

OTM-R-UAM: OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT POLICY (OTM-R) OF UNIVERSIDAD AUTÓNOMA DE MADRID

(DECEMBER 2024)

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I. INTRODUCTION

Universidad Autónoma de Madrid (UAM) holds from December 2016 the Human Resources (HR) Excellence Award. This recognition reflects the effort made by the institution to ensure a policy that interrelates the general principles of recruitment, working conditions and career development, in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers of the European Commission.

The Open, Transparent and Merit-Based Recruitment (OTM-R-UAM) constitutes one of the pillars of the Strategic Plan of Universidad Autónoma de Madrid, in particular of its Human Resources Policy, that establishes the specific guidelines of our recruitment processes and the systems of evaluation and professional assessment for our faculty (PDI) and research (PI) staff, with the aim of creating a more transparent, open, egalitarian and internationally recognised recruitment and professional development system.

The OTM-R-UAM thus comprises a management tool to promote the knowledge and dissemination of the rules for the selection and recruitment of both faculty and research staff, as well as the necessary coordination between all collegiate bodies involved in processing the

public calls for employment, and the subsequent recruitment, according to the provisions of the corresponding applicable regulations.

This document contains the description and main principles that constitute the basis of the OTM-R-UAM for the faculty (PDI) and research (PI) staff respectively.

II. REGULATIONS

The types of positions, the selection and hiring mechanisms and the working conditions of teaching and research staff at Spanish universities are defined with a high degree of precision by national regulations: mainly by the *Organic Law of the University System* (LOSU – [Ley Orgánica del Sistema Universitario](#)) for all the staff and also by the *Science, Technology and Innovation Law* ([Ley de la Ciencia](#)) for specific research staff categories. Additionally, this national regulation is further developed by each university internal regulations.

III. FACULTY STAFF (PDI)

A. Types and categories

At Universidad Autónoma de Madrid, faculty (PDI) have two types of professional links with the institution: permanent and non-permanent staff. Additionally, permanent staff can be either civil servants (University Full Professors and Associate Professors, which jointly conform the University Lecturers Corps) or labour personnel (University Senior Assistant Professor); and non-permanent staff only includes labour personnel.

1. Permanent Staff: R4

➤ University Full Professors (CU):

Civil servant staff of the university teaching bodies. They conform the highest echelon of the faculty staff. They have full teaching and research capacity and full-time dedication. They hold a PhD, they have obtained accreditation as University Full Professors from the National Accreditation Agency (ANECA) and they have finally won a competitive examination among accredited candidates for the CU position. Regulations for Faculty: University Full Professors (2024): [UAM - BOUAM / Boletín Oficial de la Universidad Autónoma de Madrid - I.2.13. Acuerdo 14/CG de 11-7-24 por el que se aprueba la modificación del Acuerdo 3/CG de 14-6-24 por el que se aprueba la convocatoria de promociones a Catedrático de Universidad](#)

➤ University Associate Professors (TU):

Civil servant staff of the university teaching bodies. They have full teaching and research capacity and full-time dedication. They hold a PhD, they have obtained accreditation as University Associate Professors from the National Accreditation Agency (ANECA) and they have finally won a competitive examination among accredited candidates for the TU position. Regulations for Faculty: University Associate Professors (2024): [UAM - BOUAM / Boletín Oficial de la Universidad Autónoma de Madrid - I.2.18. Acuerdo 19/CG de 11-7-24 por el que se aprueba la convocatoria para identificar áreas y departamentos a los que serán asignadas las plazas de Profesorado Titular de Universidad contempladas en la Oferta de Empleo Público 2024 de la UAM](#)

➤ University Senior Assistant Professor (PPL):

