

OTM-R PROTOCOL

Open, Transparent and Merit-based
Recruitment of Researchers



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A PREAMBULO

In recent years, the University of Burgos has significantly increased its research activity. This requires the participation of staff to collaborate in this activity, either as research staff or technical support staff linked to research.

The Human Resources Strategy for Researchers (HRS4R) is a tool launched by the European Commission to support research institutions in the application of the principles of the European Charter for Researchers and the European Charter & Code of Conduct for Researcher Recruitment (C&C). These contain a list of rights and responsibilities of researchers and institutions which are translated into forty principles relating to ethics, recruitment, working conditions and research career development.

The correct application of these principles makes institutions more attractive to researchers, as well as ensuring greater transparency in the recruitment of staff by applying the criteria of equality, merit and ability, as well as publicity.

The aim of this protocol is to facilitate better compliance with the selection and recruitment criteria and rules, guaranteeing that people with the most suitable profile for a job position are hired, establishing, in chronological order, the essential steps for the recruitment of researchers and technical staff at the University of Burgos, from the offer and application phase, through the selection process, to the appointment of candidates and the contract proposal to the Human Resources Service and trying to minimise the bureaucratic workload for the candidates.

This document has been drafted in the framework of the Action Plan 2019-2020 and its renewed version 2020-2024, following the recruitment recommendations and indications contained in the principles and requirements of the "C&C", specifically the principles referring to selection and recruitment 12, 13, 14, 15, 16, 17, 18, 19, and 20, ensuring open, transparent and merit-based recruitment practices. In addition, compliance with the other principles of the Charter & Code in areas such as working conditions, training and career development will be ensured.

B RESEARCH STAFF RECRUITMENT

B.1.1. EXPENDITURE PROPOSAL AND APPROVAL

The Research Management Service (RMS) is responsible for making an expenditure proposal for the contracting of personnel for each call, with the approval of the Vice Chancellor with responsibility for research, and at the proposal of the project leader.

B.1.2. PREPARATION OF THE CALL FOR APPLICATIONS

The person in charge of the corresponding project, agreement or research group is responsible for managing the characteristics of the position, which are listed in a model that can be found on the website of the University of Burgos ([link](#)), and which must contain at least the following points:

- Funding
- Duties
- Category, working hours, remuneration and duration of contract
- Specific requirements
- Evaluation criteria
- Composition of the Selection Committee

With this documentation, the RMS prepares the call for applications, which, in accordance with the open and transparent procurement policy, shall be as clear and concise as possible.

These calls for applications shall also be regulated by the provisions of the relevant laws and applicable legal systems in place.

B.1.3. ADVERTISING

Once the call for applications has been signed by the principal researcher, it will be published in time and in a way that allows access by potentially interested parties. This will be done through the notice board of the electronic office of the University ([link](#)), as well as in the research section of the website of the University of Burgos ([link](#)).

A summary in English with the most relevant characteristics of the call will be published in this same section.

Regarding the publication of calls for research staff, the widest possible international dissemination will be given through the EURAXESS employment portal, as well as other employment portals, both national and international. The use of this medium improves the visibility of job offers and attracts talent to the University of Burgos.

It is also possible to publish in other media, such as local and national press, official newsletters, or websites specialised in recruitment.

B.1.4. ORDINARY AND URGENCY PROCEDURE

As a general rule, in order to ensure an open and transparent access system, the deadline for submission of applications shall be increased as far as possible to a minimum of seven working days from the day following the day of publication of this call for applications on the university's electronic notice board.

The deadline for submission of applications shall be reduced to four working days in the case that, due to exceptional circumstances, urgent recruitment is necessary.

When such a situation arises, it must be justified by the principal researcher and must have the consent of the Vice Chancellor responsible for research tasks or the manager, as appropriate.

B.1.5. APPLICATIONS

Applicants will be able to submit their applications through the electronic office, the general registry, auxiliary registries of the University of Burgos or by any of the procedures established in the legal system in force at that time.

Once the applications have been received, the RMS will notify interested parties that their application has been received correctly, sending them a link where they can consult the status of the call process at any time.

The applications will be reviewed to check that they comply with the general and specific requirements of the call for applications and those applicants who are missing any of these requirements will be notified so that they can rectify it within the established deadline.

Subsequently, a definitive list of candidates admitted to and excluded from the call for applications will be published.

