



Universidad Autónoma
de Madrid

**JOINT DIRECTIVE FROM THE RESEARCH & MANAGEMENT VICE-CHANCELLOR'S
OFFICE OF THE UNIVERSIDAD AUTÓNOMA DE MADRID REGULATING THE RESEARCH
AND SUPPORT STAFF SELECTION AND RECRUITMENT PROCEDURE IN RESEARCH
PROJECTS**

I- EXPLANATORY STATEMENT OR PREAMBLE

The Statutes of the Universidad Autónoma de Madrid, as well as its Resolution of March 1, 2019, of the Chancellor's Office of the Universidad Autónoma de Madrid, delegating certain attributions to different University bodies, regulate, according to the powers conferred by Organic Law 6/2011, of December 21, on Universities (hereinafter, LOU from its initials in Spanish) and Law 40/2015, of October 1, on the Legal Status of Public sector employees, the attributions of the Research Management and Vice-Chancellor's Office.

The Universidad Autónoma holds, from December 2016 the Quality seal "*HR Excellence in Research – HRS4R*" awarded by the European Commission. This quality recognition is awarded to those universities and institutions generating and supporting an inspiring environment promoting research work, in line with the goals established by the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, including compliance with the rules for the selection and recruitment of researchers established by the European regulation.

Therefore, it's deemed appropriate to approve said Directive as a management tool to promote the knowledge and dissemination of the rules for the selection and recruitment of research staff, according to the provisions of article 48.1 of the LOU, as well as the necessary coordination between the research management and the Vice-Chancellor's office, for the processing of the public call for employment, and the subsequent recruitment, according to the provisions of any applicable regulations.

Thus, and as requested by the Vice-Chancellor's Office for Research and of the Management Office of the Universidad Autónoma de Madrid, the approval of the following directive is proposed, and its publication in the BOUAM is decreed, coming into force on the following day after its publication.

II- AIM AND SCOPE

Article 1.- Aim

1.1. The aim of this directive is to regulate the selection and recruitment procedure for the staff recruited for research projects, according to the provisions of article 48 of the LOU, regardless of whether the projects' funding come from the University or from outside sources.



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1.2. Calls for selection are excluded from the scope of this directive. as well as the recruitment of the categories of research staff regulated by articles 20, 21, 22 and 23 of Law 14/2011, of Science, Technology, and Innovation.

Article 2.- Personnel types and categories

2.1. **Researchers.**- A **researcher** is, pursuant to Law 14/2011, of June 1, on Science, Technology and Innovation, any employee who holds the necessary qualifications, carries out research activities, meaning the creative work systematically performed for increasing the volume of knowledge, including those relative to the human being, culture and society, the use of said knowledge to create new applications, its transfer and dissemination.

2.2. **Research support staff.** - **Research support staff** is, any employee recruited to collaborate in the development of the specific scientific or technical research projects and activities, that is not performing any research activities.

Article 3 - Legal status and contract relationship

3.1. Researchers shall be associated to the University by means of a relationship subject to Labour Law and in accordance to the provisions of the LOU, Royal legislative decree 5/2015, of October 30, approving the consolidated text of the Law of the Basic Statutes for Public Employees, the University Statutes, Law 14/2011, of June 1, on Science, Technology and Innovation, and the Consolidated text of the Workers' Statute Law, approved by Royal legislative decree 2/2015, of October 23. The provisions established in the terms for the call for employment, and where applicable, in those corresponding to the financial aid awarded for the funding of research projects, shall likewise be applied in accordance.

3.2. **Employment contract.**- in accordance with the provisions of the LOU, article 48.1, regarding article 15.1.a) and Additional Provision 15 of the Consolidated text of the Workers' Statute Law, and in accordance with AP 23 of Law 14/2011, of June 1, on Science, Technology and Innovation, amended by Royal decree law 3/2019, February 8, on urgent measures for Science, Technology, Innovation and Universities, the Universidad Autónoma de Madrid may conclude employment contracts for specific works or services, for the execution of scientific or technical research projects, characterized by the precise definition of the service to be performed with an autonomous and specific purpose and which execution, even though limited in time, shall have a variable duration.

