Prepared:	Revised:	Pass:
Quality Assurance Team Management Board	Office of the Pro-Vice-Chancellor for Teaching Staff and Research	Vice-Chancellor's Office
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Date: 08/01/2024	Date: 08/01/2024	Date: 08/01/2024

1. OBJECT

The purpose of this procedure is to establish the way in which the processes of selection and recruitment of staff, both teaching and non-teaching, are carried out in accordance with the needs of the organisation, in order to optimise the efficiency and quality of the staff.

2. SCOPE

The scope encompasses all the Departments of the Universidad Europea de Valencia (hereinafter, the University).

This procedure does not apply to commercial contracts.

3. REFERENCES

• VIII Convenio colectivo nacional de universidades privadas, centros universitarios privados y centros de formación de postgraduados (Spanish State Official Gazette 27 August 2019).

• Organic Law 2/2023 of 22 March on the University System.

• Human Resources Policy.

4. DEVELOPMENT OF THE PROCESS

Workforce planning is part of the processes of defining the University's strategic lines and is linked to the company's objectives and is defined in an annual budget.

The Pass budget includes the personnel expenditure in each Department, as well as the list of posts to be filled and the estimated date of incorporation.

The criteria for the estimation of teaching staff needs are based on criteria such as the forecast of tuition, the size of the groups set and teaching reductions due to research, management positions or other needs of the Centre and the specific needs that arise due to the development of the year. Always taking as a reference the number and profile of teaching staff in terms of qualifications and Bachelor's Degree specified in the Verification Report for each of the Degrees.

Taking as a starting point the positions included in the approved budget, and once the Head of Department has made an estimate of the needs that his Department will have to meet in the coming months.

department has for the following year, as well as any specific needs that may arise in the current year due to adjustments in the allocation of teaching or other situations in other departments; the application for the post is made through the computer application of the Human Resources department, pending approval by the Head of the Department and the Human Resources department itself, in order to begin the process.

The Head of Department will define the profiles of the new recruits in two stages:

1. During the May-June period prior to the academic year of incorporation of these teachers.
2. During the whole academic year in the case of specific needs for other reasons.

The criteria for estimating the number of non-teaching staff are based on the criteria of the size of the Departments, new functions to be carried out or replacement of absences.

Once the preliminary work has been carried out, the Head of Department will proceed to fill in the "Application for Post" form in the computer tool of the Human Resources Department available to the departments and with the prior approval of the Department in order to be able to start the selection process.

This "Application for the post" details the characteristics that candidates must have in relation to the job:

1. Field of knowledge

2. Bachelor's Degree and official accreditations

3. Language level required

4. Professional experience required

5. Planned date of entry

The job application is forwarded to the relevant Human Resources Field, who, after review, passes to the approval stage by the Human Resources Management Board.

Selection Process

The Human Resources Selection Department contacts the Head of Department to offer him/her (if necessary) the CVs with the profiles that match his/her requirements and, if necessary, to carry out an active search to guarantee the success of the process.

The Head of Department analyses the CVs provided by the Human Resources Department and those that it has available in relation to its area of expertise and interviews those that it considers to be most suited to the profile requested, determining which candidates fit the required profile. addition to making the financial offer (by the Department of Human Resources), date of incorporation and type of contract, for the formalisation of the future contractual relationship and their incorporation as a member of the University.

In the case of teaching staff, when deemed appropriate, a test consisting of a teaching simulation can be carried out to assess their communication and pedagogical skills, etc. Similarlywhere appropriate, language level are carried out, either internally or through an external provider.

Once the decision on the finalist has been made, the Recruitment and Selection Field contacts the candidate to make the financial offer.

If the selected finalist does not accept the offer, the choice of another finalist will be reconsidered or the process will start again.

Once the selected finalist accepts the offer, the Recruitment Field communicates the closure of the process to the rest of the finalist candidates and collects the necessary documentation from the candidate to provide it to the personnel administration area so that they can proceed with the recruitment process.

New employee induction process

All new employees must follow a welcome plan within the period established by the organisation. The elements and actions that make up this plan are, among others, a welcome session held by the Head of Department and assignment of a mentor by the Head of Department for the best and most efficient incorporation into their job and university life.

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
Vacancy File	Human Resources Department
Application for vacant post	Human Resources Department
Candidate Registration	Human Resources Department
SPECIFIC REGISTERS FACULTY OF HEALTH SCIENCES	
Hospitals Agreement	Centre (Faculty of Health Sciences)
Table of candidate registration Hospitals	Human Resources Department

7. MONITORING AND MEASUREMENT

The monitoring of this process is carried out continuously by the Human Resources Department with the support of the Quality Assurance Team, updating it when deemed necessary, based on the different situations that may arise in the reviews of the system.

IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 8.1	Ratio of closed vacancies	Human Resources Department	Academic Year
IND02 PC 8.1	Open Vacancy Ratio	Human Resources Department	Academic Year
IND03 PC 8.1	Average number of days to close vacancy	Human Resources Department	Academic Year
IND04 PC 8.1	Ratios of internally filled vacancies	Human Resources Department	Academic Year
IND05 PC 8.1	Number of new teaching contracts PhD category	Human Resources Department	Academic Year
IND06 PC 8.1	Number of new PhDs on teaching staff	Human Resources Department	Academic Year

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Human Resources Department	Guarantor of the proper functioning of the mechanisms that have an impact on this procedure. Responsible for the correct selection of the right candidate for the required position.
Head of Department (teaching and non-teaching)	Responsible for the academic resources necessary to guarantee quality teaching within the requirements of each Degree. Responsible for the non-academic resources necessary to guarantee the quality of the processes in his or her Field.

9. STAKEHOLDERS AND ACCOUNTABILITY

The University's employees are the stakeholders involved in the selection processes, and they are informed, as is society in general, of the selection and recruitment processes, as different communication are used to publicise the number of that need to be filled at the University.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
01	12/12/2012	Initial version
02	30/05/2016	Updating the procedure and flowcharts
03	25/04/2018	Updating the Internal Quality Assurance System Manual
04	02/11/2021	Updating the IQAS
05	13/05/2022	Replacement of the name "Guarantee" by "Assurance" in line with the new AUDIT model (2018 version) and "PGC" by "PC".
06	08/01/2024	Updating the process

11. ANNEXES

Not applicable