar Report Results of satisfaction surveys
31, 38	Programa formativo Open Science Open Science virtual – Cafés UC3M2OS: UC3M ticket to Open Science	Vice-Rectorate for Science Policy Vice-Rectorate for Faculty	Human Resources and Organisation Service	Q2 2021	Faculty attending. No. of faculty attending 3 seminars

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

Descripción de las acciones

Action	Description
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 UniversiDATA 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

	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 (Open, Transparent and Merit-based Recruitment) 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.

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 Open Science virtual – Cafés 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. 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.

<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>