



GENERAL RECRUITMENT AND
SELECTION GUIDELINES FOR
RESEARCH STAFF AT THE USAL
BASED ON OTM-R CRITERIA
Open, transparent and merit-based
criteria

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INTRODUCTION

The University of Salamanca is firmly committed to the principles of Open, Transparent and Merit-based Recruitment (OTM-R), as recommended by the European Commission.

It is important to highlight that the USAL offers multiple pathways to enter teaching and research positions. Access to certain professional categories is regulated by state legislation and varies depending on whether the role is for contracted or tenured staff.

In the case of **tenured academic and research staff**, the general legislation is as follows:

- Royal Decree 678/2023, of 18 July, regulating state accreditation for access to university faculty ranks and the system governing competitive processes for positions within these ranks (<https://www.boe.es/boe/dias/2023/09/06/pdfs/BOE-S-2023-213.pdf>)
- Royal Decree 1558/1986, of 28 June, establishing the general framework for agreements between Universities and Healthcare Institutions (<https://www.boe.es/boe/dias/2023/09/06/pdfs/BOE-S-2023-213.pdf>) modified by Royal Decree 1652/1991, of 11 October (<https://boe.es/boe/dias/1991/11/21/pdfs/BOE-S-1991-279.pdf>)
- Act 39/2015, of 1 October, on Common Administrative Procedure for Public Administrations (<https://www.boe.es/boe/dias/2015/10/02/pdfs/BOE-S-2015-236.pdf>)
- Act 40/2015, of 1 October, on the Public Sector Legal Framework, of 20 October 2016 (<https://www.boe.es/boe/dias/2016/11/01/pdfs/BOE-A-2016-10026.pdf>)
- Act 29/1998, of 13 July, regulating Contentious-Administrative Jurisdiction (<https://www.boe.es/boe/dias/1998/07/14/pdfs/BOE-S-1998-167.pdf>)
- Legislative Royal Decree 5/2015, of 30 October, approving the revised text of the Basic Statute of the Public Employees Act (<https://www.boe.es/boe/dias/2015/10/31/pdfs/BOE-S-2015-261.pdf>)
- Act 3/2007, of 22 March, on gender equality (<https://www.boe.es/buscar/doc.php?id=BOE-A-2007-6115>)
- Act 2/2023, of 22 March, on the University System (LOSU) (<https://www.boe.es/boe/dias/2023/03/23/pdfs/BOE-S-2023-70.pdf>)
- Royal Decree 462/2002, of 24 May, on service-related compensation. (<https://www.boe.es/boe/dias/2002/05/30/pdfs/BOE-S-2002-129.pdf>)
- Act 3/2018, of 5 December, on the Protection of Personal Data and Guarantee of Digital Rights (<https://www.boe.es/boe/dias/2018/12/06/pdfs/BOE-S-2018-294.pdf>)
- Act 40/2003, of 18 November, on the Protection of Multi-Child Families (<https://www.boe.es/boe/dias/2003/11/19/pdfs/BOE-S-2003-277.pdf>)
- Act 4/2017, of 26 September, on Recognition and Assistance for Victims of Terrorism in Castille-León (<https://www.boe.es/boe/dias/2017/10/30/pdfs/BOE-S-2017-263.pdf>)
- Act 13/2010, of 9 December, on gender violence in Castille-León (<https://www.boe.es/boe/dias/2010/12/30/pdfs/BOE-S-2010-317.pdf>)

And the **University of Salamanca's internal regulations**:

- Specific criteria per knowledge area (Article 13.3 of the Regulations).
- Resolution of 30 July 2024, of the Rectorate of the University of Salamanca, ordering the publication of the Regulations for competitive access to university faculty ranks at University of Salamanca (Official Journal of Castille-León of 06.08.2024).
- Call terms and conditions (pending approval).

- Implementation of Agreements authorising the opening of positions (by the relevant Governing Board).
- University of Salamanca CV template (published on the Teaching and Research Staff Service website - Tenured Teaching and Research Staff Section).
- General Criteria for Application of the Scale (as approved by the Governing Board on 25.07.2024).
- Guidelines on profiles and a list of possible profiles by affiliated centre (as approved by the Governing Board on 18.07.2022).
- Regulations for application at the University of Salamanca of Act 39/2015, of 1 October, on the Common Administrative Procedure for Public Administrations (Official Journal of Castilla-León of 31.10.2016).
- Regulatory Agreement on the Organisation and Operation of the Automated Central Register of the University of Salamanca (Official Journal of Castilla-León of 09.06.2000).
- Authorisation from the Director of Universities and Research at Castilla-León Regional Government's Ministry of Education, approving the University of Salamanca's public employment offer for the relevant year for academic and research staff.
- Resolution of the Rectorate of the University of Salamanca, publishing the public employment offer for teaching and research staff at University of Salamanca (for the corresponding year) (Publication in Official Journal of Castilla-León).
- Agreement 19/2003, of 30 January, of the Regional Government of Castilla-León, approving the Statutes of the University of Salamanca (Official Journal of Castilla-León of 03.02.2003), as amended by Agreement 2/2005, of 13 January, of the Regional Government of Castilla-León, approving the new wording of article 126 of the Statutes of the University of Salamanca (Official Journal of Castilla-León of 19.01.2005), as amended by Agreement 38/2011, of 5 May, of the Regional Government of Castilla-León (Official Journal of Castilla-León of 11.05.2011).
- Specific collaboration agreement between Castilla-León Regional Health Authority and the University of Salamanca on teaching and research in health-related sciences (04.10.2021).

