



 Universitat Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 8.4 TALENT MANAGEMENT AND INTERNAL MOBILITY	

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1. OBJECT

The aim of this procedure is to define the systematic identification and management of internal talent, as well as the management of internal mobility and career plans. It determines and ensures the human resources that the Universidad Europea de Valencia (hereinafter, the University) will have in the future to meet the academic and business challenges.

2. SCOPE

The scope covers all employees of the University. This procedure does not apply to commercial collaborations.

3. REFERENCES


- Current teaching career plan
- Organizational Talent Review (OTR)
- UEV Mission and Vision
- University Statutes in force
- 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

4.1 Talent Management: (OTR)

Each year, a Talent Review (OTR) is carried out at Department level and in of the University's Centres. This exercise consists of a guided and coordinated reflection from the Department of Human Resources, and conditioned by the academic and business goals of the Institution, around the following issues:

- Future organisational structure (organisation chart)
- Need for creation, modification and/or amortisation of positions Talent Matrix of Heads of Departments and of Centres
- Succession planning for key positions
- Development actions of current team members, according to their location in the Matrix

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- Risk and impact analysis of talent outflows
- Economic estimate of the cost of the structure and resulting action plan with a view to its incorporation, in part or in full, in the budget for the following year.

The University's Talent Matrix is constructed on the basis of two criteria:

- Sustained performance over time, as measured by the performance assessments at least the previous two financial years.
- Potential, measured as the individual's ability and willingness to take on new and increased responsibilities.

The University, based on the final distribution of the Talent Matrix, will establish specific training and development programmes for specific groups.

The implementation of the defined development plan is the responsibility of the immediate manager of vacant position. The Human Resources Department drives, advises and monitors the implementation of the planned development actions.

4.2 Internal Mobility

Whenever a vacancy arises in the University, the Succession Plan of the Department concerned is consulted in the first instance for key positions. If no short-term successor for the position is defined, the vacancy is advertised internally.

All current opportunities are available to employees in the Human Resources IT application.

The Head of Department of the position in conjunction with the Human Resources Department determines whether it is necessary to also publish externally and to enable other sources of recruitment in parallel with the internal process.

In all cases, priority is given to internal applications, provided that they meet all the requirements of the vacant position.


Teaching career plan

In order to fill teaching posts in the categories of Professor, Professor, Researcher and Emeritus, the University offers a number of positions each year.

The Head of Centre will propose to the Academic Council a number of places in these categories associated with specific fields of knowledge. The number is determined on the basis the needs established in the teaching staff model of each Centre, as well as the availability of candidates.

The Academic Council shall reach a consensus and propose to the Management Board a number of places, assigned to their corresponding fields of knowledge.

The Management Board will assess the organisational and economic impact of the proposal and will ultimately determine the number of places to be offered each year.

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The Department of Human Resources will publish on the University's Intranet the general call for entries, which in turn is communicated to all University employees.

The Centre proposes the composition of the defence panel and the date on which it will be held, for each of the posts, as established in the specific call for entries for these posts.

The defence panel is made up of three members, two of whom will preferably be University lecturers, and the third must belong to another national or international university institution. All of them must be specialists in the Field that is the object of the call for entries or related areas and have, at , a similar category to that of the post being called for. In the event that there are no professors at the University to constitute the defence panel, it may be made up entirely of external professors.

Once these aspects have been passed, the Department of Human Resources publishes the information on the University's intranet. In order to apply for these positions, a series of documents must be submitted to the Department of Human Resources.

Once the applications have been received, the Human Resources Department will inform the Centre of the applications received. This information, together with all other necessary information, will be sent from the Centre to the members of the defence panel at least two weeks in advance.

Interested candidates will present their merits and academic projects, through a brief document and a short oral introduction to the defence panel on the scheduled date.

To do so, they will provide a document describing their professional career and their proposals, and they will give a brief oral presentation of . he Selection Board will assess the work carried out and the proposals put forward by the candidates in the three basic areas of action defined in the specific call for entries (teaching, research and management) and will award the post to the most suitable candidate, which will be recorded in a report signed by the members of the selection board.

The Head of Centre formally appoints the lecturer, informing the Academic Council and the Human Resources Department of this appointment.

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

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6. RECORDS

NAME	CUSTODIAN
Documentation talent identification	Human Resources Department
Annual call for entries for the Teaching Career Plan	Human Resources Department

7. MONITORING AND MEASUREMENT


This procedure is monitored by the Human Resources Department, which carries out an annual Talent Review (OTR) and monitors the implementation of planned development actions and the process of filling teaching and non-teaching vacancies.

IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 8.4	Ratio of Management Board positions with identified successor in the short term	Human Resources Department	Academic Year
IND02 PC 8.4	Ratio of teaching posts that are filled internally	Human Resources Department	Academic Year
IND03 PC 8.4	Ratio of non-teaching posts that are filled internally	Human Resources Department	Academic Year
IND04 PC 8.4	Voluntary rotation first year in post	Human Resources Department	Academic Year

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8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Human Resources Department	<p>Define methodology and processes for internal talent identification and management programmes, Training and development plans and career/internal mobility plans.</p> <p>Define talent identification tools and promote talent programmes and develop concrete actions for the fulfilment of the development plans for each talent, reviewing them annually.</p> <p>Monitor the implementation of the Development Plans resulting from the RTO.</p> <p>Publish the general call for entries on the University's Intranet and communicate it to the entire University.</p> <p>Receive applications for teaching staff positions.</p> <p>To process the recruitment/promotion of teaching staff.</p>
Management Board	<p>Annually review the results of the Talent Management programmes.</p>
Academic Council	<p>To submit to the Management Board the final proposal of the teachers who have been included in the annual call for entries for specific category teaching posts.</p> <p>Communicate the results of the final call for entries to the Centres.</p> <p>Validate the final number of teaching posts.</p> <p>To select from the definitive list of those called for teaching posts.</p>
Head of Centre	<p>Prepare the Organisational and Talent Review (OTR) for its area of responsibility and its subsequent validation.</p> <p>Translate the OTR into the following year's budget, making the necessary adjustments on the basis of the</p> <p>To make the appointment of teaching staff.</p>

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9. STAKEHOLDERS AND ACCOUNTABILITY

As described in this procedure, the University, based on the principle of transparency of information, communicates vacancies to employees in the Human Resources computer application and publishes the general call for entries for teaching positions in the categories Graduate, Professor, Researcher and Emeritus on the University's Intranet.

Moreover, professors from other national or international university institutions also participate as members of the defence panel for teaching posts.

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 Quality Assurance System Manual 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