



Researcher Selection Processes

Applicants Guide



HR EXCELLENCE IN RESEARCH

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1. Purpose of this Guide

The University of Santiago de Compostela (USC), as an entity accredited with the **HR Excellence in Research Award**, carries out all its researcher selection and recruitment processes in accordance with the principles of OTM-R (Open, Transparent, and Merit-based Recruitment), as set out in its **OTM-R Policy**, signed by the Rector on 20 June 2022.

One of the measures outlined in the aforementioned OTM-R policy is the drafting of this Guide, with the aim of providing maximum transparency to all interested parties regarding researcher selection and recruitment processes.

As a public university, the USC has a team of academic and research staff (ARS) consisting of civil servants and/or university employees, on a permanent or non-permanent basis, in accordance with the figures and categories set out in its Statutes and in the legislation in force. Personnel selection and recruitment processes are regulated by a state-level framework legislation. In addition, the USC may appoint research staff (RS) on a contract basis to implement competitive Spanish and European projects and programmes or the USC's own temporary programmes.

With the aim of updating, simplifying and, where applicable, organising the selection and recruitment processes for the different groups (ARS and RS), the USC has developed, updated and approved different regulations between 2019 and 2020:

- [Regulation on the selection of permanent academic staff](#) (*Agreement of the Governing Council of the USC of 27 September 2019*) [Galician language]
- [Regulation on the selection of temporary academic staff](#) (*Agreement of the Governing Council of the USC of 07 February 2020*) [Galician language]
- [Regulation on the selection of research staff and support for research in the framework of R&D activities and programmes](#) (*Agreement of the Governing Council of the USC of 7 February 2020*) [Galician language]

Likewise, in order to systematise, classify and regulate the contractual and remuneration structure of the ARS group, in 2020 the USC signed an agreement with the workers' representatives – [Agreement on the job classification and pay conditions of research staff and research support staff](#) (DOG No. 237, 24 November 2020) – which has been adapting to the latest changes in Spanish labour legislation in an attempt to redress the situations of precariousness and inequality resulting from a progressive reduction of R&D investments, and whose latest version published in the [DOG No. 107, 6 July 2022](#), defines a “research career” focusing on the RS.

This Guide summarises the most relevant information drawn from all these USC regulations to make it easier for applicants to understand and access the selection process. It is split into three phases:

- Phase 1: Advertising of vacancies and reception of candidates.
- Phase 2: Assessment and selection.
- Phase 3: Recruitment and incorporation into the USC workforce.

The Guide also includes an introductory chapter with general information on the different types of contracts, the USC staff involved in the selection and recruitment processes, as well as guiding principles and process quality controls.

2. USC researcher selection and recruitment processes

2.1. Types and goals

According to its Statutes¹ (Art. 11), the USC **academic and research staff** (ARS) is made up of **civil servant staff** from the university academic bodies and **staff hired** for academic and research functions, as well as **research trainees**. Research is a right and a duty of all ARS and constitutes an essential function of the University, which promotes research development, training of researchers and the transfer of results to society.

The **civil servant ARS** group consists of:

- Professors (from universities or university schools).
- Lecturers and senior lecturers (from universities or university schools).

They are selected through entrance exams that are officially announced by the Chancellor of the USC (Art. 21 of the USC Statutes), subject to the approval of the Governing Council of the University.

According to the Statutes, **contract ARS** consists of:

- Associate professors
- PhD assistant lecturers
- Academic affiliates
- Assistants
- Associate lecturers
- Visiting faculty
- Doctoral staff recruited by the USC in accordance with the legislation in force under competitive programmes for the incorporation of researchers and/or lecturers into universities².

In addition to the aforementioned groups, the following are part of the contract research staff of the USC:

- Researchers hired to develop specific scientific-technical research projects, with competitive or personal funding.
- First Stage Researchers (PhD students).

The aforementioned agreement signed with the trade unions on the professional classification of USC research staff³ provides a clearer definition of the contract staff involved in research (RS). First, it establishes a single professional group – **research staff** – with three subgroups, defined by their training, experience and responsibility.

¹ [DECREEE 14/2014, 30 January.](#)

² We are referring to programmes such as the Spanish initiatives “Juan de la Cierva” or “Ramón y Cajal”, or the European “Marie Skłodowska Curie Actions”, among others.

³ [Agreement on the job classification and pay conditions of research staff and research support staff from 2020 and updated in 2022.](#)

Professional subgroup 1 is formed by staff who carry out research tasks at entry level and includes:

- Early stage researchers.
- First stage researchers.
- Collaborating researchers.

Professional subgroup 2 is formed by research staff who hold a doctoral degree and are recruited to carry out research work aimed at obtaining a high level of professional improvement and specialisation. They may have technical, leadership or organisational functions.

This subgroup includes:

- Postdoctoral researchers: access mode.
- Postdoctoral researchers: consolidation mode.
- Associated researchers.

Professional subgroup 3 carries out research activities with a high level of professional specialisation and may take on the management of teams, research centres, facilities and unique scientific and technological programmes of great relevance within their field of knowledge. This subgroup requires accredited experience within the established categories and takes into consideration the criterion of responsibility according to the management, planning and organisational tasks to be carried out. In this group, three types have been defined under the contractual modality of “Distinguished researcher”, whose functions and responsibilities are comparable to those established in the field of research for lecturers and senior lecturers of the USC.