For **contracted academic and research staff**, the applicable **general legislation** is as follows:

- i. ACT 2/2023, on the University System (<https://www.boe.es/buscar/pdf/2023/BOE-A-2023-7500-consolidado.pdf>).
- ii. DECREE 67/2013, of 17 October, regulating the employment terms for contracted academic and research staff in Public Universities in Castilla-León (https://www.usal.es/files/Decreto%2067_2013.pdf).
- iii. Act 39/2015, of 1 October, on Common Administrative Procedure for Public Administrations (<https://www.boe.es/buscar/pdf/2015/BOE-A-2015-10565-consolidado.pdf>).
- iv. Act 40/2015, of 1 October, on the Public Sector Legal Framework (<https://www.boe.es/buscar/pdf/2015/BOE-A-2015-10566-consolidado.pdf>).

And the University of Salamanca's **internal regulations**:

- i. STATUTES OF THE UNIVERSITY OF SALAMANCA (<https://www.usal.es/files/estatutos.pdf>).
- ii. 2nd Collective Agreement for Contracted Academic and Research Staff in the Employment Framework of Public Universities of Castilla-León (<http://bocyl.jcyl.es/boletines/2015/05/18/pdf/BOCYL-D-18052015-10.pdf>).

- iii. REGULATIONS for competitive entry processes for the recruitment of Associate Professors, Assistant Professors, and Permanent Contracted Professors at the University of Salamanca (<https://bocyl.jcyl.es/boletines/2024/08/06/pdf/BOCYL-D-06082024-20.pdf>).
 1. GENERAL CRITERIA FOR APPLICATION OF THE SCALE (Governing Board of 25/07/2024) (https://www.usal.es/files/criterios_generales_de_aplicacion_del_baremo.pdf)
- iv. Regulations on the appointment of Emeritus Professors at the University of Salamanca (https://www.usal.es/files/modifica_procedimiento_emeritos_28062018.pdf).
 1. Amendment to Article 3 of the Regulation - temporary and economic effects of the appointment (23/07/2020) (https://www.usal.es/files/modifica_normativa_emeritos_23072020.pdf).
 2. Amendment to Article 1.2 of the Regulation - requirements for six-year and five-year periods (27/05/2021) (https://www.usal.es/files/modifica_procedimiento_emeritos_27052021.pdf).
- v. System for hiring visiting professors (https://www.usal.es/files/reglamento_visitantes_0.pdf).

Recent reforms in employment legislation have introduced the following **employment contract types**, aligning with Royal Decree-Law 32/2021 of 28 December, Royal Decree-Law 8/2022 of 5 April, and Act 17/2022 of 5 September.

Type	Description
1. Work and service contracts	From 31/03/2022: <ul style="list-style-type: none"> – This contract type is no longer permitted, as it has been discontinued.
2. Contracts due to production circumstances	From 31/03/2022: <ul style="list-style-type: none"> – For occasional, unforeseeable increases in activity. – Fluctuations that, though part of the organisation’s usual operations, temporarily disrupt the balance between available stable workforce levels and operational requirements.
3. Temporary replacement contracts	From 31/03/2022: <ul style="list-style-type: none"> – When replacing an employee who has the right to retain their job. – To compensate for another employee's reduced hours. – To temporarily cover a position during the selection or internal recruitment process, until it is filled with a permanent appointment.
4. Fixed-term contract within the framework of the Recovery, Transformation and Resilience Plan and European Union Funds.	<ul style="list-style-type: none"> – To execute the Recovery, Transformation and Resilience Plan, provided these contracts are exclusively dedicated to its implementation. – To implement temporary programmes funded by European Union funds. It is not specified whether partial EU funding applies in such cases, but it could be understood that it does. In the field of Science Law, it applies solely to non-competitive European funds such