Faculty employees (permanent, full-time contract) who have full teaching and research capacity. They hold a PhD, they have obtained accreditation as University Senior Assistant Professors from the National Accreditation Agency (ANECA) and they have finally won a competitive examination among accredited candidates for the PPL position. Regulations for Faculty: University Senior Assistant Professors. (Last call):

https://www.bocm.es/boletin/CM_Orden_BOCM/2024/04/30/BOCM-20240430-10.PDF

2. Non-permanent Staff: R3, R2 and R1

➤ Postdoctoral R3 Access staff :

University staff, with full-time dedication, full research capacity and partial teaching work, who have joined the university's workforce through specific highly competitive talent attraction programs managed by the Ministry of Research and Science of the Spanish Government (*Ramón y Cajal* calls and contracts) or by the Comunidad de Madrid Government (*César Nombela* calls and contracts). These calls normally require from the University the commitment to open a permanent position as the 5-6 year contract ends in the corresponding research area. The conditions that these researchers must meet during the course of their contract in order to secure a permanent position at the university are outlined in the regulations approved by the Governing Council of Universidad Autónoma de Madrid in session of 24 April 2024:

[I.3.23.Acuerdo26CGde14-6-24porelqueseapruebalamodificaciondel-04-24.pdf](https://www.uam.es/uam/media/doc/1606954617656/concurso-uam2024-pad001-pad008-abril.report.pdf)

➤ Postdoctoral R2 staff:

- Tenure-track Assistant Professors: Faculty with 6-years contract, full-time dedication and full teaching and research capacity. Eligibility requirements set in accordance with the receiving center. Regulations on the selection, hiring and renewal of non-permanent hired faculty (last call, 2024):

<https://www.uam.es/uam/media/doc/1606954617656/concurso-uam2024-pad001-pad008-abril.report.pdf>

- Other faculty included in the category of non-permanent postdocs. Selection, hiring and renewal of this non-permanent hired faculty must comply with internal regulations that reflect the provisions established in the national regulations and the collective bargaining agreement for teaching and research staff (PDI) in Madrid:

[I.2.14. Acuerdo 14CG de 16-2-24 por el que se aprueba Normativa concursos acceso plazas profesorado UAM.pdf](https://www.uam.es/uam/media/doc/1606954617656/concurso-uam2024-pad001-pad008-abril.report.pdf)

➤ Predoctoral R1 staff:

Predoctoral contracts: PhD students who have obtained a competitive predoctoral contract from one of the calls funded by the Ministry with powers over Research, the Ministry with powers over Universities, the Comunidad de Madrid or other competitive calls, including the UAM's Own Research Plan (last call, 2024):

<https://www.uam.es/uam/media/doc/1606932098833/contratos-fpi-uam-2023-final-bouam.report.pdf>

B. Selection and recruitment procedures

1. Permanent Staff : R4

Article 57.2 of the Organic Law of the University System (LOSU) refers to the Statutes of each University the regulation of the procedure that must govern the competitions for access to positions in the University Teaching Bodies. Actually, article 71 of the LOSU establishes restrictions on the formation of selection committees, which must include a majority of external members chosen by a public draw from a list of qualified faculty in the field.

Universidad Autónoma de Madrid, through its Statutes and its own regulations governing the creation, announcement and provision of positions in the University Professors and University Lecturers Corps (approved by UAM's Governing Council in session of 25 June 2009 and subsequently amended through the regulations approved by the Governing Council in session of 28 February 2024): established the OTM-R procedure governing access competitions: [UAM - BOUAM | Boletín Oficial de la Universidad Autónoma de Madrid - I.2.14. Acuerdo 14/CG de 16-2-24 por el que se aprueba la Normativa de concursos para el acceso a plazas de profesorado de la UAM](#)¹, with the following criteria:

- *Establishment of requirements:* The Governing Council, at the proposal of the Rector, approves the requirements that applicants must meet to participate in the process, both general and specific (having obtained the accreditation to the Corps and having obtained the I3/R3 certificate to participate in competitions for access to I3/R3 posts).
- *Setting the Selection Committees:* The composition of the Selection Committees for University Lecturers Corps (TUs and CUs) must comply with the criteria of impartiality, professionalism and specialisation of its members, ensuring a balanced composition between women and men, unless this is not possible for duly justified and objective reasons. The committees that evaluate these selection processes will be appointed specifically for each competition by the Governing Council and will be composed of five members belonging to the university teaching staff, selected from professors of equal or higher rank to the position being advertised, in accordance with the following rules:
 - a) The chair will be held by a currently active University Professor in the field of knowledge or related fields relevant to the position, appointed by the Governing Council after consultation with the corresponding Faculty Board.

