

Selection Committee Guidelines

Serra Húnter Programme

Introduction

On 11 July 2013 the Governing Council of the Universitat Rovira i Virgili gave its approval to a call for applications for a series of permanent teaching and research staff contracts.

This is a joint call for applications held by the URV and all the other Catalan public universities within the frame of the Serra Húnter Programme (SHP), and its aim is to recruit highly qualified international teaching and research staff.

These posts have been advertised internationally in order to attract the best possible candidates and to ensure that those selected are of the highest quality. In particular, the recruits must have an excellent academic and research record and proven international experience. They should also be capable leaders with skills in team working and innovation who will be able to develop new lines of research to complement those already being pursued in Catalan universities. A Serra Húnter Programme fellow must believe in talent, academic cooperation, innovation, international transparency and striving for excellence.

The selection process is simple, exacting, thorough and transparent, and is fully recognized by the leading universities in advanced countries. Naturally, a suitable, independent panel is vital for the selection of the best candidates. The members of the selection committees responsible for judging the academic merits of the candidates must be chosen in a way that guarantees the transparency of the selection process. They must be renowned academics who are recognised both nationally and internationally in their respective fields, and who have significant international experience. These committees are appointed by the rector of the recruiting university and will comprise a chairperson, chosen by agreement between the rector and the academic director of the SHP, two members chosen by the rector, and two selected by the programme director, who is advised by an independent committee. One of the members chosen by the recruiting university will act as the committee's secretary.

The selection process will consist of a presentation and two public eliminatory tests aimed at determining the suitability of the candidates that have applied for Serra Hunter Programme permanent teaching and research staff contracts. Given the international nature of the Serra Húnter Programme, these tests can be done in English.

During the first eliminatory test, the candidate's CV will be evaluated and they will be required to give an oral presentation in which they must demonstrate the relevance of their academic qualifications to the university's needs. This will be followed by a discussion between the panel and the candidate. Prior to this, the members of the panel must have individually evaluated the specific merits of each candidate.

In the second test, the candidate must give a presentation on a piece of original research that they have conducted themselves, followed by a discussion with the panel.

The following pages provide further information and guidelines for completing the selection process. Both the Universitat Rovira i Virgili and the programme directors would like to thank you for your invaluable commitment to and involvement in this process.

Main functions of the members of the Selection Committee

➤ Chairperson

The chairperson represents the selection committee, calls the committee's constitutional meeting and subsequent meetings, chairs said meetings, and programmes its activities.

➤ Secretary

The secretary is responsible for calling meetings when so requested by the chairperson, preparing the minutes of the meetings, communicating the necessary information and recording the minutes and other documentation generated.

➤ Members

Members are required to attend meetings when called and to participate in the various stages of the selection process.

➤ Advisors

Advisors are required to attend meetings when called and to participate in the various stages of the selection process.

The Human Resources Service will be available to provide the selection committees with general assistance during the competition and to deal with any possible issues that may arise.

The selection process

CALL TO ATTEND THE CONSTITUTION OF THE SELECTION COMMITTEE

1. The Chairperson will advise the members of the selection committee that they are required to be present for its constitution, giving them at least fifteen calendar days' notice.
2. The committee secretary will send details of the date of committee's constitution to the Human Resources Service of the university that is making the call for applications.
3. The Human Resources Service will publish the date of constitution on the website of the university that is making the call for applications.

ONLINE CONSTITUTION OF THE SELECTION COMMITTEE

The Chairperson will send an email to the members of the selection committee requesting them to confirm by email that they agree to act as members. This must be done within three months of the publication of the call for applications in the *Official Journal of the Government of Catalonia* (DOGC). If any member should withdraw, the named deputy person will be informed accordingly.

The following agreements are to be confirmed online:

- Constitution of the committee (with all its members). The selection committee must be verified that none of the individuals admitted to the selection committee has any reason to abstain from the process, in accordance with Article 28 of Law 30/1992, on the legislation applicable to government agencies and common administrative procedure.
- A provisional calendar for the committee's activities must be agreed by all the members with a view to coordinating the planning of the selection procedure and specifying the relevant dates as far as possible.
- The members of the committee must approve the grading system in accordance with the criteria of the Universitat Rovira i Virgili (see Annex I).
- The members of the committee will be required to draw up individual reports for each candidate. These must be submitted no later than 20 calendar days after the constitution of the committee.
- The dates of the tests are to be agreed upon.