In case the applicants are from a non-EU country, the contract will not take effect until they have the required work permits and authorisations.

B.2 EVALUATION AND SELECTION

The applications of all candidates are submitted from the rms to the President of the Selection Committee for assessment.

B.2.1. SELECTION COMMITTEE

The selection committee must meet the principles of impartiality, experience, qualification and competence of its members in order to evaluate candidates effectively.

As far as possible, gender parity shall be considered, with a representative balance between men and women.

The composition of the members of the committee is determined in each call for applications, and a link to their ORCID code or, alternatively, their curriculum vitae is attached to their names.

The number of members consists of 3 to 5 members, the majority of whom belong to the university community. Considering principle 14 of selection, within the Selection and Recruitment section, we will try in all cases to have the widest possible diversity, including external experts from other sectors and even internationally, all of them with a degree equal to or higher than that requested in the call for applications.

All members of the committee shall participate, whenever possible, in the entire selection process.

B.2.2. ASSESSMENT CRITERIA

The assessment criteria applied are included in the corresponding call for applications and will be in line with the requirements requested for the job post.

As a general rule, the criteria to be assessed will be: qualifications, CV, professional experience and specific training related to the post to be filled.

In addition, a personal interview may be held, either with all the candidates or with those who have passed a previous selection phase. This interview may be in person or remotely, through the appropriate means.

B.3 MINUTE

Once all the applications have been assessed, the secretary of the Selection Committee will prepare the minutes, which must include as a minimum:

- Date of committee meeting
- Assessment criteria
- Evaluation of each of the candidates
- Nomination of candidates and alternates, if applicable

The publication of the identification of the candidates will be made in accordance with the current regulations of the Spanish Data Protection Agency.

The minutes, signed by all the members of the Selection Committee, will be published in the research section of the University of Burgos website. This will be the communication instrument used to inform applicants whether they have been selected or not. On the other hand, the members of the committee must submit the signed document of "acceptance and declaration of absence of conflict of interest", in which the signatory declares his/her absence of conflict of interest in relation to the selection procedure.

In addition, any unsuccessful candidate who requires further information about the selection procedure and the information contained in the minutes will also be contacted.

Applicants may submit a complaint to the Selection Committee at the general registry or auxiliary registries of the University of Burgos, prior to the Chancellor's Resolution, within the period specified in the minutes of the resolution.

B.4 RESOLUTION AND RECRUITMENT

After the decision of the selection committee, and once the period for complaints has ended, a Chancellor's resolution will be issued proclaiming the candidate or candidates who have

obtained the highest score, the number of which may not exceed the number of places available, leaving as substitutes the candidates that the selection committee considers to meet the necessary requirements to fill the vacancy advertised.

Once signed by the Chancellor, the results of the selection process will be published on the notice board of the university's electronic office, as well as in the research section of the website for those interested to consult the results of the selection process.

The SGI, through the personnel module of the corresponding application, will send the Human Resources Service the details of both the staff to be hired and the call by which they were selected.

All contract modifications (resignations, extensions, change of dedication or remuneration, etc.) will be communicated in writing to the Human Resources Service as soon as the principal researcher notifies us of the change.

B.5 FORMALISATION OF THE CONTRACT

Contracts shall be formalised by writing to the Human Resources Service, in accordance with the points included in the corresponding call for applications and in the corresponding applicable regulations.

This service is responsible for requesting from the candidate the documentation required for their recruitment, as well as informing them of any questions regarding employment regulations.

B.6 TYPES OF CONTRACT

The types of contracts requested in the calls for proposals made in the RMS are as follows:

- Pre-doctoral contract
- Doctoral research personnel access contract
- Distinguished researcher contract
- Contract for scientific-technical activities

The legal framework applicable to these types of employment contracts shall be that established in Law 17/2022 and its implementing regulations, in the revised text of the Workers' Statute Law and its implementing regulations, as well as in the applicable collective agreements and, where applicable, in the revised text of the Law on the Basic Statute of the Public Employee.