The following form part of this subgroup:

- Distinguished researcher Manuela Barreiro.
- Distinguished researcher Sergio Vidal.
- Distinguished researcher Jimena Fernández de la Vega.

In [Section 3](#) of this Guide, the access requirements for each of these researcher categories are specified, and in [Section 5](#) the recruitment conditions are summarised.

The various groups of research staff listed above are aligned with the **four stages of a research career**, established as a European standard⁴ (table 1).

Table 1: Phases of the research career vs. professional researcher subgroups in the USC.

⁴ [Research Careers in Europe: Landscape and Horizons](#), [Harvesting Talent: Strengthening Research Careers in Europe](#), [Towards an European Framework for Research Careers](#).

Code	State of development	Level of independence	Subgroup
R1	First Stage Researcher	Up to the point of PhD.	1
R2	Recognised Researcher	PhD holders or equivalent, not yet fully independent.	2
R3	Established researcher	Researchers who have developed a level of independence.	3
R4	Leading researcher	Researchers leading their research area or field.	3

2.2. Staff involved in process

Chancellor

Announces calls for applications for academic and research staff (ARS) and research staff (RS) related to research project implementation, in accordance with the powers conferred by Articles 20 of the LOU and 85 of the USC Statutes⁵.

Academic Vice-Chancellor

Responsible for the planning of recruiting academic and research staff (ARS) who are presented to the **Council of Government of the USC**, which is the body responsible for their approval, as well as for calls for temporary academic and research staff positions. Chair of the Advisory Committee for the Recruitment of Temporary Academic Staff [see [Section 4](#)].

Vice-Chancellor for Science Policy

Responsible for planning public calls for the selection of personnel to collaborate in research activities and projects through non-permanent contracts and the appointment of their selection committees, in liaison with the Management. Chairs the Permanent Selection Commission for Research Staff (RS) [see [Section 4](#)].

Management

Coordinates all USC administrative units. Participates in the Permanent Selection Committee (researchers) and in the Advisory Committee for the Recruitment of Temporary Academic Staff.

Academic and Research Staff Planning Service

⁵ National accreditation for access to university faculty and the system for the corresponding entrance competitions is regulated by Article 62 of Organic Law 6/2001, of 21 December, on Universities, amended by Organic Law 4/2007, of 12 April (hereinafter LOU), and by Royal Decree 1312/2007, amended by Royal Decree 415/2015, of 29 May, and 1313/2007, of 5 October.

The Academic and Research Staff Planning Service is the department in charge of planning ARS recruitment to guarantee quality academic services and research.

Its main functions are assessing the needs of academic and research staff, preparing and maintaining the list of posts and the integrated management of the different procedures for the selection and provision of academic and research posts, both for civil servants and university employees. It also provides technical and administrative support to the selection committees and review committees, and to the Vice-Chancellor's Office in charge of academic and research staff policy.

Research Management Department

Participates in the planning and dissemination of public calls for the selection of personnel to collaborate in research activities and projects, as well as in the collection of information and documentation necessary for the recruitment of such personnel.

Personnel Management Service

The personnel management service deals with the management and resolution of administrative and financial incidents arising from the different university groups that form part of the USC's human capital while performing their different duties as teaching, research and administrative and service staff throughout their professional trajectories.

The main procedures and formalities carried out in this personnel management service are those that begin with the taking up of duties or the formalisation of the contract, including registration on the payroll for the payment of salaries, registration with social security, recognition of previous services, changes of status, compatibility files, extensions and modifications of contracts, changes of categories, leaves of absence, etc., including those resulting in the loss of employment with the USC – such as terminations and cancellations of contracts, settlements, resignations, retirements, etc.

Research Group Leaders and Principal Investigators

Responsible for identifying the personnel needs for the promotion and development of research and forwarding these requirements to the relevant bodies for planning purposes, and, once approved, launching calls for the selection of personnel (RS) to collaborate in research projects and activities.

The principle investigators (PI) nominate the composition of the Specialised Selection Committees of the RS and chair them for each of their proposed recruitments.

PIs are also responsible for drafting the training plans required to integrate trainee research staff into their teams.

2.3. Guiding principles (OTM-R)

The University of Santiago de Compostela (USC) formally adhered in July 2016 to The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers and received the HR Excellence in Research Award in February 2017. Through this, the USC has adopted the OTM-R principles as a framework to manage all its processes for attracting and recruiting research talent, i.e. it commits to carry out *open, transparent and merit-based processes*, ensuring fairness and fostering the mobility of researchers through the European Research Area (ERA).

To endorse its commitment to the OTM-R principles, the USC has adopted a policy defining the framework for the selection and recruitment processes for research staff, and has produced this Guide to facilitate access to information on these processes for all interested parties. Accordingly, all information and relevant documentation on its [Human Resources Strategy for Researchers](#), including selection and recruitment, is available on the USC website.