¹ The call for applications and the description of the whole procedure is published in the UAM State Gazette (BOUAM).

- b) The secretary will be a currently active University Professor appointed by the Governing Council upon the recommendation of the department to which the position pertains.
- c) The three committee members will be professors from other universities and researchers of equal or higher rank to the position being advertised, who are currently active and belong to the field of knowledge or related areas relevant to the position. These members will be selected through a public draw from a qualified list of professors, which will have a balanced composition of men and women and will consist of at least sixteen members, each preferably having a minimum of two research assessment 6-years periods for Associate Professors (TU) and three for Full Professors (CU).

The committees that evaluate the selection processes for Senior Assistant positions (PPL) will be appointed by the Governing Council and will have the following composition:

- a) The Rector or a professor with a permanent civil servant or labour contract of equal or higher rank to the position being advertised, who will act as the chair.
 - b) A professor with a permanent civil servant or labour contract holding a doctorate, of equal or higher rank to the position being advertised, appointed by the Department Council, who will serve as the secretary.
 - c) A professor with a permanent civil servant or labour contract holding a doctorate, of equal or higher rank to the position being advertised, appointed by the Governing Council at the proposal of the unions present in the unitary representation bodies of the teaching and research staff (PDI).
 - d) Four professors with a permanent civil servant or labour contract from another university and/or researchers holding a doctorate, of equal or higher rank to the position being advertised, who belong to the field of knowledge or related areas relevant to the position. These members will be appointed by the Governing Council. They will be selected through a public draw from a qualified list of professors, which will have a balanced composition of men and women and will consist of at least sixteen members with outstanding merits that justify their inclusion in this list. This list will be prepared by the department to which the position is assigned and approved by the Governing Council upon the proposal of the Faculty Committee.
- *Evaluation of applicants:* Overall, the evaluation will consider the criteria that govern in general for the calls for applications for the specific positions in the areas corresponding to each Department, approved by the Governing Council at the proposal of the Rector. In the case of Senior Assistant positions (PPL), the Committee should evaluate the suitability of the applicant's curriculum vitae to the area of knowledge; the academic teaching and research record. In the case of Full Professors and Associate Professors (CU and TU positions), the Committee should also evaluate a teaching project as well as a research project.

In all cases, in the selection processes at UAM, equal opportunities, respect for the principles of merit and ability, and non-discrimination are guaranteed. Additionally, the inclusion of people

with disabilities is ensured by adopting necessary accommodations and complying with the legal quota requirements. UAM will publish the composition of the evaluation committees, the curricula of their members, the evaluation criteria, and the detailed results of each application. Regarding the abstention or disqualification of committee members, the provisions of Law 40/2015 will apply.

2. Non-permanent Staff: R3, R2 and R1

The regulation governing the creation of non-permanent positions and the recruitment process of non-permanent staff differs depending on the different types:

➤ Postdoctoral R2 staff: tenure-track Assistant Professors:

- *Establishment of requirements:* Art. 78.a) of the LOSU establishes the requirements that applicants must meet to participate in this type of calls. Universities may hire under this modality individuals who hold a PhD. without the need for national accreditation. No individual may be hired under this modality, in the same or different university, for a period exceeding six years.
- *Setting the Selection Committees:* The selection committees will be composed of seven members, four of whom are external to the UAM, chosen through a public draw. The draw will be convened by the Dean/Director of the Centre in the presence of a workers' representative. The proceedings of the draw will be recorded by the academic Secretary of the Centre, who acts as a public notary, in accordance with Article 15 of the Regulations for competitive examinations for access to faculty positions at the UAM.
- *Evaluation of applicants:* The evaluation will be based on the assessment of competences (knowledge + skills + attitudes) by the members of the Selection Committee.

