

INSTRUCTIONS FOR WRITING THE INDIVIDUAL REPORTS

CONTENT OF THE FOLDERS WITH THE DOCUMENTATION TO BE EVALUATED

In the application folder to which you have access you will find the following documentation:

- Manual for selection committees
- Instructions regarding the writing of the individual reports
- Template for the individual reports
- Selection process schedule
- Instructions for the Committee President
- Instructions for the Committee Secretary

And for each candidate the following documents:

- Curriculum Vitae of the candidate
- Document describing the candidate's 5 most important academic contributions
- Document containing a brief description of the teaching career
- Document describing the candidate's proposed teaching and research interests for the next 5 years

PROCEDURE FOR WRITING THE INDIVIDUAL REPORTS

An individual report must be written for each candidate that considers the candidate's curriculum vitae, the documents presented by the candidate and the grading system approved by the committee in accordance with the criteria of the Universitat Rovira i Virgili:

	Research/transfer	Teaching	Mobility	University management/extension
Tenure-Track 2 Lecturer	45-65	25-45	5-20	5-10

These reports must be no longer than 150 words but must be sufficiently specific so that they can be contrasted with those written by other members of the committee. The reports must discuss the main strengths and weaknesses of each candidate.

HOW TO PRESENT THE INDIVIDUAL REPORTS

You have a maximum of 20 consecutive days from the date on which the selection committee is constituted to submit the individual reports.

Once you have finished the individual reports for each candidate, you must send it by email to the secretary of the selection committee.

QUERIES

If you have any queries regarding the IT application or the process, please contact the Human Resources Service (convocatoriespdi@urv.cat):

Many thanks for your collaboration.