B.7 RESEARCH CAREER CATEGORIES

The European Commission, in the HRS4R - Human Resources Strategy for Researchers - programme, classifies researchers into 4 levels in order to refer in a generic way to the

different stages of a scientific career. This categorisation will also serve as a reference point for the University's internal processes:

STUDENTS		RESEARCHERS			
		R1	R2	R3	R4
DEGREE	MASTER'S DEGREE	PhD training	Post-doctoral training	Independent research line	Established researcher
		Junior Researcher	Recognized researcher	Independent researcher	Lead researcher
		Pre-doctoral	Post-doctoral	Joining the teaching and research staff (PDI) with a commitment to promotion and stabilization. Researchers with permanent position	Public employee or labour employee with permanent employment relationship
		Art.77 LOSU in terms of the Ley 17/2022, de 5 de septiembre, por la que se modifica la Ley 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación.			
		Pre-doctoral contract	Access contract for doctoral research staff	Access contract for doctoral research staff plus Positive evaluation of the activity developed	Distinguished researcher contract
		4 YEARS	1 o 2 YEARS	4 YEARS	5 YEARS

C RECRUITMENT OF TEACHING STAFF OF UNIVERSITY TEACHING STAFF (University Professors and Lecturers), STAFF IN EMPLOYMENT (Permanent Lecturer) AND TEMPORARY TEACHING AND RESEARCH STAFF (Assistant Professor) AND STAFF INDEFINITE OR TEMPORARY TEACHING STAFF (Associate and Substitute Lecturers)

Before the publication of the competitions for career public employees and permanent staff, the RPT (Relación de Puestos de Trabajo) and the OEP (Ofertas de Empleo Público) must be approved.

C.1 CALL

C.1.1. APPROVAL AND PUBLICATION OF THE PUBLIC EMPLOYMENT OFFER FOR PERMANENT VACANCIES.

The General State Budget Law annually approves the calculation of the replacement rate, which is used to calculate the number of teaching and research staff positions that make up the public employment offer at the University of Burgos.

The Vice Chancellor with responsibility for teaching and research staff then negotiates with the bodies representing the civil servant teaching and research staff a proposal for the distribution of the vacancies in the job offer by area, department and contractual figures. Once a consensus has been reached on the distribution of vacancies, the proposal is sent to the Junta de Castilla y León, together with the financial report, for authorisation, and at the same time it is transferred to the teaching staff committee, from where it is submitted to the Governing Council for approval.

Once authorised by the Junta de Castilla y León and approved by the Governing Council, the Public Employment Offer (O.E.P) is published in the Official Gazette of Castilla y León (BOCYL), and must be advertised within three years of its publication. At the same time, they are published on the [UBU website](#).

C.1.2. APPROVAL AND PUBLICATION OF THE OFFER OF THE LIST OF POSITIONS (RPT).

Prior to the processing of vacancies, the RPT must be approved. For this purpose, the departments inform the Vice Chancellor with responsibility of PDI about their teaching staff needs. With the information received from the Departments, the study of teaching necessities, and the new positions of the approved OEP, the Vice Chancellor negotiates the RPT with the bodies representing the PDI public employees and PDI labour employees, which

contains the positions of PDI public employees, PDI permanent labour employees and PDI temporary labour employees.

This new RPT, together with its economic study, is sent to the Junta de Castilla y León for authorisation and, at the same time, it is transferred to the teaching staff committee, from where it is submitted to the Governing Council for approval.

Once authorised by the Junta de Castilla y León and approved by the Governing Council, the RPT is published on the [UBU website](#).

From this moment the management of the vacancies begins.

C.2 VACANCIES MANAGEMENT

Each Department, with the approval of the corresponding Centre, sends a profile for each post to the Vice Chancellor for Teaching and Research Staff. This profile is designed with the aim of covering the existing needs and for the correct functioning of the university services.

In the annexes, completed and signed by the Department and the Director/Dean of the Centre, the necessary information is sent to the Vice Chancellor for the teaching and research staff in order for the positions to be advertised: Profiles and members of the selection commissions.

Based on the previous documentation, the HR Service drafts the calls for applications.

The Vice Chancellor for the teaching and research staff transfers the calls for applications to the teaching staff committee, from where they are submitted to the Governing Council for approval.

The following aspects will be specified in the call for applications:

- Number and characteristics of the post (Service, area of knowledge, department, centre...)
- Profile of the positions
- Composition of the selection commissions (titular and substitute)
- Assessment criteria
- Candidate requirements and conditions
- Application form, body to which it should be addressed, deadlines for submission, documentation to be provided and registers where it should be presented
- Place and means of communication where everything related to the competition is published
- Remuneration or indication of the rule that contains it

All competition rules shall be in line with the Charter & Code recruitment principle, describing the knowledge and skills required for the post, ensuring equal opportunities for applicants,

respecting the 40 principles, guaranteeing an open, merit-based, transparent and efficient process.