2.4. Control and revision of processes

The three regulations that articulate the selection processes for research staff, temporary academic staff and permanent academic staff indicated in [Section 1](#) include specific measures for the control of the processes and provide channels for the submission of allegations and the review of decisions taken by the selection panels.

In particular, the [Regulation on the selection of research staff and support for research in the framework of R&D activities and programmes](#) specifies, among others, the following functions of the Permanent Selection Committee (Article 6):

- Supervise compliance with the criteria of the Open Transparent and Merit-Based Recruitment (OTM-R) established by the European Commission within the framework of the Human Resources Strategy for Researchers (HRS4R)
- Guarantee objectivity and rigour in the selection processes.

Article 14 of this Regulation provides information on the channels for lodging appeals against the decisions of the selection committees in the different calls for the recruitment of research staff.

In the case of temporary academic staff, the relevant [Regulation](#) stipulates that the terms and conditions of each call for proposals shall include the channels and deadlines for lodging appeals, whereas the [Regulation for permanent academic and research staff](#) establishes an Appeals Committee (Article 20) to discuss and decide on appeals lodged against the decisions of the selection boards of the call for applications.

The three regulations specifically stipulate the selection committees must be equally formed by men and women.

3. Phase 1: Advertising of vacancies and presentation of candidates

3.1. Advertising of vacancies

The USC is a public university and, as such, all vacancies (civil servants and university employees) for any of the established categories must be publicly advertised, at least in the channels established by the current regulations.

The selection regulations for the different ARS and RS stipulate the following:

- All calls for applications (research staff, research support staff, permanent and temporary academic teaching staff) are published in the [USC Electronic Bulletin Board](#).
- The calls for researchers with a PhD of more than one year, or for positions linked to European-funded projects, are also advertised on specialised national and international **job portals** (e.g. [Euraxess](#)).
- The vacancies for permanent and temporary academic staff shall also be posted on the ***Diario Oficial de Galicia*** (Official Gazette of Galicia) ([DOG](#)), and those of teachers belonging to the State teaching bodies (professors and senior lecturers) in the ***Boletín Oficial del Estado*** (Official State Gazette) ([BOE](#)).

The job listings posted should contain, as a minimum, information on:

- Number and characteristics of vacancies and position (i.e. full-time/part-time)
- Requisites of applicants
- Criteria for assessing merit
- Composition of selection commissions
- Access to submission form and deadlines

In addition, if exams, interviews or personal presentations are to be held, the calls for applications shall include their description and information on the dates and places where they will take place.

Information will also be provided on the deadlines for publication of results and the channels and procedures for submitting allegations.

3.2. Who can apply to the vacancies?

Access to the calls for ARS at the USC is regulated by Article 52 of Law 2/2015 on Public Employment in Galicia and is open to all persons who meet any of the following conditions:

- Spanish nationals.
- Nationals of any EU country.
- Spouses of a person of Spanish nationality or of other EU countries (not separated by law).
- Descendants of a person of Spanish nationality or of other EU member states (under 21 years of age or dependents).
- Descendants of the non-separated spouse of a person of Spanish nationality or of another EU country (under 21 years of age or dependents).

- Citizens of a country with an international treaty that includes the free movement of workers concluded by the EU and ratified by Spain.

3.3. Requisites

In addition to having any of the nationalities indicated in point 3.2., candidates for all positions must meet the following requirements:

- Hold the academic qualification and the specific knowledge required for the position.
- Be at least 16 years old.
- Possess the physical and mental capabilities and aptitudes necessary to perform the functions of the position.
- Not have been dismissed by means of disciplinary proceedings from any public administration, state or regional, nor to be in a situation of judicial disqualification. And, in the case of EU nationals from other states, not be subject to any disciplinary or equivalent sanction that prevents access to public employment.
- Pay the corresponding fees.

Specific requirements for some positions:

- In the case of **researchers**, they also require the accreditation established by Order ECC/566/2015, of 20 March, which establishes the training requirements that must be met by the personnel who handle **animals** used, bred or supplied for the purpose of **experimentation and other scientific purposes**, including teaching.
- Both permanent and temporary **academic staff** must have knowledge of the **Spanish and Galician languages** – a requirement that is not imposed on persons recruited only for research tasks – although a transitory period is established once the contract is signed for learning and accrediting knowledge of the Galician language.
- In addition, the candidates must have the **accreditation for the body or figure of teaching staff** corresponding to the place offered. In the case of posts with a **link to care** (university hospitals and health research institutes), candidates must have the corresponding **medical specialist** qualification.

3.4. Presentation of applications

The calls are open as soon as they are published, and the submission of applications and the required documentation will be made by digital means within the established deadlines through the USC electronic office. The calls for proposals shall include access to the standard form, to which electronic copies of the required documentation may be attached. The USC may at times request any applicant to submit the originals of the required documentation for verification.

Any inaccuracy, falsehood or omission of an essential nature in the information provided, or failure to submit the documentation within the required deadline, will lead to exclusion from the selection process or to the contract being suspended, without prejudice to any other legal or administrative action that the USC may take.

The presentation of applications outside the deadlines and without submitting the required form, or non-payment of fees, are also grounds for exclusion from the selection process.

