

RECRUITMENT AND SELECTION POLICY OF THE UNIVERSITY OF CORDOBA BASED ON THE EUROPEAN UNION OTM-R STRATEGY

The process of recruitment and selection of research personnel for hiring by the University of Cordoba is adapted to the OTM-R (Open, Transparent and Merit-based Recruitment) policy of the European Union. The OTM-R policy defines that the recruitment and selection processes for research personnel must be open, transparent and merit-based, and constitutes one of the essential pillars of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, published in 2005. The OTM-R policy ensures the recruitment of research personnel with the best competencies for a given position and brings benefits for the institution and for the researchers due to the confidence generated by the implementation of this strategy from an ethical, employment, and training point of view. In addition, the OTM-R policy makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility, encouraging the recruitment of researchers throughout the European area.

1. Basic principles

It is a priority for the University of Cordoba that the recruitment and selection processes for researchers are carried out through established processes that are open, transparent and merit-based. These processes will guarantee the recruitment of the most suitable candidates for incorporation into the institution. Following these guidelines will promote the mobility of university personnel, the exchange of knowledge and, in short, the increase of researchers' competencies for the development of their tasks.

Faithful to the commitment to the European Union's human resources strategy, the selection and recruitment procedures of our institution are governed by a set of basic principles that guarantee equal access to a job for everyone. Therefore, the constitutional principles of equality, merit and ability are followed, respecting in any case the national and international regulations in force in this field and, specifically, the European Charter for Researchers and the Code of Conduct for the recruitment of any staff of the institution, regardless of their professional category.

Therefore, the selection and hiring of personnel, in the different research profiles (R1-R4), will be carried out at the University of Cordoba through a competitive process, to which the following criteria will apply:

a) Publicity

Calls for applications, as well as their regulatory bases, will be published in different media, depending on the professional category. The calls for civil servant personnel are published in the Official State Bulletin (BOE), those for labor personnel in the Official Bulletin of the Autonomous Community of Andalusia (BOJA) and, in the case of non-civil servant teaching and research personnel, in Euraxess. All announcements are also published in the Official Bulletin of the University of Cordoba (BOUCO). The published job offers will include a detailed description of the general and specific requirements of the applicant, the specific reference of the position offered, the functions to be performed, the competition rules and the opening and closing date of the call, as well as the periods for the presentation of allegations and the procedure for submitting them.

b) Transparency

Calls for proposals will define the minimum general and specific requirements (including language requirements) for applicants, the criteria for evaluating the competition and the right to complain or to the relevant legal remedies at each stage of the procedure. The results derived from the evaluation at each stage will be published openly following the guidelines described in each call. The calls for the selection of research personnel will include a procedure enabled for the presentation of allegations by the candidates with their specified deadline, as defined in the same. The resolutions derived from the different phases of each process will be published openly on the web page of the University of Cordoba.

c) Equality

Calls for applications will ensure that no applicant will be excluded except in the case of failure to meet the minimum requirements. Candidates who meet the minimum requirements will be evaluated without discrimination based on gender, age, ethnic, national or social origin, religion, beliefs, sexual orientation, language, disability, political opinion, or social and economic status.

d) Merit and ability

The selection, depending on the professional category or position, and always respecting the principles of merit and ability, will be carried out by means of a competition, either by merit or by competitive examination. There are different regulations governing the selection of permanent and civil servant teaching and research personnel, and scales of merit for non-permanent positions of teaching and research personnel or for personnel only involved in research tasks. Career interruptions or temporary variations of CVs will not be penalized, since they are considered part of the professional evolution and, consequently, valuable contributions to the professional development of researchers within the framework of a multidisciplinary career.

e) Professionalism and impartiality

The selection committees will belong to the same or higher professional category as the applicant. The affinity to a specific position will be determined by professionals from the same macro-area or area of management, and an ethical commitment will be signed to avoid conflicts of interest with the applicants for each competition.