C.2.1. ADVERTISING

Once the calls for applications have been approved by the Governing Council, they are sent for publication in the BOE in the case of civil servants and in the BOCYL, without prejudice to wider dissemination through other media. In the same way, all calls for applications are published on the HR department's website in the section on competitions and job vacancies ([link](#)) and on the electronic notice board.

After being published, the HR service sends an email informing the entire University Community about the call as well as to the Consejería de Educación de la Junta de Castilla y León and to the Consejo de Universidades, depending on the nature of the post.

In addition, without prejudice to wider dissemination through other means, other tools, specialised employment portals, such as [EURAXESS](#), or web pages may be used to reach any interested party and ensure that the information reaches as many interested parties as possible.

The University of Burgos will guarantee equal opportunities for people with disabilities and will adopt, in the procedure governing competitions, the appropriate measures to adapt to the needs of these people.

C.2.2. APPLICATIONS

Those interested may apply using the standard application form established in the call for applications, which can be found in the HR service and on the University's website.

The deadline for sending the application differs according to the type of call for applications. In any case, and in relation to recruitment principle 13, this deadline will be specified in the call for applications and will be reasonable enough for anyone to apply, being between 10 and 20 natural days from the day following its official publication.

These applications shall be addressed to the Chancellor of the University through the procedures established in art. 16.4 de la Ley 39/2015, de 1 de octubre, del Procedimiento Administrativo Común de las Administraciones Públicas.

In line with the principle 12 of recruitment, in order to facilitate the participation of foreign candidates or from abroad, applications may be made through the corresponding diplomatic or consular representations, which will be sent to the General Registry of the University of Burgos.

Once each call for applications has been published, the HR Service receives and reviews the applications submitted, ensures that they meet the requirements and that they attach the corresponding necessary documentation. They check that the profiles of the people who have applied are in line with the needs and requirements demanded. Consequently, within a

maximum period of one month (normally much less) from the end of the deadline for submitting applications, they prepare a provisional list of those admitted and excluded, which will be published on the Official Electronic Board of the University of Burgos and on the website of the University of Burgos by default, in addition to the other media used to publicise the call for applications, if any. In addition, in order to inform participants in time and to ensure that they have the possibility of making a complaint in due time, an effort will be made to inform these candidates by other means if necessary.

In the case of excluded candidates, they will be informed of the reasons for their exclusion in the provisional decision, ensuring the principle of transparency in the selection process.

The time limit for making allegations will also be reasonable, being generally between seven and ten days after publication on the Chancellor's electronic notice board and website.

If, after the deadline, the exclusion is not rectified or no allegation is made in response to the omission, they will be definitively excluded from the selection process, exhausting the administrative channels. Applicants may lodge appeals under the terms provided for in Artículo 112. Ley 39/2015, 1 de octubre, del Procedimiento Administrativo Común de las Administraciones Públicas.

Finally, the definitive list of those admitted and excluded will be published in the same places, and subsequently all the documentation will be provided to the selection committee.

In the case of the selection of substitute teaching staff, this shall be carried out through the applicable public competition procedures, and the universities may establish specific instruments for their management and coverage, including employment exchanges. These employment exchanges are created by holding previous competitions and are used when the candidates are compatible with the position offered. In order to proceed with recruitment, this reserve is used according to the order of priority of the list, giving priority to the reserves of the competitions called by ordinary means. Candidates are notified by telephone and e-mail, as well as by any other means available to the service for this purpose.

C.3 EVALUATION AND SELECTION

C.3.1. SELECTION COMITEE

The selection committee must be aligned with principle 14 of Selection, and must comply with the principles of impartiality and professionalism of its members, ensuring that there is a balance between women and men, unless this is not possible for justified reasons.

In order to ensure impartiality, neutrality, transparency and qualification, in general the evaluation and selection commissions shall be composed of a majority of members from outside the university, belonging to the same area of knowledge as the vacancy in question and of the same or a higher category than the vacancy advertised.

Both the members of the selection committee and the applicable criteria shall be public.

In those calls where the evaluation of their merits is handled by a commission composed of members of the university, they will have the same characteristics as described above, and both the profiles of the members of the commission and the selection criteria can also be consulted on the website of the University of Burgos.