4. Phase 2: Assessment and selection

This is the phase with the most divergences between the three groups of staff – contract researchers (RS), permanent and temporary academic and research staff (RS) – both in terms of the type of selection commissions and the process itself, as teaching posts require specific exams, which in the case of permanent posts involve public presentations before the Selection Committee.

The main features of the evaluation and selection of candidates for each group are summarised below and can be expanded upon in all three aforementioned [respective regulations](#).

4.1. Researchers recruited for R&D programmes or activities (RS)

Commissions

- There is a **Permanent Selection Commission**, chaired by the Vice-Chancellor with research competences, who oversees the correct global development of all processes, guaranteeing their rigour and objectivity, as well as the proper application of the OTM-R principles.
- The assessment of candidates is carried out by a **Specialised Selection Commission**, appointed specifically for each call and made up of **three researchers** with a degree equal to or higher than that required for the position offered. The Commission is chaired by the PI that proposed the hiring and assesses the CV and the documentation provided by the candidate in accordance with the scales established in the call. The specialised selection commissions may request external expert reports for the evaluation of candidates, which will be included in their files.

Selection proposals

- The Specialised Selection Commission will make a reasoned proposal, assigning an order of priority to the selected people. Occasionally, and in order to ensure that the contracts are filled, the Commission may publish a supplementary list of applicants, in order of the points obtained, which shall be valid until the end of the activity that gave rise to it. The Commission may declare a vacancy void if it considers that there are no candidates with sufficient merit.

Appeals

- The persons concerned may lodge an **optional administrative appeal for review** against a selection decision with the body that issued it, or an appeal for judicial review with the administrative courts of Santiago de Compostela, or even challenge the acts related to the calls for applications and the proceedings of the commissions, in the cases and forms provided for by Law 39/2015 (see further details in Article 14 of the relevant [Regulation](#)). In any case, the lodging of appeals does not interrupt the recruitment process of successful candidates.

4.2. Temporary academic staff⁶

Commissions

- The **Advisory Committee for the Recruitment of Academic Staff** participates in the selection processes, which is chaired by the Vice-Chancellor responsible for teaching staff and whose function is to establish the general criteria for the selection processes, make proposals for improvement and advise the selection committees.
- For each call, a specific **Selection Commission** is constituted, made up of **five faculty members** in active service with qualifications, category and dedication equal to or higher than that established for the person occupying the post advertised. The Selection Commission must be constituted within a maximum period of two months from the publication of the call and, after its constitution, it will publish the **merit assessment criteria** of the applicants and **criteria to pass the selection tests** on the [USC Electronic Bulletin Board](#).
- In case of appeals, the **Review Commission** shall be activated. This is a body whose members are elected by the Governing Council of the USC and is made up of a president and five members representing each of the major areas of knowledge, plus a representative of the ARS, with the right to speak but not to vote.

Selection tests

- The selection of temporary academic staff has two phases:
 - **Phase 1:** of an eliminatory nature, consisting of the assessment of the merits and the academic, teaching, research, professional and, where pertinent, healthcare records provided by the candidates. After reviewing the CVs, the Commission will publish the list of people who pass to the second phase on the [USC Electronic Bulletin Board](#) and shall announce the practical exercise.
 - **Phase 2:** also of an eliminatory nature, it consists of an oral presentation of a maximum of 20 minutes on the project of teaching activities corresponding to the subject determined by the call. The Commission will discuss with the candidate their presentation for a maximum of 30 minutes. The Commission will assess the content

⁶ In order to cover the urgent needs that arise throughout the academic periods, in the processes of selecting temporary academic staff, waiting lists are generated, which are then called upon to fill interim teaching posts quickly. As such staff, due to the temporary nature of their contracts aimed at meeting teaching needs, do not form part of the USC research teams, we have omitted all the specific aspects of their selection in this guide, which, in any case, can be consulted at the corresponding [Regulation](#) (especially in Articles 23, 24 and 25).

and command of the subject, clarity of exposition and answers to the questions posed, in accordance with the published scales.

The final score of the applicants will be the average between the two phases.

- In the contests for the selection of assistants or associate lecturers, only Phase 1 will be carried out.
- The appendices from I to V of the [Regulation on the selections of temporary academic staff](#) establish the scales for each of the five existing contractual figures (**PhD assistant lecturer, interim lecturers and waiting lists, associate lecturers, associate lecturers in health sciences, and assistants**). With minor variations in the score assigned, the first three of these figures are assessed by:
 1. *Academic performance* (degree and PhD transcripts, awards and honourable mentions).
 2. *Positions held at the university or in public research organisations* (competitive teaching and research contracts and grants).
 3. *Teaching quality*.
 4. *Research experience* (publications, participation in congresses, competitive projects and contracts with companies, stays, patents, etc.).
 5. *Professional experience* (teacher in unofficial centres, business, assistance).
 6. *Other merits* (languages, other qualifications, experience in management, organisation of conferences, outreach activities, etc.).
 7. *Teaching activity project*.
- For the figure of *Associate Lecturer in Health Sciences* the first five areas of evaluation are maintained, but the sixth area is introduced as *Qualification or accreditation for university teaching staff and teaching bodies*, and *Other merits* remains as the seventh area.
- The figure of **Assistant** is assessed on own merits in the first four areas and, as a fifth, *Other merits*.