In any case, the contract duration shall be linked to the existence of sufficient credit in the budget and to the subsequent budgetary availability. Contracts may be full-time or part-time and shall have a minimum duration of one month.



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3.3. Under no circumstances, shall the temporary rendering of services of researchers or support staff be considered a permanent relationship with the Universidad Autónoma de Madrid .

Article 4.- Remunerations

Based on the academic qualifications, appropriate to the nature of the position and to the assigned responsibilities, the following annual remunerations are proposed:

- ✓ Graduates/Postgraduates/PhDs; minimum remuneration of 24,100 euros per year and maximum remuneration of 44,000 euros per year.
- ✓ Higher vocational training/Secondary school graduates; minimum remuneration of 17,400 euros per year and maximum remuneration of 21,000 euros per year.

Minimum remunerations are in line with the minimum salary contribution established by Social Security and thus, these amounts shall be reviewed and updated on a yearly basis.

These amounts include social contributions and indemnity for the completion of the works and services; that is, the total annual cost of the contract relating to the project which, under no circumstances shall include payment for holidays (two and a half days per month worked, corresponding to 30 calendar days per year).

III- SELECTION AND RECRUITMENT PROCEDURES

Article 5.- Recruitment proposal

Leading researches, in charge of recent projects with funding for research activities and who plan to recruit researchers or research support staff paid for with said funding shall submit a request before the Vice-Chancellor's Office for Human Resources and Organization in accordance to the model in Annex 1.

This request shall include the basic data both for the project and for the contract offered, including the dates proposed for the contract, working times, responsibilities, requirements and merits to be recognized and the monthly gross remunerations to be received by the person selected.

Likewise, where applicable, the fields corresponding to the training on occupational safety and health the data necessary for the execution of their responsibilities shall be filled in.

The request for a call for employment shall be processed within, at least, one month prior to the date of the start of employment. Once the document has been approved by the Vice-Chancellor's Office for Human Resources and Organization and by the Area for Research and Transfer, that is, once the credit needed to pay for the full cost of recruitment is withheld, the Call for employment shall be prepared and published.

Article 6.- Common terms for Calls for employment

The terms and conditions of the calls shall be common for all the recruitment proposals, in accordance to the model in Annex 2, and shall include the requirements for admission of the candidates, and the merits to be evaluated.



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The specific merits to be assessed in each call for employment shall be determined by the leading researcher promoting the call for employment and the applicants shall include them in their curriculum vitae, regardless of any subsequent certification by the incumbent. It's recommended to include, as specific merits, at least the following merits or qualifications:

- ✓ Academic education required for the position (when it's not included in the requirements)
- ✓ Other additional education
- ✓ Professional experience in similar positions or responsibilities

Likewise, whenever necessary for the performance of the responsibilities assigned to the position, the recognition of language, IT, and other competences may be included in the merits.

Lastly, individual interviews may be held (when deemed necessary). The criteria for evaluating the specific merits shall be published jointly with the terms of the call for employment, and always prior to the selection of the candidates.

Article 7 - Opening of the application period

Publication of the Announcement of the Call for employment shall result in the opening of a **minimum** period of **10 calendar days** from the day after publication of the call, for the submittal of applications by the candidates. For those cases where the need for the immediate start of the performance of research activities is duly justified, the call for employment may invoke the urgent procedure, reducing in half the period for the submittal of applications.

The call for employment shall be published on the Area for Research and Transfer webpage and, alternatively, on the European portal and on the Portal de empleo Madri+d. The area for Research and Transfers shall provide the leaving the researcher with specific information on the advisability of publishing the call for employment in any specific web portal or webpage, in addition to the aforementioned.

Article 8.-Publication of the list of admissions and non-admissions.

Upon expiry of the period for the submittal of applications, the Area for Research and Transfer shall publish on their webpage the provisional list of candidate admissions and non-admissions, and a period of at least five calendar days shall be opened for amendments or allegations. After expiry of said period, the final list of candidate admissions and non-admissions shall be published.