	as ERDF and ESF (as per amendment) in line with Additional Provision 10 of Act 17/2022.
5. Successive temporary contracts	From 31/03/2022: <ul style="list-style-type: none"> – A temporary worker is eligible for permanent status in two cases: – When the University establishes two or more temporary production contracts (whether continuous or not) for the same worker for more than 18 months within a 24-month period. – Whenever a temporary production contract is established with an individual occupying a position that has been filled (whether continuously or not) for more than 18 months within a 24-month period. Therefore, what counts is whether the position has been filled, regardless of whether it was by the same or different individuals.
6. Specific Contract Types for Research Staff under Act 14/2011	<ul style="list-style-type: none"> – Predoctoral contract. – Postdoctoral research contract (previously intended for access to the Spanish Science, Technology and Innovation System). – Distinguished researcher contract.
7. Permanent Contracts under the Science Act	<ul style="list-style-type: none"> – Scientific-technical activities contract: For activities related to research lines or scientific-technical services, including their scientific and technical management.
8. Permanent flexible contracts	<ul style="list-style-type: none"> – For seasonal work or tasks linked to cyclical productive activities. – For work that is not seasonal but is provided intermittently, with either specific, certain or indefinite periods work periods. – For work that involves providing services under commercial or administrative contracts which, while predictable, are part of the company's regular activities.

For the recruitment and appointment of **research staff for projects, grants, and research and knowledge transfer agreements**, the relevant general legislation is as follows:

- i. Act 14/2011, on Science, Technology and Innovation (<https://www.boe.es/buscar/pdf/2011/BOE-A-2011-9617-consolidado.pdf>).
- ii. ROYAL DECREE 103/2019, of 1 March, approving the Statute for trainee predoctoral research staff (<https://www.boe.es/boe/dias/2019/03/15/pdfs/BOE-A-2019-3700.pdf>).

The USAL has recently updated its selection process guidelines for this recruitment category. While most aspects covered in these guidelines have been in place at the USAL for many years, some are recent additions to align with the European Commission's OTM-R guidelines.

This document serves as a guide for personnel responsible for recruiting and hiring researchers funded by project grants and research and knowledge transfer agreements, detailing all the steps

required to ensure compliance with the European Code of Conduct for the recruitment of researchers (<https://euraxess.ec.europa.eu/jobs/charter>). Adherence to these guidelines, based on OTM-R criteria, ensures all procedures meet European standards.

SELECTION AND HIRING PROCESS FOR RESEARCH AND/OR TECHNICAL SUPPORT STAFF FOR RESEARCH AND TRANSFER ACTIVITIES, FUNDED BY A PROJECT, AGREEMENT OR RESEARCH CONTRACT

PHASES OF THE CALL

PHASE I. CALL AND ANNOUNCEMENT

JOB OFFER

Job offers should include the following information:

- Job profile, title, and number of positions available.
- Unit publishing the offer: school, department and research group, where applicable.
- The project(s) funding the position will be specified for all contracts requiring this information.
- Professional category.
- Description of tasks associated with the position.
- Specify if it is a full-time position or, if not, the number of contract hours and its duration in months.
- Field of research being undertaken.
- Details of teaching to be delivered, if teaching is involved.
- Scheduled start date.
- Role-specific requirements and qualifications, with justification. It is necessary to distinguish between essential requirements (disqualifying if unmet) and additional qualifications (merits) to be assessed in the selection criteria. These requirements must be justified.
- Selection criteria for candidates.
- Workplace.
- Guidelines for submitting applications, which must be done online through the USAL's online portal.
- The closing date to submit applications, which should generally be at least 7 business days from the publication of the offer; failing this, indicate whether the offer will remain open until a suitable candidate is found.
- Ensure the position is open to both domestic and international researchers (national or foreign national ID cards).

Additionally, other supplementary information should accompany the job announcement (links can be provided):

- Evaluation criteria for qualifications and experience.
- Composition of the selection committee, not necessarily listing individual names.
- Information about the selection process.
- Explicit reference to the OTM-R policy.
- Explicit reference to equal opportunity policies.
- All announcements should be posted in at least Spanish and English.

- Whenever feasible and time constraints allow, the job offer should be posted on the Euraxess website and other relevant international sites in the field, along with any other prominent media, to ensure maximum visibility.
- Confirm receipt of applications by providing applicants with confirmation of submission.
- Establish a deadline to complete any missing documentation for candidacies.

PHASE II. EVALUATION AND SELECTION. FORMATION OF SELECTION COMMITTEES

The selection committees must:

- Consist of at least three individuals: a president and two members.
- Wherever possible, selection committees should include members from diverse academic categories or research profiles.
- A range of varied selection practices should be used whenever possible, including, for example, personal interviews.
- Gender equality should be ensured by including at least one-third representation of the less-represented gender among committee members.
- In specific cases, external experts not affiliated with the USAL may be consulted for advice.
- Each committee member must sign a declaration of responsibility, affirming the absence of conflicts of interest with any candidates and committing to uphold the confidentiality of the Committee's deliberations (ANNEX V).

