Content

MODIFICATIONS			
EDITION	**DATE**	**REASON FOR MODIFICATION**	**PAGES**
07	21/06/2019	Unification of SGIC I and II	All
08	28/04/2021	Update of content, and Director of Quality and Academic Compliance	All

Approved by:	Approved by:	Approved by:
Olga Castelao Director of the Academic Quality and Compliance Department Date: 28/04/2021	Eva Icarán. Vice-Rector for Teaching Staff and Research Date: 28/04/2021	Elena Gazapo. Rector Date: 28/04/2021

PURPOSE

The purpose of this process is to establish how external staff are recruited to provide teaching services at the University.

SCOPE

The procedure is applicable to all teaching departments within the University.
This procedure does not apply to commercial contracts.

RELATED DOCUMENTATION

- PGC 1.5 HR policy management

- PGC 8.1 Recruitment and Selection

PROCESS DEVELOPMENT

Once the Postgraduate Programme Director and/or Department Director has estimated the teaching requirements for their Postgraduate Programme for the following academic year, together with any specific needs arising in the course of the current academic year due to adjustments in teaching assignments or substitutions of professors for different reasons (sickness, reduction of teaching hours, leave of absence from the institution, etc.), and provided that the needs of the Postgraduate Programme in question make it advisable to contract professionals who are not part of the Centre's permanent staff, the Postgraduate Programme Director and/or Department Director will proceed to recruit the necessary staff using the IT tool available for this purpose.

In all cases, the number of teaching staff, together with their professional profiles in terms of qualifications as specified in the Validation Report for each particular degree programme, will be taken into account.

The recruitment request moves on to the approval stage:
- The Vice-Dean/Director of the Undergraduate/Postgraduate Programme check that the request falls within budget.
- Recruitment and Professional Development will set the remuneration per teaching hour for the postgraduate programme the professor will be working on.
- Human Resources Administration: Formalises and generates the contract of employment that will be given to the new collaborator via the programme assistants.

All communication with professors regarding contractual agreements is handled by the postgraduate management teams. Academic coordination is dealt with by the Postgraduate Programme or Department Director, as is the case with the rest of the teaching staff in the faculties.

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 Research and Doctoral Programmes
N/A

RECORDS (evidence)

RECORDS		
EVIDENCE	**CONTROLLER**	**LOCATION**
Application platform	HR Department	Intranet
Academic Documentation	HR Department	HR Files
Contractual Documentation	HR Department	HR Files
Assignment of teaching staff	ICT	SIGECA

INDICATORS

IND01-PGC8.2 Percentage of freelance contracts per academic year

RESPONSIBILITIES

Human Resources Department: Owner of the process

Postgraduate Academic Coordinators: Responsible for requesting the registration of freelance professors.

Recruitment Department: Responsible for ensuring that candidates fulfil legal and academic requirements.

HR Administration Department. Responsible for formalising the contract, and setting the hourly payment rate.

Postgraduate Programme Director: Responsible for the assignment of teaching duties to freelance professors.

ANNEXES

Model Collaboration Contract for companies
Model Invoice for Freelance Staff