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MODIFICATIONS			
EDITION	**DATE**	**REASON FOR MODIFICATION**	**PAGES**
01	10/09/2008	INITIAL VERSION	
02	28/09/2009	Update of the process and those responsible for the creation of the IPC10.3	2-10.13-14
03	19/09/2012	Adaptation of procedure	3-7 13 14
		Modification of Degree Programme	1
		Update of the purpose and scope of the procedure	2
04	03/03/2014	Update of Process Development	3-7
		Modification of process diagram	8
		Modification of process instructions	9-11
		Inclusion of communication and indicators section	12
		Update of Responsibilities	
05	11/03/2015	Indicators	2,4,6
06	22/04/2018	Adaptation of procedure	
07	20/06/2019	Unification of SGIC I and II	All
08	26/04/2021	Update of Director of Quality and Academic Compliance	
Approved by: Olga Castelao Director of the Academic Quality and Compliance Department Date: 26/04/2021	Approved by: Eva Icarán Vice-Rector for Teaching Staff and Research Date: 26/04/2021	Approved by: Elena Gazapo Rector Date: 26/04/2021	

PURPOSE

The purpose of this process is to establish the manner in which the selection and recruitment processes for both teaching and non-teaching staff are carried out, with a view to optimising staff efficiency and quality, and in accordance with the needs of the organisation. This procedure does not apply to commercial contracts.

SCOPE

The procedure applies to all University departments, both teaching and non-teaching. This procedure does not apply to commercial contracts.

RELATED DOCUMENTATION

- UEM Strategic Plan
- PGC 1.5 HR policy management
- PGC 2.1 Public information and accountability
- PGC 11.1 Stakeholder group satisfaction
- PGC 12.3 Analysis and Improvement
- Job descriptions
- Salary scales
- UE Competency Model: GLLM (Non-teaching) and Teaching
- New Employee Induction Programme
- VIII National Collective Agreement for Private Universities, Private University Centres and Postgraduate Training Centres (BOE 27 August 2019).

PROCESS DEVELOPMENT

Identification of recruitment needs.

Staff planning forms part of the process of the definition of the Strategic Plan, is linked to the company's objectives and is allocated an annual budget.

The approved budget includes staff expenditure for each department, as well as the list of posts to be filled, and the estimated date of incorporation of the new staff.

The assessment of staff required to cover teaching needs is based on factors such as anticipated student numbers, established group sizes and reduced availability of teaching staff due to research commitments, moves into management positions and other faculty needs, and also on any specific needs that may arise during the course of the academic year. In both cases, the number and the professional profiles of the teaching staff in terms of qualifications as specified in the Validation Report for a particular degree programme will be taken into account.

The assessment of the number of non-teaching staff required is based on department size, new functions that need to be carried out. and substitutions due to absence.

Once the Department Director has estimated the teaching staff needed by their department for the upcoming academic year, plus any specific needs that may arise during the current one due to an adjustment in teaching allocation for different reasons (sickness, reduction in teaching hours, substitutions, leave of absence from the institution, etc.), taking the approved budget as a starting point they will complete a staff request via the IT tool provided for this purpose to be approved by the faculty, and subsequently the HR Administration Department will forward it to the Recruitment and Selection Department to begin the process.

The DD will define the person specifications for the new recruits at two points in time:

1_During the May-June period prior to the academic year in which these professors will join the University.

2_Throughout the academic year in the case of specific needs for other reasons.

New staff request

Once the preliminary work has been done, the Department Director will complete the "Post Request" form that the Recruitment and Selection Department makes available to the departments online in order to begin the selection process, and where the person specification must be detailed in relation to:

1. Field of knowledge and subjects to be taught
2. Academic level and official accreditations
3. Required language level
4. Required professional experience
5. Planned date of incorporation

The "post request" then moves on to the approval phase, to the Vice-Dean/Head of Department and Human Resources, prior to the start of the recruitment and selection process.

Selection Process

The Recruitment and Selection Department contacts the Department Director to (if necessary) offer them the CVs received with the profiles that match their requirements, and if necessary to carry out an active search to ensure the success of the process.