Once again considering principle 14 of the "Charter & Code" relating to Selection, the University of Burgos is committed to having a committee with diversity, including external experts from other sectors, from the private sector, from outside the university and even from abroad, who have knowledge in the area of the vacancy.

The members of the commission, should they become aware of any cause during the selection process that deviates them from the principles of impartiality and objectivity regulated by the corresponding regulations, must abstain from participating in the competition.

Finally, the HR department also prepares the administrative file for each position. This file is sent to the president and secretary of the selection board designated to decide on the selection procedure, once the definitive list of successful candidates has been published.

C.3.2. SELECTION AND VALORATION CRITERIA

The candidate will be assessed considering different variables listed in the "Charter & Code" such as merits, variations in the chronology of CVs, recognition of mobility experience, seniority or qualifications, among others, referring to principles 16, 17, 18, 19 20 and 21.

The selection panel will assess the successful applicants according to the evaluation criteria previously established for the competitions. These criteria are published on the University's website and notice board, in addition to being included in the call for applications. They are also established previously in an objective, coherent and impartial manner, evaluating the candidates according to their merits and abilities. Once the proceedings of the committee have been concluded, the minutes and documentation of the competition will be delivered through the general registry. For teaching and research staff and permanent employees, the process from publication to the resolution of the call for applications may not exceed four months and fifteen calendar days (not including August). On the other hand, for Temporary Teaching and Research Staff and due to the nature of the post, the hiring proposal agreement will be published as soon as possible.

C.3.3. MINUTES AND APPEAL

Finally, the selection committee will present the proposal for the provision of the places offered. According to the principle 15 of transparency of the HRS4R accreditation, this order of priority will be published together with the proposal for the assignment of the place on the university notice board, the university website, the place where the exams will be held, if any, and in any place necessary to effectively communicate the information to the participants. This provision includes the application of the evaluation criteria to each one of the applicants, i.e. their score after the candidates have been ranked in order of priority. It also shows the reasons for their exclusion.

Candidates may submit complaints to the Chancellor Magnificent.

The time limit for submitting complaints differs depending on the call for applications. In any case, it will be a reasonable period for the interested persons to make their complaints.

If the complaint is admitted, it will be assessed by the corresponding Complaints Committee and, in the case of appointments to the University Teaching Staff, it will be paralysed until it is resolved. In the rest of the calls for applications, it will be linked to its nature.

In order to facilitate the transparency of the process, applicants may go to the Human Resources Service of the University to access the complete administrative file of the non-permanent processes, where they may consult the following documentation: conditions, applications and documentation submitted, provisional and definitive lists of those admitted and excluded, Act of Constitution, Criteria for assessing, Act of Evaluation of Candidates and Agreement on the Proposal for Recruitment.

Complaints will be resolved within a maximum period of three months by the Complaints Committee. In the case of Temporary PDI staff, the resolution period is a maximum of six months, which may be extended by resolution. This committee will assess procedural aspects and equal opportunities, keeping in mind the principles of equality, merit and ability.

After the deadline for the resolution of the complaint, the Commission issues a resolution on the complaint and subsequently the Chancellor will issue the resolution in accordance with the Commission's proposal.

The applicant will be informed of the Chancellor's decision within a period of no more than three months (six for temporary teaching and research staff) from the submission of the complaint, exhausting administrative channels, and may only submit a contentious-administrative appeal to the corresponding jurisdictional body.

C.4 RESOLUTION AND APPOINTMENT

The Chancellor of the University of Burgos will appoint the successful candidate proposed by the Selection Committee, specifying, if applicable, the job title and job code in relation to the posts, body, area of knowledge, department and attached centre together with the specific post. This resolution will be published in the BOE (for teaching and research staff and professors), in the Boletín Oficial de Castilla y León (for teaching and research staff, professors and staff), and on the University website and the official electronic notice board of the University of Burgos (for all calls for applications).

The proposed candidates have a reasonable and sufficient period of time from the publication of the resolution to accept the position (in the case of career public workers), formalise their contract and present the required documentation to the HR service or to carry out the appropriate procedures corresponding to the nature of the position.

The candidate will be informed of the decision, and in the event that, for whatever reason, he/she does not accept the vacancy, the following candidate will be appointed according to the ranking list.