Publication of results and appeals

- If no applicant achieves the minimum score, the president of the Selection Committee will declare the competition unsuccessful. If no applicant attends Phase 2, the contest will be declared void.
- No later than three days after the end of the selection tests, a notice of the reasoned and binding recruitment proposal of the selected candidates, ranked according to the points achieved in the process, will be published on the [Electronic Bulletin Board](#). Subsequently, the Chancellor's Office will issue a resolution authorising the recruitment, which, once published on the Electronic Bulletin Board, will initiate the contract formalisation phase.
- Interested persons may submit appeals to the Chancellor's Office within a period of ten days from the publication of the contract proposal. Unless a reasoned decision is taken, the submission of an appeal does not suspend the recruitment of the person proposed.
- The aforementioned **Review Commission** shall investigate the appeals and may ask the Selection Board to remedy the processing defects noted, to reply to the allegations or to make a new reasoned proposal. They may also order the reversal of the

procedure until a procedural infraction is detected or, by means of a reasoned resolution, propose to the Chancellor's Office the ratification of the Selection Committee's proposal or, if relevant, the non-recruitment of the selected person.

4.3. Permanent academic staff

The selection competitions for permanent academic staff assess the suitability of each applicant for the teaching and research tasks corresponding to the position offered. Consideration will be given to the teaching, research and transfer activity carried out by the applicant, as well as their professional or healthcare experience, if applicable, and any other merit relevant to the post that is the object of the competition.

In the oral tests, the contents and presentation skills and the answers to the questions posed by the Selection Committee will be assessed.

Selection commission

- A Selection Committee shall be set up for each call for applications (within no more than three months of publication in the DOG or BOE), which will be made up of five members of the academic staff with a qualification and category equal to or higher than that established for the post advertised, belonging to the area covered by the advertised vacancy or similar. Emeritus professors may also sit on selection commissions.
- Like all the selection commissions of the USC, it must have an equal balance of women and men, and may not include internal civil servants, temporary staff, members of the Chancellor's Office or members of the Review Commission. Its members shall be appointed by the Chancellor's Office once the Governing Council has approved the proposal of the Department Council. In the case of civil servants, at least two members of the Selection Committee must be people from outside the USC, who will be chosen by random draw. To form part of a commission for the selection of civil servants, its members must hold two periods of accredited research activity if they are professors, or one period if they are lecturers.
- In the case of competitions for the selection of permanent contracted teaching staff or civil servants with associated care activities, at least two members of the Selection Committee must hold a PhD degree in the speciality required to apply for the post.

Selection tests

- Within a period of no more than ten days from the last working day for submitting candidatures, the provisional list of persons admitted and excluded, identifying the reasons for exclusion, will be published on the Electronic Bulletin Board and on the USC website. Those excluded will have ten business days to amend the cause that led to the exclusion. Within a maximum period of ten days from the closing of the presentation of allegations, the final list will be published.
- Once the Selection Commission has been set up, the evaluation criteria for the required merits and, if the process consists of more than one phase, the access criteria for the candidates to the different phases will be published on the USC Electronic Bulletin Board, in addition to the score corresponding to each phase, which in no case may exceed 50% of the total calculation.

- There will be a **public act of presentation of the candidates** and during the course of this period, applicants shall submit their CVs and the supporting documentation of the merits provided (which may be submitted in electronic format) to the Chair of the Commission. Applicants for a position as an Associate Professor or Lecturer must also submit a **teaching activities project** of the subject(s) determined by the call (max. 100,000 characters, in electronic format), as well as the **research project** that shall carry out if they obtain the position (max. 50,000 characters, in electronic format). In the case of applicants for university professor, they must submit their CVs, the supporting documentation and their **research projects** (with the same extension indicated). The date, place and time of the admission tests for the places offered will be indicated at this point. It shall be ensured that all the documentation submitted by the candidates can be consulted before the start of the tests by all candidates who so wish.
- The selection of Associate Professor and Lecturer will have two phases:
 - **Phase 1:** this will have a maximum score of 100 points and will consist of an assessment of the merits and academic and research history and, in some cases, professional and healthcare records of the candidates. The Commission will publish the names of those selected to go on to the second phase (oral presentation), including the day, time and place of Phase 2, on the USC Electronic Bulletin Board.
 - In the case of the exams for Lecturer, if there is only one applicant for the position offered and the Commission, after reviewing the documentation provided, decides unanimously that this is sufficient to pass the test, the candidate may be exempt from Phase 2.
 - **Phase 2:** oral presentation in a public session of the teaching project and the research project, with a maximum duration of 90 minutes. The Commission will then discuss the content of the applicant's presentation with the applicant for a maximum of two hours. The teaching project and the research project may obtain a maximum of 50 points each.
 - The final score will be the sum of the points obtained in each of the two phases. After the test, each member of the Selection Commission will issue a reasoned report according to the previously established criteria.
- The contests for the selection of university professors will consist of a single test, in a public session, consisting of a presentation and oral defence of the candidate's academic, teaching, research, management and, where appropriate, healthcare merits and records, as well as the research project that they will carry out if they obtain the post. The presentation shall not exceed 90 minutes and the subsequent discussion with the Selection Committee shall not exceed two hours.

