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MODIFICATIONS

EDITION	DATE	REASON FOR MODIFICATION	PAGES
01	10/09/2008	INITIAL VERSION	
02	19/09/2012	Review procedure	3,5
03	04/03/2014	Review of procedure	2,3,4,5
04	27/02/2015	Review of procedure	5
05	22/04/2018	Review of procedure	
07	31/05/2019	Unification of SGIC I and II	
08	28/04/2021	Change of management Academic Quality and Compliance	All
Approved by:		Approved by:	Approved by:
Olga Castelao Director of Academic Quality and Compliance		Eva Icarán Vice-Rector for Teaching Staff and Research	Elena Gazapo. Rector
Date: 28/04/2021		Date: 28/04/2021	Date: 28/04/2021

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PURPOSE

The purpose of this procedure is to establish the mechanisms required to define and assess the human resources management needs of Universidad Europea, hereinafter referred to as the UE, and to draw up a Human Resources Policy to serve as a framework for the development of recruitment, training, appraisal, promotion and recognition programmes for Universidad Europea de Madrid employees.

SCOPE

This procedure encompasses all the actions undertaken by the UE in relation to its Human Resources Policy, and the results on the degree of compliance with, and communication of, that policy. This procedure will be applicable to the definition of the Human Resources Policy.


RELATED DOCUMENTATION

- PGC 8.1 Recruitment and Development
- PGC 8.2 Staff training
- PGC 8.5 Talent management and internal mobility
- PGC 8.6 Performance management
- PGC 12.3 Analysis and Improvement
- PGC 11.1 Stakeholder group satisfaction
- Quality Policy and Environmental Policy and Job Safety Analysis (PRL)
- University Strategic Plan
- Law 6/2001, of 21 December, on universities
- Organic Law 4/2007, of 12 April, which amends Organic Law 6/2001 of 21 December on Universities.
- Collective Agreement of Private Universities, Private University Centres and Postgraduate Training Centres
- Legislation on teaching and non-teaching staff
- Trade union agreements
- University Statutes

PROCESS DEVELOPMENT

A draft policy proposal is prepared by the Vice President of Human Resources, based on their knowledge and experience in people management and the proposals put forward by the deans, school directors, CPEM directors and directors of non-teaching departments, from the perspective of the positions they hold, and the information received from their colleagues.

At the same time, all the other UE strategic documents are taken into account, as the University's own Strategic Plan considers actions aimed at improving the quality of both teaching and non-

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teaching staff to be a critical factor in the success of the institution as well as the academic programme. Any information that helps to provide a more accurate view of employee needs, demands and requirements will also be collected: the results of the annual engagement survey, focus groups, information gathered through the network of correspondents, etc.

The proposal is discussed by the Management Committee, which will approve it and ensure strict compliance.

Once approval has been granted, a copy of the policy will be made available via the Intranet so that all staff are aware of the UE's commitment to quality HR management.

The Human Resources Policy serves as a frame of reference for drawing up plans for recruitment and development, training, appraisal, promotion and recognition, the results of which are studied as a whole in order to determine to what extent the Human Resources Policy meets the objectives set in line with the organisational strategy and the University's academic model, so that in the event of the expected results not being achieved, the improvement actions recommended by the Management Committee can be applied.

SPECIFICS BY CENTRE

School of Architecture, Engineering and Design.

N/A

Faculty of Sports Sciences

N/A

Faculty of Social Sciences and Communication

N/A

Faculty of Biomedical and Health Sciences

N/A

School of Doctoral Studies and Research


N/A

RECORD

RECORDS		
RECORD NAME	CONTROLLER	MEDIUM AND LOCATION
HR Policy	HR Director	HR Files
Minutes of the Governing Bodies Meeting	HR General	Legal Department

INDICATORS

N/A

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RESPONSIBILITIES

Governing Bodies:

Review the alignment of the Human Resources Policy with the Strategic Plan and the UE Quality Policy, approving it when deemed appropriate.

Review the Human Resources Policy at the same time as conducting the reviews of the Strategic Plan to ensure they are in alignment.

Regularly monitor the degree of compliance with the policy, as well as the effectiveness of the operational procedures based on it.

Vice President of HR:

Develop a proposal for a Human Resources Policy that defines the University's commitment to both teaching and non-teaching employees.

Develop plans for the recruitment, training, appraisal, promotion and recognition of UE staff, on the basis of the Personnel Policy.

Assess the results achieved in the different plans developed on the basis of the Human Resources Policy, and devise improvements in the event of possible shortcomings.

Update and review of the HR Policy.

ANNEXES

N/A