The Department Director analyses the CVs received from HR, interviewing those that appear to best match the criteria for the post, and then deciding which candidate they consider to be the best fit with the required profile. This is communicated to Recruitment and Selection, so that a competency interview can be held to ensure that the candidate has the skill set required by the University in general, and so that an offer may be made in terms of contract type, date of incorporation and payment, in order to formalise the future contractual relationship and the person's incorporation as a member of the Universidad Europea's staff.

When deemed appropriate, if a candidate has limited teaching experience a test consisting of a teaching simulation may be conducted in order to assess their communication and teaching skills, etc.

Professors who are going to teach in English will be required to take a level test at the University's Language Centre, and will need to have a minimum level of C1 on the CEFR (Common European Framework of Reference for Languages).

Recruitment and Selection conducts a personal interview with the candidates pre-selected by the Department Director, and sends them an evaluation report of the results so that they can make a fully informed decision on the final choice of candidate.

Final decision and end of process

Recruitment and Selection contacts the selected applicant in order to make them an offer.

If the chosen candidate does not accept that offer the other short listed candidates are reconsidered, or alternatively the process is restarted.

For those candidates who –once the offer has been accepted– are either unable or unwilling to take up the position within the next 15 days, a letter of commitment may be signed by both parties.

Once the successful candidate accepts the offer, the Recruitment and Selection Department will communicate the closure of the process to the other short-listed applicants, and collect the necessary documentation from the appointee for submission to HR Administration so that they can proceed with the contracting process.

Induction process for new employees

All new employees are required to follow a "welcome plan" for their first ninety days at the organisation. This plan includes a welcome session organised by the HR department and the assignment of a mentor by the Department Director to ensure that the new staff member settles smoothly and efficiently into their job role, and into university life.

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

In the case of the Faculty of Biomedical and Health Sciences and with regard to the Bachelor's Degree in Medicine, the selection process is different for professors who are doctors on the staff of the hospitals that Universidad Europea has an agreement with for the teaching of subjects in the different specialisations that are listed in the degree programme report and are to be taught in hospitals.

In this case, professors are selected by means of a joint personal interview between a recruitment officer from the HR department and the person responsible for the faculty in the hospitals, who will

select the applicant who best fits the required profile from among the candidates who voluntarily apply to teach the subjects, and always within the required specialisations.

Once those selected to cover the required positions have been selected, they are given the option to choose between the formalisation of the contract, which can be:

- a contract of employment, which implies that they will have previously applied for and been granted recognition of their suitability for teaching with the Autonomous Community in question.
- A freelance contract: As a professional providing services to the University on a freelance basis.

In the case of hospitals (Quirón and Ruber) linked to the University by an agreement between companies, the selection of professors is carried out by the hospitals themselves, who also pay the fees for the teaching services provided to the University.

RECORDS (evidence)

RECORDS		
RECORD NAME	**CONTROLLER**	**LOCATION**
Excel Vacancy Sheet	HR Director	HR Files
Application Form for Vacant Post	HR Director	Meta4
Candidate interview report based on competencies	Recruitment Area	HR Files
Language Tests	Recruitment Department	HR Files
Candidate Records	Recruitment Department	HR Files
SPECIFIC REGISTERS FACULTY OF BIOMEDICAL AND HEALTH SCIENCES		
Hospitals Agreement	Faculty of Biomedical Science	Legal Department
Candidate registration table - Hospitals	Recruitment Department	HR Files
Personal Interview Report - Hospitals	Recruitment Department	HR Files

INDICATORS

IND01-PGC8.1 No. Vacancies filled
IND02-PGC8.1 No. Open vacancies
IND03-PGC8.1 Average number of days to fill a vacancy
IND04-PGC8.1 Percentage of vacancies filled internally
IND05-PGC8.1 Percentage of new teaching contracts in doctoral category
IND06-PGC8.1 Percentage of new PhDs on UEM teaching staff

RESPONSIBILITIES

Department Director

Responsible for the academic resources necessary to ensure quality teaching in compliance with the requirements of each degree programme report.

Director of Human Resources

Guarantor of the proper functioning of the mechanisms impacting on this procedure.

Recruitment Department

Responsible for the selection of the most suitable candidate for each post.

ANNEXES

N/A