Publication of results and appeals

- Within a maximum of five days from the end of the exams, the Selection Committee shall draw up a recruitment proposal, which shall be published on the [Electronic Bulletin Board of the USC](#), where it will list all the persons considered suitable, ordered according to the score obtained in the process. In the event that no candidate achieves the minimum required score, the Commission shall draw up a proposal for non-provision.

- Within a period of ten days, counting from the day following the publication of the contract proposal, candidates may file a claim with the Chancellor. The admission of an appeal suspends the procedure until the final decision.
- Appeals will be valued by an **Appeals Commission** made up of seven university professors from various areas of knowledge chosen by the Faculty. This Commission will review the file related to the competition, both in its procedural and substantive aspects, to ensure that equal opportunities have been guaranteed for all candidates in the procedure followed and in the evaluation of the merits provided. To this end, it shall hear the members of the Selection Committee and the candidates and may obtain reports from specialists in the fields concerned.
- The Appeals Commission will have a maximum period of three months to ratify or invalidate the proposal that gave rise to the claim, in which case it may request that the procedure be taken back to the point at which the defect occurred and that the Selection Committee issue a new proposal with reasons. The decisions of the Appeals Commission are binding for the Chancellor's Office and exhaust administrative channels, thus leaving open the possibility of legal claims through contentious-administrative channels.

5. Phase 3: Recruitment and incorporation into the USC workforce

Once the lists of research and teaching staff selected in each of the calls have been published on the USC Bulletin Board, and the ratification by the Chancellor's Office has also been published, the recruitment process (or appointment, in the case of civil servant ARS) begins.

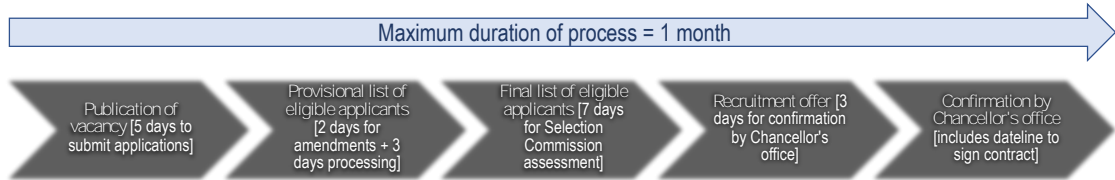
The deadlines for signing the contract and incorporation into the USC vary from one type of contract to another (training, temporary, permanent), as detailed below. In any case, all contracts and labour relations of research and academic staff hired by the USC are framed by the [Collective Agreement of ARS of Galician Universities](#), passed in 2011.

5.1. Deadlines and modalities for the recruitment of researchers for R&D programmes and activities (RS)

- The USC has three recruitment procedures for research staff:
 - Ordinary recruitment
 - Urgent recruitment
 - Extraordinary preselection procedure
- **Ordinary recruitment** is the usual procedure to cover the needs for contracting personnel charged to R&D activities or programmes. The calls for the different research groups are generally published in groups, on a monthly basis, and the **usual term of resolution is one month** since the publication of the call (Figure 1). All the lists, proposals and resolutions of the process are made public through the [Electronic](#)

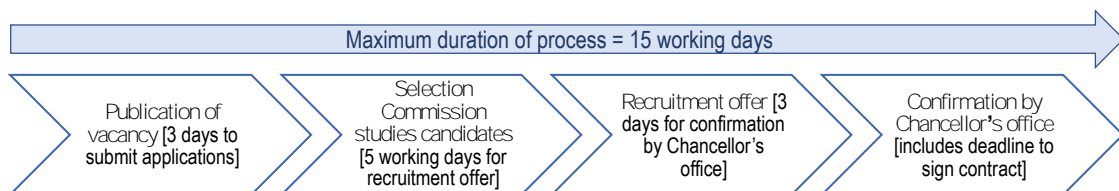
[Bulletin Board](#) of the USC. The duration and type of contract vary according to the different profiles of each of the three professional subgroups presented in [Section 2.1.](#) and are described in broad terms below.

Figure 1: Deadlines for the ordinary recruitment of researchers for R&D projects or activities



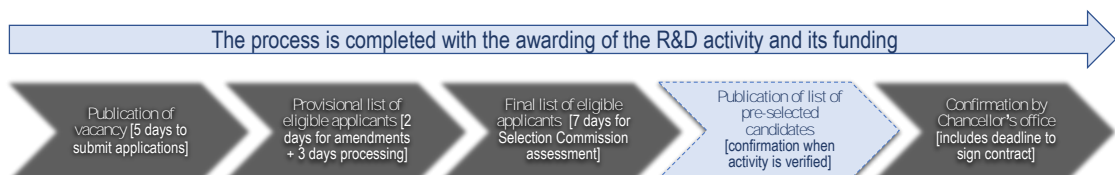
- **Urgent recruitment** is applied on an exceptional basis when unforeseen research needs arise in the framework of contracts with companies for the provision of R&D services. The contracts will have a maximum duration of three months, and are non-renewable. The terms of this contracting formula are outlined in Figure 2.