Article 9 - Managing the call for selection.

The Vice-Chancellor's Office for Human Resources and Organization shall be in charge of the management of the call from publication to resolution.



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Article 10 - Evaluation Committee and selection of candidates.

The Evaluation Committee in charge of selecting the candidates shall be appointed by the Vice-Chancellor for Research, its composition shall conform to the principles of impartiality, professionalism and competence, trying to maintain a balance between male and female members, and it shall be published in the call for employment. In terms of the recusal of any members of the committee, the provisions of articles 23 and 24 of Law 40/2015, of October 1, on the Legal Status of Public Sector Employees shall apply.

The Evaluation committee shall be made up of the following members:

- Leading Researcher, acting as Chairman.
- Two Members, appointed at the proposal of the Leading Researcher, where one of them could be external to the University.
- Secretary of the Committee, an official of the Vice-Chancellor's Office for Human Resources and Organization in charge of managing the call, acting as a non-voting member.

The selection of candidates shall be performed guaranteeing the principles of equality, merit, competence and publicity, as well as objectivity, independence and professional rigour, respecting the confidentiality of the personal data of the candidates.

The selection procedure shall be a merit-based competition, and the scoring established in the terms and conditions of the call shall be adjusted based on the evaluation of the candidates' curriculum and of the merits or qualifications included. If the Committee considers it appropriate, the selection process shall include holding an interview with all or some of the candidates.

The competition may be declared void if the Committee decides that there are no candidates with sufficient qualifications.

Upon completion of the evaluation of the candidates' CVs, the Evaluation Committee shall be responsible for submitting a motion for a solution, indicating the candidates selected for recruitment, as well as a prioritised list of all other candidates, where applicable.

The Leading Researcher shall complete said **motion for resolution of the call for employment**, in accordance with Annex 3, attached.

The resolution of the call for employment shall be published on the Area for Research and Transfer webpage in accordance to Annex 4.

Article 11.- Conclusion of contract

Upon the resolution of the call for employment, the selected candidate shall sign the contract in the Researchers Section of the Vice-Chancellor's Office for Human Resources and Organization.

Third country nationals and candidates with a nationality corresponding to a country where the free movement of workers is not applicable, must possess a residence permit and the necessary authorizations to work as employed persons.



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The University's Welcome Office shall provide its administrative support to facilitate the issuance of said permits. The pre-contract, and any other documents required, shall be processed through the Researchers Recruitment Section.

The signing of the contract shall be conditional to the homologation of the academic qualifications obtained in foreign countries when said homologation is required.

The contract shall be subject to Law 53/1984, of December 26, on the Incompatibilities of the staff employed by public administrations and its implementing provisions, and incurring in any cause of incompatibility shall result in its termination.

The candidates' data shall be included in the corresponding activity log property of the University, for human resources management purposes. The data included in this log may be processed for statistical purposes, pursuant to the provisions established by Organic law 3/2018, of December 5, on Personal Data Protection and for guaranteeing digital rights, and its implementing regulations.

Article 12.- Contract amendments

The contract may not be modified regarding its financial remuneration, nor the number of work hours per week, throughout its duration.

By way of exception, for duly motivated reasons, and with prior express agreement with the employee, the contract may be amended.

Article 13 - Contract extension and termination.

The contract shall be terminated on the date appointed by the corresponding Researcher in the call for employment. If the research project has not been completed on its expected date, and the contract needs to be extended, the leading researcher shall request (Request - Annex 5) its extension before the Vice-Chancellor's Office for Human Resources and Organization (Researches Recruitment Section), when there is sufficient and adequate credit for this extension. In order to do so, the Area for Research and Transfer, shall proceed, where applicable, to its approval, applying the necessary credit withholding to the research project.

Madrid, September 26, 2019.

VICE-CHANCELLOR FOR RESEARCH,

MANAGER,

Signed: José Manuel González Sancho.

Signed: Teodoro Conde Minaya