➤ Predoctoral R1 staff

The Universidad Autónoma de Madrid creates every year a minimum of 20 and a maximum of 32 predoctoral positions within the framework of the Spanish Law (14/2011) on Science, Technology and Innovation, that are financed with own research funds (approved by the Governing Council). The procedure governing the creation, announcement and provision of these non-permanent predoctoral positions is as follows:

- *Establishment of number of positions and requirements:* The Research Commission, at the proposal of the Vicerrector on Research, approves the requirements that applicants must meet to participate in the process, both general and specific. It also establishes the number of positions in each of the 8 Research Centres belonging to the University.
- *Setting the Selection Committees:* There are 8 different Selection Committees, one for each of the 8 Research Centres that should evaluate the applications in its Centre. In all cases, the Committee comprises a group of (permanent) faculty staff chaired by the Vice Dean for Research.
- *Evaluation of applicants:* Evaluation will consider the criteria that are specified in the call for each of the 8 different Research Centres.

For both permanent and non-permanent positions, faculty selection processes at Universidad Autónoma de Madrid are carried out by means of a **public competition system** in which the following principles are guaranteed:

- **Publicity of the calls for applications:** all selection processes are carried out through public calls for applications on the Employment website of the Universidad Autónoma de Madrid (<https://www.uam.es/uam/empleo>), the UAM State Gazette (BOUAM) and on the electronic notice board. Calls for Full Professors and Associate Professors are also published at "The Official State Gazette" (BOE) and the calls for permanente Senior Assistant Professors at "The Official Regional Gazette" (BOCM).
- **Each vacancy notice specifies the number of posts offered, the characteristics of the post, the department to which the post is attached, the requirements to be met by applicants, the evaluation criteria, the documentation to be submitted and how to send it, as well as, finally, the closing date of the vacancy notice and information on the protection of personal data.**
- **Equal opportunities and non-discrimination:** candidates who meet the requirements for access to the selection process are evaluated strictly applying the principle of equality, in order to avoid discrimination on any grounds, such as gender, age, ethnic, national or social origin, religion or beliefs, sexual orientation, language, disability, political opinions and social or economic status (in accordance with article 65 of the Organic Law of the University System and article 32.c) of the Royal Decree on Accreditations and Competitions).
- **Transparency:** applicants are informed of the receipt of their application, through the publication of the lists of admitted candidates on the Employment website of the Universidad Autónoma de Madrid, as well as of the development of the process in its different phases and the final result of the selection process.
- **Merit and ability:** applications will be assessed on the basis of the principles of merit and ability.
- **Professionalism, objectivity and impartiality:** all selection committees will act in accordance with the principles set out in the Code of Conduct for the Recruitment of Researchers, respecting the principle of impartiality and ensuring equal treatment without discrimination of any kind in the exercise of their duties.

➤ Postdoctoral R3 Access staff

The Universidad Autónoma de Madrid has periodically participated in all types of competitive postdoctoral programmes and participation in calls at regional, national and international level is encouraged, for which the University institutionally co-finances in most cases the postdoctoral contracts obtained in these calls. The participation in these calls, especially those related to Talent Attraction Programmes Ramón y Cajal (RyC supported by the Spanish Ministry of Science and technology) and Cesar Nombela (CS, supported from the Regional Government of Madrid), has allowed our university to attract the best professors and researchers in all research areas, promoting the development of strategic research fields, as well as stimulating and maintaining teaching and research excellence.