2. Selection committees

The selection committees or hiring commissions, depending on the professional category, will be made up of a minimum of three members with different levels of experience and competencies, ensuring in all cases that an adequate balance between men and women is maintained. The committee, which will include members from outside the institution, will ensure that the academic, research and professional (including non-official) qualifications of all applicants, as well as international and professional mobility, are adequately assessed and evaluated. The published evaluation criteria will be consistent with the requirements of the position being offered. The composition of the committees will be public and even for some teaching and research staff positions, also the CVs of the members of these committees.

3. Procedure

All job offers will be published as indicated in the section on basic advertising principles (section 1a). Applicants will confirm the correct reception of their application, integrating the process of sending and tracking in the electronic administration of the University of Cordoba in order to reduce the administrative burden. Once compliance with the minimum requirements has been verified, the provisional list of candidates admitted to the selection process and of those candidates who must correct any administrative requirements will be published, indicating the reasons for exclusion and giving them an administrative deadline for correction. The competition procedure may include a competitive examination phase excluding or not a second merit assessment phase, which may sometimes be accompanied by a personal interview or a public presentation and defense of the merits alleged by the applicants in their CVs. In all cases, care will be taken to ensure that all candidates are evaluated on an equal footing. The scores achieved for each of the phases of the competition will be published in the BOUCO and will be accompanied by a period of allegations. The list of finally selected candidates will be published in different media according to their professional category (BOE, BOJA, BOUCO).

4. Working conditions

The University of Cordoba offers all its employees working conditions in accordance with Spanish legislation and with the principles described in the Code of Conduct for the Recruitment of Researchers, with full social security or MUFACE coverage, as well as adequate technical resources to carry out teaching, research, transfer and management tasks. In the same way, the principles set out in the European Charter for Researchers are fully assumed, incorporating measures that guarantee the reconciliation of work and family life, permits and leaves of absence, and the causes of temporary disability.

5. Recruitment and stabilization of research talent

The University of Cordoba maintains as a strategic commitment the incorporation and stabilization of research talent, understanding this group as personnel with the capacity to attract funds in competitive calls, with scientific projection and with the possibility of incorporating new lines of research and/or strengthening others already existing in the institution. In addition, the recruitment of research talent is a measure to rejuvenate the teaching and research staff, which will guarantee generational replacement without affecting scientific competitiveness.

In a complementary manner, the University of Cordoba promotes and publishes activities for research personnel trained at the institution to strengthen their competencies in three key aspects to achieve stabilization: training, through a wide range of activities with a generic and specific focus; international mobility, to acquire complementary experience to that received during their training; and leadership in scientific activities, which is a key curricular experience to achieve stabilization at the University of Cordoba through research.

This commitment of the University of Cordoba has been reflected in the calls included in the “Enrique Aguilar Benítez de Lugo” Research Plan, the International Research Plan, the Postgraduate Program, and the Strategic Plan for the Incorporation and Stabilization of Research Talent.

6. Research ethics and integrity

Cases of research misconduct, especially when high-level researchers are involved, have a profound impact on research systems in general. Although research misconduct is practiced by

a small fraction of the scientific community, these cases cast doubt on research in society, hinder public investments, and jeopardize the legitimacy of institutions. The overall objective is to raise awareness of the different degrees of misconduct, from blatant violations of legal norms to more subtle forms of behavior that lead to breaches of good practices, ultimately fostering community rejection.

The University of Cordoba is committed to the implementation of a University Research Integrity Plan as a comprehensive framework to promote integrity and prevent malpractice. The strategy is based on a multilevel approach that not only takes into account formal rules and corrective measures, but also focuses on cultural awareness and interactions at all levels of the professional career and work organizational units. The Integrity Strategy also provides for the implementation of best practices in recruitment and selection processes so that these are carried out professionally and in an ethical context and, in addition, contractual and legal obligations are guaranteed.