



## OTM-R policy of Universitat Politècnica de València

### Introduction

The Open, Transparent, and Merit-based Recruitment policy, known by its acronym OTM-R, is one of the pillars of the [European Charter for Researchers](#), particularly the [Code of Conduct for Recruitment](#).

The Charter and the Code (C&C) contain, among other crucial issues related to the professional aspects of a researcher's life, a set of principles and requirements that employers and funders must follow when appointing or recruiting research staff. The Universitat Politècnica de València (UPV) has a firm commitment to the C&C standards, to which it adhered in July 2014, and proof of this is that it entered the official process for obtaining the "HR Excellence in Research Award" in 2019, which it finally received in 2020. This award reflects the commitment to continuously improving UPV's human resources policies in line with the European Charter for Researchers and the Code of Conduct for Recruitment, particularly the commitment to achieve fair and transparent recruitment and evaluation procedures.

At UPV, we are dedicated to enhancing our recruitment processes and evaluation and assessment systems for researchers at all stages of their research careers (R1-R4). This ongoing commitment is a testament to our goal of creating a more open, transparent, and merit-based recruitment and professional development system, ensuring equal opportunities for all candidates and promoting mobility.

### General considerations

Establishing an open and transparent recruitment and selection policy for research staff is critical to the HRS4R strategy.

As part of our unwavering commitment to the HRS4R strategy of excellence, our institution's selection and recruitment processes are guided by a set of fundamental principles. These principles ensure equal access to job opportunities for everyone, which is in line with the constitutional principles of equality, merit, and ability. We adhere to all national and international regulations, including the European Charter for Researchers and the Code of Conduct for Recruitment, for all staff, regardless of their professional category.

The selection and recruitment process for research staff at the UPV consists of the following stages:

- Call phase
- Selection phase
- Recruitment phase



All these stages of the selection and recruitment process must be completed per the Spanish legislation and the Universitat Politècnica de València regulations.

#### A. Call phase

In order to comply with the principle of publicity, the calls for all selection procedures for recruiting research staff are published on the University's [Management Subdivision of Human Resources and Organizational Structure website](#).

It has been decided to publish all calls for selection processes in a single place to facilitate their dissemination and the knowledge of all interested parties.

It is planned to increase the dissemination and guarantees for applicants through publication on the EURAXESS portal and in the Official Journal of the Generalitat Valenciana (DOGV).

In accordance with an open and transparent recruitment policy, all offers for research contracts under research projects shall be as concise and clear as possible. To this end, a standard call for proposals has been established, common to all offers for research staff or technical staff contracts under projects. Researchers have a standard model for publishing contract offers, which meets the basic requirements of the position offered and with which UPV tries to offer transparency and facilitate the identification of the conditions of the position.

The application procedure is carried out entirely electronically through the University's electronic office. Participants have 10 working days from the day following the publication of the call to present their applications.

A link to the electronic office will be provided in each application call. To access this form, the electronic identification of the person concerned is required, in accordance with the provisions of article 14 of Decree 3/2017, for which it will be necessary to have one of the electronic identification systems: Cl@ve-Identification; electronic certificates issued by any of the Certification Authorities recognised in Spain (FNMT, ACCV, Camerfirma, etc.); electronic ID card; or UPVNet user account.

Bearing in mind that it may be the case that applicants of foreign nationality do not have any of the electronic identification systems, they may submit their applications in accordance with the procedure established for cases of technical exceptionality, submitting their applications through the General Registry of the UPV, located in building 3F, ground floor, next to the Rectorate, Camino de Vera s/n, 46071, València; at the registry of the Escuela Politécnica Superior de Alcoi, located in Ferrandiz y Carbonell s/n square, Alcoi; at the registry of the Escuela Politécnica Superior de Gandia, located in Paranimf 1 street, Grao de Gandia, or



in any of the ways established in article 16.4 of Law 39/2015, of October 1<sup>st</sup>, of the Common Administrative Procedure of Public Administrations.

Communications with applicants will be carried out through the UPV's Management Subdivision of Human Resources and Organizational Structure microweb.

Once the application submission deadline has ended, the provisional list of candidates admitted and excluded from the selection process will be published on the microweb. There will be 5 working days from the publication of the list to rectify any errors if there are any. If all applicants are admitted, the lists will become definitive.

In compliance with the principle of equality, the UPV does not establish any specific requirements regarding applicants' nationality or country of residence. Any person who meets the requirements of the call for applications may participate. Still, their actual contract is conditional on meeting the requirements of Spanish law regarding the possibility of working in Spain and the validity of the qualifications they provide.

## B. Selection phase

To guarantee the selection of the person with the most suitable profile for the offer, the whole process will be carried out in accordance with the principles of merit, capacity, objectivity, equal opportunities and non-discrimination.

All selection processes have selection committees composed of members who will act in accordance with the principles set out in the Code of Conduct for Recruitment, respecting the principle of impartiality and ensuring equal treatment and non-discrimination of any kind in the exercise of their duties.

The members of the Selection Committee must have the necessary experience, qualifications and skills to assess candidates effectively.

As collegiate bodies, the selection committees are subject in their actions to the regime established in Law 40/2015, of October 1<sup>st</sup>, on the Legal Regime of the Public Sector, in everything that is not explicitly regulated in the labour regime or the call for applications.

For the selection process, a Selection Committee will be appointed at the proposal of the principal investigator, made up of the following members appointed by the Rector: a President, two Members, all of them civil servants or permanent staff, and a Secretary. The person acting as Secretary shall have the right to speak but not to vote. The appointment of the Selection Committee shall include both full and substitute members.



Moreover, in order to be able to act validly, its members must not be affected by any cause for abstention per the provisions of article 23 of Law 40/2015, of October 1<sup>st</sup>, on the Legal Regime of the Public Sector.

Selection committees must be independent and parity must be ensured and guaranteed, whenever technically possible. None of their members should have a conflict of interest, and their decisions should be objective and evidence-based.

It should also be borne in mind that the Statutes of the Universitat Politècnica de València include as one of the aims of the UPV the promotion of the effectiveness of the principle of equality between women and men, as well as guaranteeing equality and non-discrimination based on sex, sexual orientation, race, religion, disability or any other condition.

### C. Recruitment phase

Once the selection has been completed, the selection committees send all the documentation to the Research Personnel Management Service to proceed with the recruitment of the candidate who has obtained the highest score.

The UPV offers all its employees working conditions in accordance with the Spanish legislation and the principles described in the Code of Conduct for Recruitment, 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.

### Contact

For any questions or doubts regarding the OTM-R policy of the Universitat Politècnica de València, please write to the Vice-rectorate for Research, [vinv@upv.es](mailto:vinv@upv.es).