Figure 2: Deadlines for the urgent recruitment process



- The USC has provided for an **extraordinary preselection procedure** for situations where funding for R&D activities or projects is expected to be received in the medium term. The purpose of the calls will be to create an orderly list of candidates to be used once the project/activity has been awarded and recruitment can proceed, which will be formalised through the R&D Human Resources Sub-area. In any case, the process shall guarantee the principles of publicity, merit, capacity and equality. The terms of this contracting modality are specified in Figure 3.

Figure 3: Deadlines for the extraordinary preselection procedure



Activities, requirements and type of contract for the different types of researchers in the USC

- **Professional subgroup 1** (formed by staff who carry out research tasks at entry level).
 - ⇒ **Early stage researcher**
 - Carries out research practices prior to the PhD.
 - A bachelor's or master's degree is required.
 - The PI defines the training plan and assigns a tutor.
 - **Minimum contract of six months and maximum of one year.**
 - ⇒ **First stage researcher**
 - Performs research tasks in specific and novel projects.
 - Requires bachelor's degree, engineering, architecture, degree (≥ 300 ECTS), university master's degree or similar, and be admitted to a doctoral programme.
 - Annual review of the academic committee of the doctoral programme.
 - **Maximum contract four years (or six years, in case of disability).**
 - Remuneration according to the status of research staff in training or the HR programme in which it is included.
 - Possibility of receiving additional variable remuneration linked to objectives.
 - They can carry out teaching tasks up to a maximum of 60 hours/year and a maximum of 180 hours throughout the PhD.
 - ⇒ **Collaborating researcher**
 - Performs research tasks within the framework of specific projects.
 - Bachelor's degree is required.
 - **There may be a statutory relationship⁷**, if the nature of the activity or the funding does not allow an employment relationship to be established.
 - **If the relationship is an employment relationship, by means of a contract for circumstances of production, the maximum duration of the contract is one year. Otherwise, it will be a contract for scientific-technical activities of indefinite duration⁸.**
 - Possibility of receiving additional variable remuneration linked to objectives.
- **Professional subgroup 2** (research staff who hold a PhD and are recruited to carry out research work aimed at obtaining a high level of professional improvement and specialisation).
 - ⇒ **Postdoctoral research staff**
 - Remuneration defined by the programme in which it falls under (Ramón y Cajal, Juan de la Cierva, Marie Curie Actions, USC own programmes, etc.)

⁷ Contractual relationship governed by its own statute or regulations, which may occur in the Administration or in public companies.

⁸ Article 23a [Law 14/2011, of 1 June, on Science, Technology and Innovation](#).

- They can receive additional rewards linked to objectives ($\leq 40\%$ annual remuneration set by the programme).
- Full-time or part-time commitment (50% or 75% of the working day) formalised by means of a contract of Access to the Spanish Science, Technology and Innovation System (see Article 22 of the Spanish Science Law)⁹.
- They can perform teaching tasks, up to a maximum of 80 hours/year.
- In the case of USC's own PhD Research Staff, there are **two modalities** depending on training, experience and responsibility:
 - mode of **access**
 - PhD ≤ 3 years prior to contract
 - **1 to 3-year contract, non-renewable**
 - mode of **consolidation**
 - PhD ≤ 4 years prior to the contract + 1 year of postdoctoral experience at a university or R&D centre other than the one where the PhD was obtained.
 - **1 to 5-year contract, non-renewable**

⇒ **Associated researcher**

- Performs research tasks within the framework of specific projects.
 - Bachelor's degree is required.
 - **There may be a statutory relationship¹⁰**, if the nature of the activity or the funding does not allow an employment relationship to be established.
 - ***If the relationship is an employment relationship, by means of a contract depending on production circumstances, the maximum duration of the contract is one year. Otherwise, a contract for scientific-technical activities of indefinite duration will be formalised*** (see Article 2 of the Spanish Science Law)¹¹.
 - Possibility of receiving additional variable remuneration linked to objectives.
- **Professional subgroup 3** (researcher with a high level of professional specialisation and who may take on the management of teams, research centres, facilities and unique scientific and technological programmes of great relevance within their field of knowledge).

In this group, **three types of “distinguished researcher” contracts** have been defined, framed by the criteria established in Article 23 of the Law of Science¹².

⇒ **Distinguished researcher Manuela Barreiro**

⁹ Article 22. [Law 14/2011, of 1 June, on Science, Technology and Innovation.](#)

¹⁰ See note 7.

¹¹ See note 8.

