Prepared:	Revised:	Pass:
Quality Assurance Team Management Board	Office of the Pro-Vice-Chancellor for Teaching Staff and Research	Vice-Chancellor's Office
Mª Olga Castelao Naval	**Eva María Icarán Francisco**	**Mª Rosa Sanchidrián Pardo**
Date: 08/01/2024	Date: 08/01/2024	Date: 08/01/2024

1. OBJECT

The purpose of this procedure is to establish the necessary mechanisms to collect and assess the needs related to the management of human resources at the Universidad Europea de Valencia (hereinafter, the University) and to draw up a Human Resources Policy that serves as a framework for the development of the recruitment, Training, Assessment, promotion and recognised programmes of the University's employees.

2. SCOPE

The scope of this procedure covers all actions undertaken by the University related to its Human Resources Policy and the results on the degree of compliance and communication of the same.

3. REFERENCES

- Organic Law 2/2023 of 22 March on the University System.
- VIII Convenio colectivo nacional de universidades privadas, centros universitarios privados y centros de formación de postgraduados (Spanish State Official Gazette 27 August 2019).

4. DEVELOPMENT OF THE PROCESS

The Human Resources Department prepares a draft Policy proposal based on its knowledge and experience in people management.

It also takes into account the rest of the University's strategic documents, as it considers actions aimed at improving the quality of employees, as well as its Academic approach, as a critical success .

It will also collect any information that allows it to have a more accurate diagnosis of the needs, demands and requirements of employees: results of the annual survey, opinion groups set up for this purpose, information gathered through the network of correspondents, etc.

This proposal is discussed by the Board, which approves it and ensures that it is strictly adhered to.

Once Passed, a copy of the policy will be made available on the Intranet so that all staff are aware of the University's commitment to quality HRM.

The Human Resources Policy serves as a reference framework to establish the selection and development, Training, Assessment, Promotion and Recognition plans and whose results are studied as a whole to determine to what extent the Human Resources Policy meets the objectives set by the organisation's strategy and its Academic approach, so that in the event of not achieving the expected results, the improvement actions recommended by the Management Board are applied.

5. SPECIFICITIES PER CENTRE

School of Architecture and Polytechnic School

Not applicable

Faculty of Social Sciences

Not applicable

Faculty of Health Sciences

Not applicable

School of Doctoral Studies and Research

Not applicable

6. RECORDS

NAME	CUSTODIAN
Human Resources Policy	Human Resources Management Board

7. MONITORING AND MEASUREMENT

This procedure is monitored by the Human Resources Department.

Not applicable indicators

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Management Board	To review the alignment of the Human Resources Policy with the strategic lines and the Quality Policy of the University, Passing it when deemed appropriate. Review the Human Resources Policy in parallel with reviews of the strategic lines to ensure alignment. Regularly monitor the degree of compliance with the Policy, as well as the effectiveness of the operational procedures established on the basis of the Policy.
Human Resources Department	Establish a proposed Human Resources Policy that defines the University's commitment to its teaching and non-teaching employees. To develop plans for the selection, training, assessment, promotion and recognised staff of the University, based on the Human Resources Policy. Assessment of the results achieved in the different plans developed on the basis of the Human Resources Policy and definition of improvements in the event of possible deficiencies. Review and update of the Human Resources Policy.

9. STAKEHOLDERS AND ACCOUNTABILITY

The University Governing Bodies and Management Boards of the Centre and the University draw up the University's strategic and quality guidelines and are responsible for reviewing and updating the Human Resources policy on the basis of the data provided and the functioning of the System.

Students are represented on the various university bodies. It is an interest group that participates in the assessment of the teaching staff through their contributions in the surveys on the quality of the teaching staff and the administrative and service staff, as well as their contributions through their participation in the different committees. The quantity and quality of teaching staff has an impact on their training.

University employees are a stakeholder group that participates in this dimension as these are decisions and actions that affect their jobs and their training, promotion and personal recognised. They are represented in different committees and

other University mechanisms, as well as in the Works Council. The HR policy shall be known to all employees.

The general public is informed of open selection processes.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
01	12/12/2012	Initial version: Identification of the process in the organisation and elaboration of the procedure.
02	30/05/2016	Updating of the Internal Assurance System Manual for the Quality
03	25/04/2018	Updating the Internal Quality Assurance System Manual
04	29/10/2021	IQAS update
05	13/05/2022	Replacement of the term "guarantee" by "assurance".

in line with the new AUDIT model (2018 version) and "PGC" for "PC". |
| 06 | 08/01/2024 | Updating the process |

11. ANNEXES

Not applicable