OTHER ELEMENTS TO CONSIDER IN THE PROCESS

- The evaluation should also consider the potentially valuable contribution to candidates' professional development and their opportunities to build a multidimensional career path, considering whether factors such as career interruptions or chronological variations in CVs have been documented, etc.
- Establish a mechanism for lodging appeals. All applications should be considered; however, in the initial stage, those not meeting the essential criteria in the job offer may be eliminated if these issues cannot be corrected.
- If the issue can be corrected (e.g. incomplete or insufficient documentation), a list of disqualified candidates will be published, generally allowing them 10 business days to rectify deficiencies. This period may be reduced to 5 days in urgent cases.
- Only essential documentation required for candidate evaluation should be requested in job offers.

EVALUATION

a) *Evaluation of the candidate's merits and potential*

Candidates may be invited for an in-person interview with the evaluation committee, with the possibility of remote interviews when appropriate. The candidate's merits and potential must be assessed by considering a broad range of evaluation criteria, as reflected in the candidate's evaluation model.

b) *Candidate selection, communication, complaints mechanism, and publication of the result*

- Candidate selection: the results will be recorded in a document listing all evaluated candidates' scores, identifying the selected candidate for the offered position and any backup candidates. This document will serve as the provisional decision.
- Communication to candidates: the final decision should be published on the electronic bulletin board within 10 business days of the selection process concluding.

APPEALS MECHANISM

- Candidates may submit complaints or appeals to the President of the Evaluation Committee within 5 business days following the publication of the provisional decision. Responses to such complaints or appeals will be provided within 5 business days.
- Publication of the result: Once the appeal process concludes, the final decision will be made known to the selected candidate and the position offered to them.

PHASE III: HIRING AND INCORPORATION OF THE NEW EMPLOYEE

The hiring process begins once the selected candidate formally submits written acceptance. At this stage, the candidate will be required to submit all necessary documentation, proof of qualifications, and any additional paperwork needed to finalise the contract.

On their first day at the USAL, the new hire will receive the Welcome Handbook and Code of Good Practice and will be shown around the facilities where they will be working.

The project's Principal Investigator and the new hire will sign the "Supervision agreement for contracted researchers with project funding" at the start of the contract.

ANNEX I

The job offer should include the following information:

- Job profile offered, job title, and number of positions available
- Unit publishing the offer: centre, department, research group
- The project(s) funding the position will be specified for all contracts requiring this information
- Professional category
- Description of the candidate's duties, specifying, if possible, whether it is a full-time role or providing the number of contract hours.
- Title of the position offered, field of research involved, and anticipated start date
- Selection criteria for candidates
- Role-specific requirements and qualifications, with justification. It is necessary to distinguish between essential requirements (disqualifying if unmet) and additional qualifications (merits) to be assessed in the selection criteria. These requirements must be justified
- Working conditions offered: contract type, range of gross annual salary, working hours, expected duration in months, and workplace
- Instructions on how to submit the application
- The closing date to submit applications, which should generally be at least 7 business days from the publication of the offer.
- Ensure the position is open to both domestic and international researchers (national or foreign national ID cards)
- Option to justify any gaps in career history
- Option to state whether belonging to a disadvantaged group.
- Evaluation criteria for qualifications and experience, along with the scale to be used to rank candidates
- Composition of the selection committee, without necessarily listing individual names.
- Information about the selection process
- Explicit reference to the OTM-R policy
- Explicit reference to equal opportunity policies at the USAL
- Explicit reference to the protection of personal data
- Mechanisms in place to appeal the candidate selection decision

ANNEX II. CALL FOR APPLICATIONS AND REGULATORY CONDITIONS FOR HIRING RESEARCH AND/OR TECHNICAL SUPPORT STAFF IN RESEARCH TASKS FUNDED BY A PROJECT, AGREEMENT OR RESEARCH CONTRACT UNDER THE RECOVERY, TRANSFORMATION AND RESILIENCE PLAN AND EUROPEAN UNION FUNDS.

ANNEX III. CALL FOR APPLICATIONS AND REGULATORY CONDITIONS FOR HIRING PERMANENT (non-tenured) RESEARCH AND/OR TECHNICAL SUPPORT STAFF FOR RESEARCH AND TRANSFER ACTIVITIES, FUNDED BY A PROJECT, AGREEMENT OR RESEARCH CONTRACT.

ANNEX IV. CALL FOR APPLICATIONS AND REGULATORY CONDITIONS FOR HIRING RESEARCH AND/OR TECHNICAL STAFF DUE TO PRODUCTION CIRCUMSTANCES IN RESEARCH AND TRANSFER ACTIVITIES, FUNDED BY A PROJECT, AGREEMENT OR TRANSFER OR RESEARCH CONTRACT.

ANNEX V. DECLARATION OF ABSENCE OF CONFLICT OF INTEREST (DACI).