UAM is among the Spanish universities that attract most staff through this talent attraction route. Since the creation of these programs in 2001, our university has attracted, on average, about 20 researchers each year. Until 2022, the UAM had been incorporating any researcher who had obtained an RyC or CS contract. Since 2022, the Strategy Commission of the Autonomous University established a maximum number of annual incorporations of R&C and CS researchers: a limitation of 30 researchers per year and a maximum of one researcher per area of knowledge in each department was established. These limits were established with the intention of guaranteeing the budgetary stability of the workforce. At the same time, the Governing Council of the Autonomous University approved on June 14, 2024 a regulation that clearly and concisely established the conditions that these RyC and CS researchers had to meet to achieve their temporary stabilization within the Universidad Autónoma de Madrid (<https://transparencia.uam.es/wp-content/uploads/2024/07/I.3.23.Acuerdo26CGde14-6-24porelqueseapruebalamodificaciondel.-04-24.pdf>). In summary, this regulation established as a fundamental requirement to achieve their job stabilization at the end of their contracts (5 years duration) the granting, by the Ministry of Research and Science, of the R3 (or I3 in the past) research certificate. The same regulation also describes different cases in which RyC and Cs researchers could bring forward their stabilization and make it effective before the end of the contracts. As an example, the regulations establish the commitment of the Autonomous University to accelerate its stabilization if the RyC and CS researchers achieve a unique research project.

In Europe, our researchers have obtained a total of 27 **ERC** grants (Starting, Consolidator, Advanced and Synergy) since they were first launched with the FP7. In addition, one researcher have obtained the Atrac grant from the Spanish Ministry of Science and technology, 2 **researchers** have received a **Leonardo 23-24** Grant from the BBVA Foundation and two research projects have been selected in the latest call for social research of the "La Caixa" Foundation. In turn, the 2023 Report on the scientific activity of the Alliance 4 Universities (A4U), published by the Research Institute for Higher Education and Science (INAECU), highlights the scientific and technological quality of the A4U universities, both at Spanish and international level. These four universities have obtained **17.37%** of the Horizon 2020 (H2020) projects of the entire Spanish University System (SUE)

Apart from the abovementioned Talent Attraction Programmes, the Universidad Autónoma de Madrid has designed a specific Programme, the **Tomás y Valiente Programme**. This Programme, that was launched in the 2017-2018 academic year, is aimed at attracting the best professors and researchers in the major areas of Arts and Humanities, Social Sciences and Law, that are underrepresented respect to the areas of Sciences, Health Sciences, Engineering and Architecture in the national calls of Talent Attraction.

After the success of the first five calls for applications, the sixth call for applications was presented in 2023 with the support, as in previous calls, of [the Madrid Institute for Advanced Study \(MIAS\)](#), and approved by the Governing Council in session of 6 October 2023.

The text of the call for applications is always available on the website of the Universidad Autónoma de Madrid (<https://www.uam.es/uam/empleo>), the UAM State Gazette (BOUAM)² and the website of the MIAS (<https://www.madrid-ias.eu/news/tomas-y-valiente>). This text describes in detail the position, the researcher's development objectives, the profile required, and the obligations and rights of the contracted researcher. It also explains in detail the stages of each selection process, the evaluation criteria for each stage, the method of notification of information and the candidates' right to complain.

An important aspect with respect to the selection process that should be highlighted is that the evaluation of the applications will be carried out in two stages. In the first one, each application will be evaluated by two independent external experts related to the applicant's discipline, from outside Universidad Autónoma de Madrid and proposed by the MIAS International Scientific Advisory Committee in collaboration with the Vice-Deans for Research of the different Faculties involved in the Programme. These external experts will evaluate both the proposals and CVs of all candidates. Considering the scores of this first phase of evaluation and specific strategic criteria for the balance of research areas, the candidates that will go on to the second phase will be selected under the supervision of the Vice-Rector for Research and Library. In this regard, no more than two applications from the same department will be selected, nor will applications that have obtained less than 80 points. The publication of the applications that pass to the second stage will be made on the website of the Universidad Autónoma de Madrid. This second phase will consist of a personal interview of the eligible candidates, in Spanish or English (at the applicant's choice or if there is an exceptional situation that requires it), between the candidates and the International Scientific Advisory Committee of MIAS.

