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MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	DATE	REASON FOR CHANGE
01	12/02/2013	Initial version
02	01/10/2015	Adaptation of the procedure
03	04/09/2021	Updating of the procedure. Adaptation of the name SGIC to SAIC.
04	20/09/2023	Complete revision of the SAIC in content and form. The procedure is renumbered and renamed (until now PGC09 Definition of HR policy) and homogenised with respect to PGC 1.3 EMU.
Elaborated:  Director of Quality Date: 20/09/2023	Reviewed:  Vice-Rector, Faculty and Research Date: 20/09/2023	Approved:  Rector Date: 20/09/2023

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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 Canarias (hereinafter referred to as the University) and to draw up a Human Resources Policy, which serves as a framework for the development of recruitment, Training, Assessment, promotion and recognised programmes for the University's employees.

2. **SCOPE**

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

3. **RELATED DOCUMENTATION/ APPLICABLE REGULATIONS**

- ✓ Internal Quality Assurance System Documentation
- ✓ Document 02 AUDIT International Model: Criteria and guidelines for the definition and documentation of Internal Quality Assurance Systems in Higher Education.
- ✓ Organic Law 2/2023, of 22 March, on the University System.
- ✓ VIII National Collective Bargaining Agreement for Private Universities, Private University Centres and Postgraduate Training Centres (Spanish State Official Gazette 27 August 2019)


4. **DEFINITIONS**

- ✓ **HR Policy:** A set of guidelines setting out the intentions and orientation of an organisation with regard to the selection, promotion and training of staff. It is directly related to the University's Strategic Plan.
- ✓ **HR:** Human Resources.
- ✓ **UEC:** Universidad Europea de Canarias.

5. **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 factor.

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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 Management 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.

6. 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 involved 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 mechanisms of the University, as well as in the Works Council. The HR policy will be known to all employees.

The general public is informed of open selection processes.

7. SPECIFICITIES PER CENTRE

School of Architecture


NA

School of Social Sciences

NA

School of Health Sciences

NA

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8. INDICATORS

Not applicable.

9. RESPONSIBILITIES

- Process owner: HR Department.

- Participants in the process:

■ University Governing Bodies:

- ✓ To review the alignment of the Human Resources Policy with the Strategic Plan and with the strategic lines and 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.

■ HR 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 before possible deficiencies.
- ✓ Review and update of the Human Resources Policy.

10. RECORDS

RECORDS			
REGISTRATION NAME	WHO ARCHIVES	SUPPORT	CONSERVATION TIME
University Governing Bodies Meeting Minutes	Managing Director	Digital	3 years

11. ANNEXES

Not applicable.