¹² Article 23. [Law 14/2011, of 1 June, on Science, Technology and Innovation.](#)

- Postdoctoral experience of not less than two years in Spanish or foreign universities or R&D centres other than the one in which the PhD was obtained is required.
- **Full or part-time contract (50% or 75% day) between one and five years, non-renewable.**

⇒ **Distinguished researcher Sergio Vidal**

- Postdoctoral experience of not less than three years in Spanish or foreign universities or R&D centres other than the one in which the PhD was obtained is required.
- Access is also possible with less experience if you are accredited as an associate professor, as a full university lecturer, from the Program I3 of the MICINN (Ministry of Science and Innovation), or the international equivalent.
- **Full-time or part-time contract (50% or 75% working time) of a duration to be agreed between the parties.**

⇒ **Distinguished researcher Jimena Fernández de la Vega**

- Postdoctoral experience of not less than five years in Spanish or foreign universities or R&D centres other than the one in which the PhD was obtained is required.
- You can also access with less experience if you have accreditation as a university professor.
- **Full-time or part-time contract (50% or 75% working time) of a duration to be agreed between the parties.**

5.2. Recruitment of temporary academic staff

- Once the hiring proposal of the Selection Commission and the ratification of the Chancellor's Office have been published on the Electronic Bulletin Board of the USC (see [Section 4.2.](#)), the selected people will have **five business days** from the day following the publication of the authorisation to sign their contract (this period may be modified on an exceptional basis by the Chancellor's Office, upon the reasoned request of the selected person and in accordance with the needs of the service).
- Before proceeding to the signature, the selected people must submit the documentation that proves compliance with the requirements for each position. If the documentation is not presented, or it appears upon examination that the person does not meet the required conditions, they will lose their right to hold the position for which they were selected and the USC will formalise the hiring of the person who occupies the following position in the list of those assessed.
- The qualification requirements and the duration of the contract for each of the five figures of temporary academic staff are:
 - ⇒ **PhD assistant lecturer**
 - Doctor's degree and accreditation for PhD assistant lecturer is required.
 - **Contract with a maximum duration of five years.**
 - ⇒ **Interim lecturer and waiting lists**

- Bachelor's degree, degree in architecture, engineering or equivalent, or PhD is required. Where applicable, if so stipulated in the call for applications, diplomas and degrees in architecture or technical engineering will be accepted.
- **Contracts shall run until the return of the person being replaced or until the end of the academic year** in which the replacement takes place. If the reason for the substitution persists at the end of the academic year, the contract shall be extended, unless the relevant department deems otherwise.

⇒ **Associate Lecturers**

- The specific qualifications required will be set out in the call for applications.
- Applicants must prove that, in the five years prior to the call, they have carried out professional activity outside the university academic field related to the contents of the teaching activity they wish to develop.
- **The duration of the contract will be one year, renewable up to a maximum of five.**

⇒ **Associate Lecturer of Health Sciences**

- The specific qualifications required will be set out in the call for applications.
- Accreditation of being in active service in the speciality in the care centre corresponding to the post being applied for will also be required.
- The duration of the contract shall be one year, renewable on an annual basis subject to a report from the relevant department. Every five years, an evaluation of the teaching performance of the people hired will be requested.

⇒ **Assistants**

- The degree that gives access to the PhD is required.
- The contract will be temporary and full-time, with a maximum duration of five years, and its main objective will be to complete the teaching and research training of the persons recruited¹³.

5.3. Recruitment of permanent academic staff

- There are two types of permanent teaching staff in the university: associate professors and civil servant academic and research staff, members of the State teaching bodies (professors and senior university lecturers).
- In the case of associate professors, the Chancellor's Office shall issue a resolution authorising the recruitment of the person proposed by the Selection Committee, which shall be published on the [Electronic Bulletin Board of the USC](#). The selected person must sign the contract within five working days from the day following the publication

¹³ In the absence of further details in the USC Regulations, the hiring of assistants is governed by the agreements of the [Collective agreement of the ARS of the Galician universities](#), which regulates the contracting of this figure in its 13th article.

of the decision (this deadline may be modified on an exceptional basis by the Chancellor's Office upon a reasoned request from the selected person and in accordance with the needs of the service).

- Before proceeding to the signature, the selected people must submit the documentation that proves compliance with the requirements for each position. If the documentation is not presented, or from its examination it is concluded that the person lacks these requirements, they will lose their right to hold the position for which they were selected and the USC will formalise the hiring of the person who occupies the following position on the list of those assessed.
- In the case of **university teaching posts**, within a maximum period of 20 days from the publication of the proposed appointment, the candidate must accredit compliance with the requirements indicated in Article 4 of Royal Decree 1313/2007 and the general requirements for access to the civil service, in accordance with the applicable legislation. Once this accreditation has been carried out, the Chancellor shall proceed to appoint the person in question.

If the person selected is unable to accredit in due time and form the requirements, the Chancellor's Office will proceed to appoint the next person on the list drawn up by the Selection Committee (and so on until the vacancy is filled).

The appointment – which will specify the title of the post, the area of knowledge and the body to which it belongs – will be published in the *Official State Gazette* (BOE) and in the *Official Gazette of Galicia* (DOG),

In general, it should be remembered that the **publication of recruitment offers and the Chancellor's resolutions approving them on the USC's Electronic Notice Board replaces the sending of personal notifications to interested parties** and will have the same legal effects, according to the provisions of the [Article 45.1](#) of Law 39/2015, of 1 October, on Common Administrative Procedure for Public Administrations¹⁴.



¹⁴ [Law 39/2015, 1 de October on Common Administrative Procedure for Public Administrations](#)