This Committee, in accordance with the criteria established for the evaluation and in view of the reports submitted by both the external experts and by the UAM departmental councils, provide a constructive assessment and propose the candidate/s that should be recruited, and when appropriate the reserve candidates. This proposal will be forwarded to the Vice-Rector for Research, who will communicate it to the Research Committee prior to its official publication.

IV. RESEARCH PERSONNEL (PI)

While faculty staff have full research capacity, the *Science, Technology and Innovation Law* considers additional eminently research temporary contract modalities:

- a) Predoctoral R1 contract, already described in the previous sections.
- b) Postdoctoral R3 Access contract, already described in the previous sections.
- c) Distinguished researcher contract: e.g., ERC Advance, Consolidator.
- d) Contract for scientific-technical activities.

² [UAM - BOUAM | Boletín Oficial de la Universidad Autónoma de Madrid - I.2.6.Acuerdo 6/CG de 6-10-23 por el que se aprueba el Programa UAM Tomás y Valiente 2023](#)

The advertising, recruitment and selection processes for the figures referred to in points a, b and c are established by both public and private funding entities, at regional, national, European or international level.

➤ Contract for scientific-technical activities

These UAM contracts are directly linked to public or private funding research projects. The UAM selection process is aligned with the 9 principles and requirements established in *the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*. This process is planned in such a way that a monthly call with all job offers is widely published (both on national and European websites -Euraxes- and individuals in the areas of knowledge if applicable) and includes different stages:

The first stage includes an eligibility check and an initial review of the candidates' CVs to issue a quantitative evaluation following a standard template which is carried out by the Principal Investigator (PI) of the research project funding the contract. This is based on the evaluation of specific merits that are published together with the bases of the call, and always prior to the selection of the applicants. Such merits include, at least, the following:

- Academic background required for the position.
- Complementary training.
- Professional experience in similar positions or functions.

Likewise, the assessment of language skills, digital skills, etc., may be part of the evaluated merits, when necessary for the performance of the job. Finally, personal interviews or specific evaluation tests may be also held if deemed necessary.

From the review of the candidates carried out by the PI of the project, a report is generated with the candidates evaluated and scored in each criterion. This report is delivered to the Evaluation Committee.

In a second stage, an Evaluation Committee manages the selection of the candidates. This Committee will be appointed by the Vice-Rector responsible for research, and its composition will be in accordance with the principles of impartiality, professionalism and competence, ensuring that it is balanced between women and men and will be published in the call for applications. For the purposes of abstention and recusal of the members of the committee, the provisions of Articles 23 and 24 of Law 40/2015, of 1 October, on the Legal Regime of the Public Sector will apply.

The Evaluation Committee is made up of a Vice-Rector responsible for research, as president, the Manager of HR and Organization and the Manager of the Research and Transfer area (or people to whom they delegate), an official of the HR and Organization area, secretary in charge of managing the call, who will act with voice and without vote. To the extent possible, there will be a gender balance in the composition of these Committees

The Evaluation Committee will carry out the selection of applicants guaranteeing the principles of equality, merit, capacity and publicity, as well as that of objectivity, independence and professional rigor, respecting the confidentiality of the personal data of the participants. The selection may be void if, in the opinion of the Committee, no applicant meets sufficient merits.

Once the evaluation of the applicants' CVs has been completed, the Evaluation Committee will be responsible for submitting the proposed resolution, which will indicate the applicant selected for recruitment, as well as a prioritized list of the rest of the candidates, if applicable. All applicants will be informed of their score and, as far as possible, of their personal assessment. Successful applicants who are on the Evaluation Committee's list as alternates will be placed on the waiting list for each place.