INDIVIDUAL REPORTS ON EACH CANDIDATE

Within a maximum of 20 natural days after the constitution of the committee, each member will write an individual report on each candidate in which they will evaluate the candidate's curriculum vitae and documentation in relation to the contract requirements, considering 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

The members of the selection committees must provide objective evaluations. Consequently, each member of the committee must write a brief report on each candidate's specific merits and their relevance to the requirements of the post to which they are applying, whilst bearing in mind that these requirements have been made deliberately broad in scope in order to encourage a wide range of candidates. 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. The members of the selection committees are expected to apply the same rigor that they would apply when selecting potential colleagues for themselves. These reports must be presented to the committee secretary.

PRESENTATION

Before the presentation, the members of the committee that was constituted by email will sign a formal act of constitution and will publish the criteria on which candidates will be evaluated and the grading system shown in the table above (see Annex I Table of evaluation criteria and Annex II Evaluation Criteria).

The selection committee will inform the candidates of the evaluation criteria and the grading scale. The order in which the candidates give their presentations will be chosen at random.

FIRST TEST

The first test is eliminatory and requires the candidate to give an oral presentation lasting no more than an hour in which they demonstrate their suitability to the academic needs of the Universitat Rovira i Virgili followed by a discussion with the committee. The first test may last for no longer than two and a half hours. The evaluation of this test will be based on two parts: the candidate's curriculum and the oral presentation. The committee will write a joint report based on the individual evaluations of each candidate's specific merits that each member of the selection committee previously sent to the committee secretary.

Once this test has finished, the list of candidates who have been chosen to go through to the second test will be published.

SECOND TEST

The second test is eliminatory and requires the candidate to give an oral presentation on a piece of original research that they have conducted. The presentation will last no more than an hour and will be followed by a discussion with the committee. The second test may last for no longer than two and a half hours.

Ordering of successful candidates

The Universitat Rovira i Virgili and the SHP give the selection committees complete freedom when evaluating and ordering the candidates on the basis of their merits.

Once the candidates have been evaluated, the committee will provide the rector with a list of all the candidates who have been positively evaluated and in order of preference. The committee will provide the reasons on which they have based the inclusion of each candidate on this list and the list will be binding. The committee may also propose that the post remains unfilled.

The list may be agreed on unanimously or by majority. If the list does not have the unanimous agreement of the committee, those members who disagree must provide their own evaluation and ordering of the candidates.

The secretary of the committee will present in person to the Human Resources Service the list of candidates duly completed and signed by all the participating members.

The rector's resolution confirming the awarding of the posts will be published on the website of the Universitat Rovira i Virgili. Once this has taken place the successful candidates will sign their contracts with Universitat Rovira i Virgili.

If one of the successful candidates renounces the post that they have been awarded or does not sign their contract, the rector will appoint the next candidate on the list in order of preference.

ANNEX I – Table of evaluation criteria (Tenure-Track 2 lecturer)

The committee will agree on a maximum mark for each of the following criteria. The candidate will be judged to have been positively evaluated if they obtain an overall mark equal to or above 50% of the total possible mark.

Category	First test				Second test
	Evaluation of CV				Research work
	Research/ transfer	Teaching	Mobility	University management/extension	
	Tenure-Track 2 lecturer				
(Reference)	45-65	25-45	5-20	5-10	
Total	100				
% of the total	%				%

ANNEX II – General evaluation criteria

The general evaluation criteria that will be used to evaluate candidates applying for posts under the SHP are specified in the general regulations governing the call for applications. In line with these criteria, the aspects below will be given particular consideration. However, special consideration will also be given to candidates who have not been working for two years or more for the university that is making the call for applications.

Research merits

A. Quality of research work and dissemination of results

- A.1. Indexed scientific publications
- A.2. Other scientific publications
- A.3. Books and chapters in books
- A.4. Creative artistic work

B. Time spent at research centres (mobility section)

C. Participation in research projects and research contracts

D. Quality of the results transfer

- D.1. Patents and products with registered intellectual property rights
- D.2. Transfer of knowledge to the productive sector

E. Distinguished participation in conferences

F. Lectures and seminars given at internationally renowned research centres

Teaching merits

G. Involvement in education

- G.1. University courses taught (first and second cycle, degree and post-graduate)
- G.2. Supervision of doctoral theses
- G.3. Supervision of first degree and master's degree final projects

H. Quality of teaching work

- H.1. Positive evaluations of the candidate's work
- H.2. Original teaching material and publications
- H.3. Innovative teaching projects

I. Quality of pedagogical training

- I.1. Presentations at conferences related to university education
- I.2. Attendance at conferences related to university education

Other aspects

J. Awards

K. University management posts held (university management/extension section)

L. Other merits